



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
NOVEMBER 28, 2023**

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/89956596779>

Or One tap mobile:

1-305-224-1968 (89956596779#) or 1-309-205-3325 (89956596779#)

Or Telephone:

1-305-224-1968 or 1-309-205-3325

Webinar ID: 899 5659 6779

International numbers available: <https://us02web.zoom.us/j/89956596779>

6:00 P.M.:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NOVEMBER 7, 14 & 21, 2023

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) PRIORITY BASED BUDGETING

REGULAR BOARD MEETING BEGINS AT 7:00 P.M.:

PUBLIC HEARING:

- 1) PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2024 BUDGET

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF 2024 BUILDING BOARD OF APPEALS MEETING DATES (MSD)
- 2) CONSIDER 2024 PLANNING COMMISSION MEETING SCHEDULE (MSD)

- 3) CONSIDER APPROVAL OF AN AGREEMENT WITH WAYNE COUNTY TO PROVIDE WINTER MAINTENANCE ON 9.28 MILES (18.21 LANE MILES) OF COUNTY ROADS (MSD)
- 4) CONSIDER 2024 ZONING BOARD OF APPEALS MEETING SCHEDULE (MSD)
- 5) CONSIDER AWARD AMENDMENT OF THE 2023 CDBG PROGRAM YEAR AND ANNUAL ACTION PLAN (FBD)
- 6) CONSIDER APPROVING AN INCREASE TO THE BLANKET PURCHASE ORDER ISSUED TO ACCUMED BILLING INC. (FIRE)
- 7) CONSIDER APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH WAYNE COUNTY FOR THE WESTERN WAYNE COUNTY THERAPEUTIC RECREATION (WWCTR) PROGRAM (CD)
- 8) CONSIDER INCREASE OF A PURCHASE ORDER FOR AKT PEERLESS ENVIRONMENTAL SERVICES TO PERFORM AN ENVIRONMENTAL ASSESSMENT AT THE VILLAGE ARTS FACTORY, 50755 CHERRY HILL (CD)

GENERAL CALENDAR:

- 1) CONSIDER SITE PLAN FOR AUTOMOBILE SERVICE STATION (DISCOUNT TIRE) (MSD)
- 2) CONSIDER SPECIAL LAND USE AND SITE PLAN FOR FAST FOOD DRIVE-THROUGH RESTAURANT (RAISING CANE'S) (MSD)
- 3) CONSIDER SPECIAL LAND USE AND SITE PLAN FOR FAST FOOD DRIVE-THROUGH RESTAURANT AND MULTI-TENANT COMMERCIAL SHOPPING CENTER (DABAJA PROPERTIES) (MSD)
- 4) CONSIDER SITE PLAN FOR MULTI-TENANT COMMERCIAL SHOPPING CENTER (WARREN AND CANTON CENTER PLAZA) (MSD)
- 5) CONSIDER APPROVAL OF AN AGREEMENT WITH FOURTH ECONOMY CONSULTING FOR THE MICHIGAN AVENUE INNOVATION NETWORK (MAIN) PRELIMINARY ASSESSMENT (CD)
- 6) CONSIDER APPROVAL TO PURCHASE 2024 SEASON'S FERTILIZER, FUNGICIDE, PLANT PROTECTANT AND NUTRIENTS FOR PHEASANT RUN GOLF CLUB AND PARKS IN 2023 (CLS)
- 7) CONSIDER APPROVAL FOR THE PURCHASE OF GOLF CIP EQUIPMENT (CLS)
- 8) CONSIDER AWARDED TOWING CONTRACT TO J&T CROVA, NATIONWIDE RECOVERY, AND MAYFLOWER TOWING FOR THE SOUTHERN PART OF CANTON TOWNSHIP (SUPERVISOR)
- 9) CONSIDER APPROVAL OF TENTATIVE COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL UNION OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFSCME LOCAL #3860, FOR A TERM COMMENCING JANUARY 1, 2024 THROUGH DECEMBER 31, 2026 (SUPERVISOR)

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.

**Charter Township of Canton
Board Proceedings – November 7, 2023**

A special joint meeting of the Board of Trustees and the Planning Commission of the Charter Township of Canton was held Tuesday, November 7, 2023 in person.

Motion by Sneiderman, supported by Foster to appoint Treasurer Slavens temporary chair. Motion carried unanimously.

Motion by Sneiderman, supported by Foster to appoint Borninski as temporary clerk. Motion carried unanimously.

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

Planning Commission Members Present:	Cruz, Eggenberger, Foster, Janowski, Okon, Watkins, Weber, Zuber
Planning Commission Members Absent:	Singh

Adoption of Agenda:

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

Study Session:

- 1) Zoning Ordinance Discussion – Electric Vehicle Charging Infrastructure
- 2) Zoning Ordinance Discussion – Signs

Public Comment:

Public Comment was held.

Adjourn:

Motion by Sneiderman, supported by Foster to adjourn the meeting at 7:50 p.m. Motion carried unanimously.

Kate Borninski, Temporary Clerk

**Charter Township of Canton
Board Proceedings – November 14, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 14, 2023, in-person. Clerk Siegrist called the meeting to order at 5:30 p.m.

Motion by Borninski, supported by Sneideman to appoint Treasurer Slavens Chair Pro Tem. Motion carried unanimously.

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

Closed Session: Discuss Pending Litigation (Charter Township of Canton v. IMAC Properties, LLC, Daniel McCausland and Robert McCausland)

Motion by Siegrist, supported by Sneideman to go into closed session under MCL 15.268 Sec 8 (1) (e) to discuss pending litigation. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Sneideman to return to open session at 6 p.m. Motion carried unanimously.

Presentation:

- 1) Major Road Improvement Program Review

Adoption of Agenda:

Motion by Siegrist, supported by Sneideman to adopt the agenda as amended adding items G-A and G-B. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Sneideman to approve the minutes from October 17, 24 & November 1, 2023. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens, supported by Sneideman to approve the payment of bills as present. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF November 14, 2023		
101	GENERAL FUND	1,482,539.78
204	ROADS FUND	86,357.74
206	FIRE FUND	775,057.81
207	POLICE FUND	1,478,697.27

208	COMMUNITY CENTER FUND	96,009.70
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	25,639.75
246	COMMUNITY IMPROVEMENT FUND	13,140.00
248	DDA - CANTON	58,463.97
260	INDIGENT DEFENSE FUND	3,823.37
261	E-911 UTILITY	20,273.42
265	ORGANIZED CRIME - DRUG ENFORCEMENT	43,504.50
274	CDBG FUND	4,897.56
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	214,089.80
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	641,402.59
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	650.00
404	CAP PROJ - CHV DEVELOPMENT	29,717.00
584	GOLF FUND	66,296.10
592	WATER & SEWER FUND	2,199,468.16
596	GARBAGE & RUBBISH COLLECTIONS	408,999.00
661	FLEET MAINTENANCE FUND	56,301.39
701	TRUST & AGENCY FUND	5,073.25
702	CUSTODIAL FUND	25,563.80
736	POST EMPLOYMENT BENEFITS FUND	97,624.98
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		7,833,590.94

Consent Calendar:

Item C-1. Consider Approval of Payment of the Annual Software License Fees to Kiriworks for the On-Base Document Management System

Motion by Siegrist, supported by Borninski approve payment of \$13,250.46 for the annual software license fees to Kiriworks for the On-Base document management system. Motion carried unanimously.

Item C-2. Consider Approval of Application for MLCC Special Liquor Licenses

Motion by Siegrist, supported by Borninski to approve the MLCC Special Liquor License application submission to the State of Michigan and to approve the attached Resolution for the serving and consumption of alcohol for the two events mentioned in the executive summary. Motion carried unanimously.

Item C-3. Consider Approving an Increase to the Blanket Purchase Order Issued to Airgas Great Lakes

Motion by Siegrist, supported by Borninski to approve increasing blanket purchase order issued to Airgas Great Lakes by \$5,000. Motion carried unanimously.

Item C-4. Consider Request to Increase Blanket Purchase Order for PSD – IT Systems

Technical Support

Motion by Siegrist, supported by Borninski to approve increasing blanket purchase order #2023-00002172 issued to Electronic Technical Solutions by \$8,000 for continued PSD-IT systems support. Motion carried unanimously.

Item C-5. Consider Request to Increase Blanket Purchase Order for Police Uniforms

Motion by Siegrist, supported by Borninski to approve increasing the blanket purchase order #2023-00000388 issued to Allie Brothers, Inc., by \$25,000 for the purchase of new police officer uniforms. Motion carried unanimously.

Item C-6. Consider Resolution Authorizing Board of Review to Schedule Alternate July and December Board of Review Meetings

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

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Authorizing Board of Review to Schedule Alternate July and December Board of Review Meeting Dates

Whereas, Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July and December to meet on the Tuesday following the third Monday in July and the Tuesday following the second Monday in December; and

Whereas, Public Act 122 of 2008, effective May 9, 2008, allows for an alternate July and December Board of Review meeting date during the week of the third Monday in July and during the week of the second Monday in December, if authorized by the governing body of the municipality; now therefore be it;

Resolved, Pursuant to Public Act 122 of 2008, Board of Trustees of the Township of Canton, authorized the Board of Review to schedule an alternative meeting date during the week of the third Monday in July and during the week of the second Monday in December. Said meeting will be posted pursuant to the Open Meetings Act.

Motion carried unanimously.

General Calendar:

Item G-A. Resolution Authorizing Solid Waste Fee for Property Tax Bills

Motion by Siegrist, supported by Sneiderman to approve the Treasurer to place a \$195 solid waste fee on the property tax bill mailed on December 1, 2023. Motion carried unanimously.

Item G-B. Consideration of Board Action on Attorney's recommendation regarding pending litigation, *Charter Township of Canton v. IMAC Properties, LLC, Daniel McCausland and Robert McCausland*

Motion by Siegrist, supported by Borninski to approve the Attorney's settlement recommendation in the case of *Charter Township of Canton v. IMAC Properties, LLC, Daniel McCausland and Robert McCausland*, and authorize the Township Supervisor to sign all of the necessary documents to effectuate the recommendation. Motion carried unanimously.

Item G-1. Request Approval to Contract with New Security Systems Support Vendor

Motion by Siegrist, supported by Sneiderman to approve the contract and purchase order in 2024 for the sole use of services, components, and systems as provided by GSI Inc. of Troy, Michigan in support of Township security systems for a period of 5 years. Motion carried unanimously.

Item G-2. Consider Approval of a Purchase Order to Partners in Architecture, PLC for the Architectural Designs, Bid Documents, Engineering, and Owner's Representation for the Western Wayne Building

Motion by Siegrist, supported by Borninski to approve the award for architectural design, engineering, bid documents and owner's representation for the Western Wayne Building renovations in an amount not to exceed \$152,000 to Partners in Architecture, PLC upon confirmation of the date of the award issued by the State of Michigan and the attached budget amendment. Motion carried unanimously.

Item G-3. Consider Purchase of Equipment to Upfit Two Dodge Durangos for the Police Department

Motion by Siegrist, supported by Sneiderman to approve the purchase of equipment to upfit two 2023 Dodge Durangos for the Canton Police Department from Cruisers Inc. 5977 Brighton Pines Ct, Howell, MI 48843, in the amount of \$20,278.70. Funding will come from the 207-301-50.970_0030 Police Capital Outlay Machinery and Equipment account. Motion carried unanimously.

Item G-4. Consider Approval of a Purchase Order to Schena Roofing for Removal and Replacement of Village Theater Area D Roof

Motion by Siegrist, supported by Foster to approve a contract and a purchase order to Schena Roofing & Sheet Metal in the amount of \$107,661 to replace the flat roof over Area D at the Village Theater. Motion carried unanimously.

Item G-5. Consider Approval of a Purchase Order to Chromline Contracting for Window Caulking and Waterproofing at Administration Building

Motion by Siegrist, supported by Borninski to approve the contract and approve a purchase order to Chromline Contracting, 603 Estrada Dr. Belleville, MI 48111 in the amount of \$46,499 plus a 10% contingency of \$4,649 making the total \$51,148. Motion carried unanimously.

Item G-6. Consider Approval of Barn and Woodwork Restoration at Preservation Park

Motion by Siegrist, supported by Borninski to approve the contract and approve a purchase order to Allied Building Services, 1801 Howard St., Detroit, MI 48216 in the amount of \$20,000. Motion carried unanimously.

Item G-7. Consider Approval of iPad and Accessory Purchase

Motion by Siegrist, supported by Borninski to waive the purchasing policy and approve the purchase of 19 iPads and accessories for a total amount of \$14,428.41. Motion carried unanimously.

Item G-8. Consider Authorization to Purchase New Cardio and Strength Training Equipment

Motion by Siegrist, supported by Foster to approve the 2023 purchase of cardio equipment and hack squat, and 2024 order of strength training equipment as stated in the Budget Implications and Account Number section of the RBA. Motion carried unanimously.

Item G-9. Consider Approval of a Resolution to Authorize a Cadet/Explorer Program within the Fire Department

Motion by Siegrist, supported by Borninski that the following resolution be adopted as presented.

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

Approval of a Resolution to Authorize a Cadet/Explorer Program within the Fire Department

Whereas, the Charter Township of Canton recognizes the importance of a properly staffed professional fire department, for the well-being of residents and visitors to our community, and;

Whereas, it is further recognized that a cadet/explorer program will help to assure the availability of competent well-trained individuals to consider for future fire department vacancies; now therefore, be it;

Resolved, that the Board of Trustees of the Charter Township of Canton:

1. APPROVE the request to authorize the Director of Fire Services to establish and maintain a cadet/explorer program within the fire department, comprised of individuals from 16 through 17 years of age.

Motion carried unanimously.

Item G-10. Consider Request to Award the Shelter Pavilion Bid to Carpentry Concepts and Ceilings, LLC

Motion by Siegrist, supported by Sneideman to approve awarding the bid to build a shelter pavilion at the gun range to Carpentry Concepts and Ceilings, LLC, in the amount of \$21,000. Motion carried unanimously.

Item G-11. Establish Board of Trustees Meeting Dates for 2024 and Consider Closing the Canton Township Administration Building on July 5, 2024

Motion by Siegrist, supported by Sneideman to establish the Canton Township Board of Trustees meeting schedule for the year 2024 as follows: The Township Board shall meet on the first, second, third, fourth, and fifth Tuesdays of each month in regular session, excluding February 27th, June 18th, August 6th, September 24th, and November 5th and to approve the closure of the Administration Building on July 5, 2024. The first, third and fifth Tuesdays, the Township Board shall meet in a work or study session at 6:00 p.m. and all other meetings shall be at 7:00 p.m.

Meetings are normally held in the Board of Trustees meeting room on the First Floor of the Charter Township of Canton Administration Building, 1150 Canton Center South, Canton, Michigan. Meetings may be canceled based on the needs of the Township. All adjustments to this schedule to be posted individually on the Canton Website as well as posted on the Announcement Boards at the Township Administration Building. Motion carried unanimously.

Additional Public comment was held.
Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – November 21, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 21, 2023 in person. Supervisor Graham-Hudak called the meeting to order at 5:46 p.m.

Members Present: Borninski, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman

Members Absent: Ganguly

Closed Session: Discuss Pending Litigation (Outdoor One v. Charter Township of Canton)

Motion by Siegrist, supported by Borninski to go into closed session under MCL 15.268 Sec 8 (1) (e) to discuss pending litigation. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Slavens to return to open session. Motion carried unanimously.

Study Session:

- 1) ERP Replacement Project

Public Comment:

Public Comment was held.

Adjourn:

Motion by Siegrist, supported by Slavens to adjourn the meeting. Motion carried unanimously.

Michael A. Siegrist, Clerk

CANTON TOWNSHIP STUDY SESSION

TOPIC SUMMARY

DATE OF MEETING: Tuesday, November 28th, 2023

TOPIC: 2024 Priority Based Budgeting Presentation

PRESENTER: Chris Fabian, ResourceX Strategic Partnerships Manager
Wendy Trumbull, Finance and Budget Director

ADDITIONAL ATTENDEES: Carolyn Cox, Budget, Benefits & Internal Audit Manager
Katelyn Paval, Finance Administrative Coordinator

BRIEF SYNOPSIS OR OUTLINE OF DISCUSSION: A status update of the Priority Based Budgeting project will be presented along with a preview of the website dashboard.

DESIRED SESSION OUTCOME: Approval to post the dashboard to the Canton Township website for citizen use.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #PH-1

ITEM: Public Hearing and Adoption of Fiscal Year 2024 Budget

PRESENTER: Wendy N. Trumbull, Finance and Budget Director
Carolyn Cox, Budget, Benefits, and Internal Audit Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The purpose of the Public Hearing is to allow for public comments regarding the proposed 2024 budget. The initial proposed 2024 budget was presented to the Township Board during a Study Session held on April 4, 2023, and changes were discussed at the Study Session on November 1, 2023. Tonight, the Finance Department is requesting that the Township Board of Trustees adopt the proposed 2024 budget.

BACKGROUND: State law requires that a Township operating on a calendar year budget cycle hold a Public Hearing on the proposed budget no later than December 15th and that the Township adopts the proposed budget no later than December 31st of a given year.

Copies of the proposed 2024 budget are available at the Township Clerk's Office and the Finance Department.

STRATEGIC PLAN/GOALS: Financial Stability - provides operating budget for 2024 fiscal year.

ACTION REQUESTED: Approve resolutions adopting 2024 budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Establishes FY 2024 budget.

IMPLEMENTATION PLAN: The adopted budget will be available for review at the Clerk's office, the Library, and on the Township's website.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to open the Public Hearing on the Adoption of the Fiscal Year 2024 Budget.
I move to close the Public Hearing.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF
CANTON, MICHIGAN

Public Hearing and adoption of Fiscal Year 2024 Budget

Whereas Act 359 of 1947, The Charter Township Act, requires that the annual budget be adopted by resolution;

Whereas pursuant to MCLA 141.412 and .413, notice of a Public Hearing on the proposed 2024 budget was published in a newspaper of general circulation on November 13, 2023, and a Public Hearing on the proposed budget was held on November 28, 2023, now, therefore, be it;

Resolved, that estimated total revenues and expenditures for the 2024 fiscal year are hereby appropriated on a fund level basis. Totals by fund are as follows:

Fund #	Fund Description	2024 Proposed Budget
101	General Fund	\$ 41,382,547
204	Roads Fund	\$ 7,275,000
206	Fire Fund	\$ 21,829,258
207	Police Fund	\$ 28,639,383
208	Community Center Fund	\$ 5,939,735
219	Street Lighting Fund	\$ 353,000
230	Cable TV Fund	\$ 2,445,636
246	Community Improvement Fund	\$ 840,011
248	Downtown Development Authority	\$ 1,671,000
260	Indigent Defense Fund	\$ 400,000
261	911 Service Fund	\$ 698,352
265	Organized Crime-Drug Enforcement	\$ 642,000
274	CDBG Fund	\$ 400,000
284	Opioid Settlement Fund	\$ 118,849
301	Energy Project Debt Service	\$ 433,958
302	Capital Projects Debt Service	\$ 1,358,750
403	Capital Projects - Infrastructure	\$ 500,000
584	Golf Course Fund	\$ 6,420,154
592	Water & Sewer Fund	\$ 41,648,425
596	Garbage & Rubbish Collection	\$ 6,136,733
661	Fleet Maintenance Fund	\$ 2,390,175
736	Post Employment Benefits Fund	\$ 4,784,000

Further Resolved, that the Township Supervisor has the authority to approve budget adjustments between departments based upon recommendation by the appropriate Department Director and the Finance and Budget Director in accordance with adopted policies. Additionally, the use of contingency funds must be approved by both the Finance and Budget Director and Supervisor;

Further Resolved, that the Charter Township of Canton Board adopts the 2024 budget for the various funds on a fund level. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each fund;

Further Resolved, that the millage levy previously approved by the Board on September 12, 2023 will be utilized to support the 2024 budget

Further Resolved, that there shall not be any new positions created that shall result in an increase in employee headcount within a department or division without prior Township Board approval;

Further Resolved, that the Township Supervisor has the authority to fill existing vacant and budgeted positions and reclassified positions based upon the recommendation by the appropriate Department Director and the Finance and Budget Director; and

Further Resolved, that claims against the Township shall be approved by the Charter Township of Canton Board prior to being paid. The Township Clerk and the Township Treasurer may authorize payment of certain claims prior to approval by the Township Board to avoid late penalties, service charges, and interest (for example, utilities and payroll) in accordance with approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of those claims paid prior to approval, for approval at the next Board meeting.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-1

<u>ITEM:</u> Consider Approval of 2024 Building Board of Appeals Meeting Dates
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PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In accordance with the Open Meetings Act, the Building Board of Appeals is required to establish and post a schedule of board meetings at the beginning of each year. The Building Board of Appeals does not meet on a regular basis. Meetings are scheduled as needed.

STRATEGIC PLAN/GOALS: Michigan Law requires local approval.

ACTION REQUESTED: Establish meeting dates for Canton Township's Building Board of Appeals for 2024. Meetings will be scheduled as applications are received.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: When an appeal is received, a meeting date will be set. The Building Board of Appeals is required by State law to hear the appeal and file a decision within 30 days of the request.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to establish the Canton Township's Building Board of Appeals meeting schedule for the year 2024. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road.

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-2

ITEM: Consider 2024 Planning Commission Meeting Schedule

PRESENTER: David Norwood, Municipal Services Director

ACTION REQUESTED: Set Planning Commission Meeting Schedule for 2024.

EXECUTIVE SUMMARY: Each year the Planning Commission sets the schedule of meetings for the following year. The following meeting schedule proposed for 2024 includes a Planning Commission meeting on the first and third Monday of each month at 7:00 p.m. except as otherwise noted.

BACKGROUND AND ANALYSIS: In general, the first Monday will be Regular Meetings for applications and other action items, and the third Monday will be Work Sessions to discuss the Master Plan, Zoning Ordinance amendments, and other long-range planning items. However, because of the uniqueness of the 2024 schedule with 2 elections and many holidays taking place on a Monday, this schedule may change. The location of the meetings will be in the Board Room of the Canton Administration Building unless otherwise stated in the meeting notice. At its meeting on Monday, November 6, 2023, the Planning Commission recommended approval of the following 2024 meeting schedule that was presented by Planning Division staff.

Proposed 2024 Planning Commission Meeting Schedule:

Regular Meetings	Work Sessions
January 8, 2024 (1/1 is New Year's Day)	January 22, 2024 (1/15 is Martin Luther King Jr. Day)
February 5, 2024	February 26, 2024 (2/19 is Presidents' Day)
March 4, 2024	March 18, 2024
April 1, 2024	April 15, 2024
May 6, 2024	May 20, 2024
June 3, 2024	June 17, 2024
July 1, 2024	July 15, 2024
August 12, 2024 (8/5 is the day before Election Day)*	August 19, 2024
September 9, 2024 (9/2 is Labor Day)	September 16, 2024
October 7, 2024	October 21, 2024
November 18, 2024 (11/4 is the day before Election Day and 11/11 is Veterans Day)*	None
December 2, 2024	December 16, 2024
<i>Meetings will be at 7:00 p.m. unless otherwise stated in the meeting notice</i>	

*Election Day is the Tuesday after the first Monday, and most available meeting rooms are occupied on Monday evening for election operations setup.

COMMUNITY PLANNER'S RECOMMENDATION: Approval

PLANNING COMMISSION RECOMMENDATION: At its meeting on November 6, 2023, the Planning Commission adopted a motion to recommend approval of the 2024 Planning Commission schedule presented by Planning Division staff, subject to amendment by the Planning Commission as necessary.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to set the 2024 Planning Commission Meeting schedule at 7:00 p.m. on the dates recommended by the Planning Commission at its meeting on November 6, 2023, subject to amendment by the Planning Commission as necessary.

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-3

ITEM: Consider Approval of an Agreement with Wayne County to Provide Winter Maintenance on 9.28 Miles (18.21 Lane Miles) of County Roads

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Under this agreement, County crews will provide the same level of winter service on an additional 9.28 miles (18.21 lane miles) of **local paved roads** as it presently provides on the primary paved roads, if the Township will partially reimburse the County for this added service. The Township's share of this cost for the 2023/2024 winter season is \$16,261.53 or \$893.00 per lane mile. This cost is based on last year's cost and is how the county and the township have historically agreed to determine the pricing for these services. It represents 50% of the cost for County staff to perform the service.

BACKGROUND: Wayne County's policy in regard to winter maintenance on County roads has been to maintain bare pavements on all County primary paved roads during winter storms. This means that during the storm crews would continue to salt and plow until the snow stopped falling and bare pavement was achieved. Although the County level of service is still bare pavement, it is now done with less salt and more plowing. Further, they may not achieve bare pavement until sometime after the storm diminishes. Roads will be safe, but for periods may have slight snow cover until crews can complete the removal (bare pavement process) during normal work hours.

The following local roads would be added to Wayne County's priority maintenance list and given the same service as the Primary roads.

Cherry Hill (West County Line to Ridge)	0.39 miles
Hanford Road (Canton Center to Sheldon)	0.50 miles
Joy Road (West of Beck)	0.50 miles
Lotz Road (Cherry Hill to Ford)	1.10 miles
Lotz Road (Palmer to Cherry Hill)	1.00 miles
Lotz Road (Michigan to Palmer)	1.25 miles
Ridge Road (Ford to Warren)	1.28 miles
Saltz Road (Canton Center to Sheldon)	0.50 miles
Saltz Road (Canton Center to Ridge)	2.26 miles
Warren Road (Ridge to 1/2 mile west of Ridge)	0.50 miles
TOTAL	9.28 miles (18.21 lane miles)

STRATEGIC PLAN/GOALS: To provide high quality services – Quality Infrastructure

ACTION REQUESTED: Approve an agreement with Wayne County to provide winter maintenance on an additional 18.21 lane miles of roads at a cost to the Township of \$16,261.53.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A total of \$25,000 in funds are available in the ROW Maintenance - Professional & Contractual Services Account #101-447-03.801_0050.

IMPLEMENTATION PLAN: If approved, a purchase order will be created and Engineering Services will transmit payments to Wayne County.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the agreement with Wayne County to provide additional winter maintenance for 9.28 miles (18.21 lane miles) of County local roads and authorize the payment of \$16,261.53 from Account #101-447-03.801_0050 (ROW Maintenance - Professional & Contractual Services) and authorize the Township Clerk to sign the agreement resolution on behalf of Canton.

ATTACHMENTS:

1. Letter from Wayne County
2. Winter Road Maintenance Agreement Resolution
3. Winter Maintenance Costs Summary

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-4

ITEM: Consider 2024 Zoning Board of Appeals Meeting Schedule

PRESENTER: David Norwood, Municipal Services Director

EXECUTIVE SUMMARY: Each year, the following year's Zoning Board of Appeals meeting schedule is set by the Township Board. The following 2024 meeting schedule proposed for the Zoning Board of Appeals includes a meeting on the second Thursday of each month at 7:00 p.m.:

January 11th, February 8th, March 14th, April 11th, May 9th, June 13th, July 11th, August 8th, September 12th, October 10th, November 14th, and December 12th.

STRATEGIC PLAN/GOALS: N/A.

ACTION REQUESTED: Set Zoning Board of Appeals Meeting Schedule for 2024.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to set the 2024 Zoning Board of Appeals meeting schedule for 7:00 p.m. on the following dates: January 11th, February 8th, March 14th, April 11th, May 9th, June 13th, July 11th, August 8th, September 12th, October 10th, November 14th, and December 12th.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-5

ITEM: Consider Award Amendment of the 2023 CDBG Program Year and Annual Action Plan

PRESENTER: Wendy Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: On May 23, 2023, The Board of Trustees approved and adopted the 2023 Annual Action Plan for the Community Development Block Grant Program administered through the Department of Housing and Urban Development. We are requesting a slight change to the Plan, which includes an increase of CDBG funds and to rehabilitate the Barchester Park playground instead of the Dell'Orco playground.

BACKGROUND: The 2023 CDBG program is consistent with past years' programs and includes a mixture of public service agencies and construction projects. The recommended projects are First Step (\$26,000), Neighborhood Legal Services (\$22,000), Canton Youth Connection Program (\$10,892), Program Administration (\$78,523), Heritage Park Dell'Orco Playground (ADA Project) (\$180,000), and Housing Rehabilitation (\$125,000). Unfortunately, we are unable to proceed with the Heritage Park Dell'Orco playground rehabilitation. Instead, we would like to amend the Plan and approve \$234,000 for the rehabilitation of the Barchester Park playground. Barchester Park is situated in Census Tract 56380, which is deemed low-income by the American Community Survey Low and Moderate-Income Summary Data.

STRATEGIC PLAN/GOALS: Welcoming Community and Financial Stability.

ACTION REQUESTED: Amend the Annual Action Plan for the PY 2023 CDBG program.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The PY 2023 CDBG allocation is \$392,615 plus an additional \$103,800 from prior year unused funds. Funds are available.

IMPLEMENTATION PLAN: The finance department will amend the 2023 Action Plan and begin work on the Barchester Park playground.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to amend the PY 2023 Community Development Block Grant Program.

ATTCHMENT: PY2023 CDBG Annual Action Plan Project Descriptions (Amended)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-6

**ITEM: Consider Approving an Increase to the Blanket Purchase Order Issued to
AccuMed Billing Inc.**

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting to increase the blanket purchase order issued to AccuMed Billing Inc. by \$40,000 for ambulance billing services, due to the current blanket purchase order amount being depleted.

BACKGROUND INFORMATION: The Fire Department is requesting to increase the blanket purchase order #2023-00000441 issued to AccuMed Billing Inc. by \$40,000. The blanket purchase order covers ambulance billing services. Additional funds are necessary due to an increase in run volume, which requires additional services from AccuMed Billing Inc. through the end of the year.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the increase of blanket purchase order #2023-00000441 issued to AccuMed Billing Inc. by \$40,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this increase will be expensed from the 2023 Fire Department Professional and Contractual Services Account #206-336-50.801_0050.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve increasing the blanket purchase order issued to AccuMed Billing Inc. by \$40,000.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-7

ITEM: Consider Approval of an Intergovernmental Agreement with Wayne County for the Western Wayne County Therapeutic Recreation (WWCTR) program.

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

In August of 2023, Leisure Services provided an update on the Western Wayne County Therapeutic Recreation program to the Conference of Western Wayne. The presentation was made in advance of consideration for a technical amendment to the Wayne County Commission's 2023-2024 comprehensive budget in the amount of \$150,000. The amendment was later approved and an Inter-governmental agreement was revised to include the 2023-2024 fiscal year. Leisure Services is requesting the Township Board to approve the IGA and acceptance of funding for Canton's 2024 budget.

BACKGROUND INFORMATION:

Up until 2015, the Wayne County Parks Millage Program provided support through the Wayne County Department of Public Services, Parks and Recreation Division to provide programs and services to individuals with disabilities. To facilitate this program, the Western Wayne County Therapeutic Recreation (WWCTR) partnership was formed, combining the efforts of several Western Wayne County Communities. These Communities included the City of Dearborn, Canton, City of Livonia, City of Northville, Northville Township, City of Plymouth, City of Wayne, and the City of Westland. It was the consensus of the committee that Canton would serve as the administrative lead. During the span of this program, many of the initial goals were achieved and more than 8,000 Wayne County residents with disabilities were served.

Despite a discontinuance in funding, Canton Township has continued to administer many programs for individuals with disabilities through Western Wayne County Therapeutic Recreation. More than 140 individuals with disabilities register for Canton's on-going programs and summer camp experiences designed for individuals with physical, emotional, cognitive, and developmental impairments each year. Canton has become the model for therapeutic recreation throughout southeast Michigan.

STRATEGIC PLAN/GOALS: Welcoming Community, Organizational Climate and Culture, Financial Stability

ACTION REQUESTED: Approve the Intergovernmental Agreement with Wayne County, authorize the signing of the contract, and accept \$150,000 in program funding.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Leisure Services has worked with Finance to provide multiple amendments to the Recreation budget to allow for increased programming in 2023 and 2024.

IMPLEMENTATION PLAN:

Upon approval, the Supervisor will sign the Intergovernmental Agreement, and Canton will begin invoicing Wayne County.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the Intergovernmental Agreement between Wayne County and the Charter Township of Canton for \$150,000, and to authorize the Township Supervisor to sign the contract on behalf of the Township.

ATTACHMENTS:

Attachment A: IGA Western Wayne County Therapeutic Recreation Partnership Funding

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #C-8

ITEM: Consider Increase of a Purchase Order for AKT Peerless Environmental Services to Perform an Environmental Assessment at the Village Arts Factory, 50755 Cherry Hill

PRESENTER: Jonathan LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

Canton Township is in the process of procuring The Village Arts Factory Warehouse, 50755 Cherry Hill. Prior to closing, and as a component of the Township's due diligence process, Canton's Board of Trustees approved a contract of an environmental assessment of the property on August 22, 2023. The assessment included Phase I & II Environmental Site Assessments, Baseline Environmental Assessment, and a Due Care Plan.

During this process, the need for additional testing components outside of the initial scope was identified in the adjacent corner building, formerly referred to as the Factory. As a result, AKT Peerless Environmental Services has provided a work activity change order to collect a sample from the site, determine the characterization, and facilitate disposal as necessary. The total budget increase over the initial contracted amount of \$17,550 is an additional \$4,750. As this was a previously approved purchase order by the Board of Trustees, it requires Board Approval.

BACKGROUND:

Canton Township is pursuing a reimagining and redevelopment of the Cherry Hill Village District. A component of this redevelopment is the contribution of the arts and cultural institutions of the Township. Within this context, the Township is pursuing the purchase of The Village Arts Factory Warehouse at 50755 Cherry Hill. To complete the purchase the Township is completing a due diligence process that includes an environmental assessment of the property.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Approve an increase of the purchase order # 2023-2289 for AKT Peerless Environmental

Services to perform an additional environmental assessment at 50755 Cherry Hill.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Funds are available in account # 404-727.801_0050 Professional Services.

IMPLEMENTATION PLAN:

Upon Board approval, AKT Peerless Environmental Services will be notified, and the purchase order will be increased.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve an increase PO#2023-2289 for an additional environmental assessment at 50755 Cherry Hill to AKT Peerless Environmental Services, 22725 Orchard Lake Rd, Farmington, MI 48336 in the amount of \$4,750 to be paid from account 404-727.801_0050 Professional Services.

ATTACHMENTS:

Attachment A – AKT Peerless Work Activity Change Order

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-1

ITEM: Consider Site Plan for Automobile Service Station (Discount Tire)

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Ryan McEnhill, Eng. Engineering & Surveying

EXECUTIVE SUMMARY: The applicant proposes to construct an automobile service station establishment (Discount Tire) at 5008 Research Dr., which is vacant (parcel 131-02-0001-000). The subject site is located on the southwest corner of Michigan Ave. and Research Dr., between Beck Rd. and Belleville Rd., and is located in the Quadrants Industrial Research Park. The subject site is zoned LI, Light Industrial and automobile service station establishments are special land uses in the LI zoning district, subject to Section 6.02(C) of the Zoning Ordinance.

At its meeting on May 23, 2023, the Township Board of Trustees approved the special land use application. At its meeting on November 6, 2023, the Planning Commission recommended approval of the site plan, with conditions.

BACKGROUND AND ANALYSIS:

Location: South side of Michigan Ave., located on the west side of Research Dr, between Beck Rd and Belleville Rd. (131-02-0001-000; 5008 Research Dr)

Net Acres: Approximately 2.81 acres

Existing Land Use(s): Vacant

Existing Zoning: LI, Light Industrial

Surrounding Zoning and Land Uses:

North – C-3, Regional Commercial; multi-tenant commercial center and Huntington Bank

South – LI, Light Industrial; Loomis Armored Services and BCP Canton, LLC

East – LI, Light Industrial; Mini Storage Depot

West – GI, General Industrial; Mans Lumber

Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – Mixed Use

East – Mixed Use

West – Mixed Use

Land Use: The proposed use of an automobile service station establishment is a special land use in the LI zoning district, which was approved by the Township Board of Trustees on May 23, 2023. The proposed use is compatible to the light industrial uses to the east (Mini Storage Depot), south (Loomis Armored Services), and west (Mans Lumber Millwork).

Schedule of Regulations: The plans comply with the dimensional requirements in the LI, Light Industrial zoning district for: minimum lot width (150 ft. for automobile service stations); maximum building height (40 ft., measured from grade to the top of parapet); front yard setbacks (85 ft. from Michigan Ave. and Research Dr. for automobile service stations); side yard setbacks (30 feet for automobile service stations); and rear yard setbacks (30 feet for automobile service stations). The lot width and setback requirements are higher for automobile service stations than they are for the LI zoning district; therefore, the standards for automobile service stations supersede the requirements of the LI zoning district.

Development Standards for Automobile Service Stations: The plans comply with the Automobile Service Station development standards of Section 6.02(C) of the Zoning Ordinance. The subject property meets the minimum lot size (2.81 acres) and all storage is proposed to be contained within an enclosed building. The two-way access drive from Research Drive is 33 feet wide, which meets the minimum width requirement. Section 6.02(C) of the Zoning Ordinance allows the driveway to be as wide as 36 feet. The proposed design does not include canopies, outdoor storage, or vehicle sales or storage.

Traffic Impact and Access Management: There is one point of access proposed to the site, from Research Dr. There are no curb cuts proposed from Michigan Ave. To achieve the turning movement, the applicant proposes additional paving to the boulevard median on Research Dr., which is illustrated on the plans.

Parking: The plans provide the parking calculation for automobile service station establishments. Based on the total number of service or repair bays, employees, and floor area of the proposed building, 40 parking spaces are required pursuant to Section 4.01(C)(6). The submitted plans include 39 parking spaces, including two (2) barrier free spaces and four (4) spaces allotted within the service bay areas.

The plans show four (4) future electric vehicle charging stations (i.e., 2 charging pedestals serving 4 parking spaces) in the southeast corner of the parking lot. Discount Tire intends to install the conduit during construction, and they are currently working through the details on when the charging stations will be installed.

Loading: The loading area will be located to the rear of the building on the west side, with access to the building located in the rear. The loading area meets the dimensional requirements of 10 ft. wide by 50 ft. long.

Architecture: The plans include elevations with percentage of materials to be used on each side of each building. The proposed brick (58%) exceeds the minimum requirement of 50% brick in Section 26.06 of the Zoning Ordinance. The remaining materials are a mix of glass, split-face CMU, metal siding, and EIFS. The metal siding and EIFS are under the 25% maximum permitted in commercial districts.

The architectural elevations show the rooftop mechanical equipment being screened by a parapet wall. Section 2.26 of the Zoning Ordinance requires roof-mounted mechanical equipment to be screened from view from adjacent property and/or public rights-of-way, and this requirement will be reviewed again at the time of building permit review.

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements for frontage landscaping, parking lot landscaping, and foundation landscaping, with one exception. The applicant proposes to relocate the required ornamental foundation trees outside of the building foundation areas due to the tight configuration of the circulation pattern around the building (i.e., foundation trees that grow over the adjacent drive are susceptible to be hit with larger vehicles per the Truck Turning Exhibit). The Planning Commission is permitted to allow certain landscape modifications pursuant to Section 5.07 of the Zoning Ordinance, provided that such adjustments are in keeping with the intent of the Zoning Ordinance. In this case, the applicant proposes to relocate the required ornamental foundation trees elsewhere on the site, which will allow for better functional design of the site and truck circulation around the building. Also, the required foundation shrubs will be planted in the required foundation landscape areas and the number of foundation shrubs proposed far exceed the number required by the Zoning Ordinance. At its meeting on November 6, 2023, the Planning Commission approved this modification pursuant to Section 5.07 of the Zoning Ordinance.

There are 22 trees proposed for removal, and there are 29 trees proposed to be planted as replacements. Most of the trees proposed for removal are located on the west side of the site. The purpose of removing trees on the west side of the site is to create a “Proposed Compensatory Storage Area.” According to the Grading Plan on Sheet C5.0, the existing floodplain is proposed to be filled by 1,063 cubic yards for the site construction on the east side of the site and a compensatory cut is proposed on the west side of the site in the amount of 1,207 cubic yards. This proposed filling and compensatory cut is subject to approval by FEMA and/or EGLE, so we will defer to the appropriate agencies regarding floodplain regulations. No grading or construction in the floodplain will be permitted without the appropriate agency approvals and permits.

Sidewalks: There are currently no sidewalks along Michigan Ave. or Research Dr. frontages, but sidewalk is proposed along the frontage of Michigan Ave. which will fill a gap of almost 448 feet. The plans also include a sidewalk extending from the northeast corner of the building to the sidewalk along Michigan Ave.

Lighting: The plans include a photometric plan, which is designed to comply with Section 2.13 of the Zoning Ordinance. There are 25-foot-high pole-mounted lights throughout the

perimeter of the parking lot and wall-mounted lights on all sides of the building.

Signage: Signage will be reviewed by the Building & Inspection Services Division during the building permit review of the signage plan. The signage is designed to comply with Article 6A of the Zoning Ordinance, but we note some required changes to the proposed monument sign. Although the monument sign meets the requirements for height (6 feet) and area (24 sq. ft.) and its masonry base was recently revised to be brick, the background must be darker than the foreground.

Dumpster Enclosure: The dumpster enclosure will be in the southwest corner of the development in the rear yard. The dumpster enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, including an 8-foot-high brick wall with a limestone cap, opaque gates, and bollards in the backside of the enclosure.

- **Community Planner's Recommendation:** Approval of the Site Plan for an automobile service station establishment use on parcel no. 131-02-0001-000 at 5008 Research Dr. as illustrated on the submitted Site Plan, subject to all federal, State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on November 6, 2023, the Planning Commission voted 7-0 to recommend approval of the Site Plan for an automobile service station establishment use on parcel no. 131-02-0001-000 at 5008 Research Dr., including approval of a landscape modification pursuant to Section 5.07 of the Zoning Ordinance for relocating the required foundation trees as illustrated on the site plan, subject to all federal, State, County, and Township requirements, including required corrections to the monument sign plan pursuant to Article 6A of the Zoning Ordinance.

Since the November 6, 2023 Planning Commission, the applicant has revised the plans to include the monument sign on the plan sheets and show its base as the same brick as the building. However, the background must be revised to be darker than the foreground unless the Zoning Ordinance is amended or a variance is approved.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Site Plan for the Discount Tire automobile service station establishment use (Planning Application #131-SPC-7919) at 5008 Research Dr. (tax parcel no. 131-02-0001-000), subject to all federal, 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 Discount Tire

WHEREAS, the Project Sponsor has requested Site Plan approval for an automobile service station establishment use on parcel no. 71-131-02-0001-000 at 5008 Research Dr.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton 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 #131-SPC-7919 for an automobile service station establishment use on tax parcel no. 131-02-0001-000 at 5008 Research Dr., as the request meets the requirements of the Charter Township of Canton Zoning Ordinance, subject to all federal, State, County, and Township requirements, including required corrections to the monument sign plan pursuant to Article 6A of the Zoning Ordinance.

ATTACHMENTS:

1. Planning Commission Minutes of November 6, 2023
2. Zoning Map and Aerial Map
3. Site Plan Materials

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 any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-2

ITEM: Consider Special Land Use and Site Plan for Fast Food Drive-Through Restaurant (Raising Cane's)

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Tom Szafranski (Kimley Horn)/LuAron Foster (Raising Cane's)

EXECUTIVE SUMMARY: The project sponsor proposes to construct a 3,700-sq. ft. Raising Cane's fast food drive-thru restaurant at 44250 Ford Rd., which is located on the north side of Ford Rd. between Sheldon Rd. and Morton Taylor Rd. TGI Friday's is currently located on the site, and the applicant proposes to demolish the TGI Friday's restaurant and construct a Raising Cane's restaurant. Fast food drive-through restaurants are special land uses in the C-2 district. The applicant has concurrently applied for Special Land Use review and Site Plan review.

At its meeting on November 6, 2023, the Planning Commission recommended approval of the Special Land Use and Site Plan, with conditions.

BACKGROUND AND ANALYSIS:

Location: 44250 Ford Rd., which is located on the north side of Ford Rd. between Sheldon Rd. and Morton Taylor Rd. (parcel no. 040-99-0001-703)

Net Acres: Approximately 1.8 acres

Existing Land Use(s): TGI Friday's restaurant

Existing Zoning: C-2, Community Commercial and CBD, Central Business District Overlay

Surrounding Zoning and Land Uses:

North – C-2, Community Commercial and CBD Overlay; shopping center (Crave BBQ)

South – C-2, Community Commercial and CBD Overlay; Dogology University

East – C-2, Community Commercial and CBD Overlay; Firestone

West – C-2, Community Commercial and CBD Overlay; Walgreen's

Existing Comprehensive Plan Future Land Use Map Classification: Community Shopping

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Community Shopping

South – Community Shopping

East – Community Shopping

West – Community Shopping

Proposed Special Land Use: The proposed use of a fast food drive-through restaurant is a special land use in the C-2 zoning district. The proposed use is similar to nearby uses. There are eight (8) fast food restaurants located within ½ mile of the site¹, including an Arby's in the same shopping center. Our findings on the special land use criteria of the Zoning Ordinance are addressed at the end of this review letter.

Additionally, outdoor dining is proposed which is designed to comply with the outdoor dining requirements of Section 6.02(AA) of the Zoning Ordinance.

Schedule of Regulations: The plans comply with the dimensional requirements for fast-food drive-through restaurants in the C-2 zoning district and CBD Overlay for: minimum frontage (125 ft.), maximum building height (50 ft./3 stories), minimum front yard setback from Ford Rd. (50 ft.), minimum side yard setbacks (15 ft.), and minimum rear yard setback (30 ft.).

Traffic Impact: The primary means of ingress/egress is through the shared access drive from Ford Rd. located west of the site and east of Walgreens. There is a secondary means of access on the north side of the site from the common access drive. There is a network of common access drives that connect almost all the commercial sites adjacent to the north side of Ford Rd. between Sheldon Rd. and Morton Taylor Rd.

The applicant has submitted a traffic impact study (TIS), dated August 2023, with traffic counts taken on Thursday, July 27th and Saturday, July 29th. The TIS included movement count data at the following intersections:

- Ford Rd./Walgreens Access/Brookline Blvd. (i.e., the main site access from Ford Rd.)
- Sheldon Rd./Harvard Square Shopping Center Access/Kohl's Access (i.e., the access drive in front of Kohl's that continues straight to the common access drive to Lowe's, Target, etc.)
- Sheldon Rd./Ford Rd.

The TIS stated that there are currently high control delays at the following locations and times, which are expected to continue after Raising Cane's opens:

- Northbound on Sheldon Rd. at Ford Rd. during Weekday Midday Peak Hour, Weekday PM Peak Hour, and Saturday Midday Peak Hour. These delays are attributed to signal priority given to east-west traffic on Ford Rd. While the TIS projects that the levels of service will be improved after the Ford Road boulevard is constructed, it cannot make any conclusions until final designs and signal timing is completed by MDOT.
- Eastbound from the Kohl's site along the access road that connect to Sheldon Rd. and

¹ Wendy's, Tim Hortons, Culver's, Taco Bell, McDonald's, Burger King, Arby's, and Boston Market.

crosses over to Harvard Square Shopping Center during Weekday Midday Peak Hour and Weekday PM Peak Hour. This is an unsignalized intersection, and the eastbound traffic subject to the delay has multiple options to re-route to Ford Rd. While it is recommended that two (2) separate outbound lanes be striped at the Kohl's access, this would be subject to approval of the property owner.

The TIS also notes that in 2029 the Westbound drive from Harvard Square that aligns with the Eastbound Kohl's drive across Sheldon Rd. is expected to have a high control delay during the Weekday Midday Peak Hour, and that consideration should be given to providing striping on the driveway to designate separate outbound right-turn and left-turn lanes. Westbound drivers on this access drive can alternatively drive northward to two (2) other access drives that connect to Sheldon Rd. Additionally, drivers to and from the Raising Cane's site can access 3 driveways along Sheldon Rd., 9 driveways along Ford Rd., and 2 driveways along Morton Taylor Rd.

Access Management and Drive-Thru Lanes:

- **Internal/External Site Access.** Per the Planning Commission's recommendation at its meeting on October 2, 2023, the applicant has revised the plans to make the southern drive one-way only, where the western curb cut closest to Ford Rd. is inbound (i.e., eastbound) only, and exiting traffic from the drive-through goes eastbound and then north toward the northern curb cut at the internal access drive. As such, the width of the southern drive has been reduced from 24.6 feet to 20 feet. This one-way design will eliminate outbound trips through the southwest curb cut near Ford Rd. Signage has been added to facilitate one-way traffic. The 4 parking spaces on the south side of the building have been angled accordingly, and 1 parking space in the southeast corner was removed and striped over to allow for vehicles to turnaround where the "Do Not Enter" signs are. Finally, a triangular raised island (a.k.a., "pork chop") was added at the Ford Rd. entrance, which will prevent westbound left turn movements from Ford Rd. into the site where the vehicle stacking could interfere with the eastbound left turn lane at Ford Rd. & Sheldon Rd. This triangular raised island is subject to MDOT approval. Regardless of whether MDOT approves the triangular raised island, it is expected that the proposed boulevard design will prohibit left turn movements into the site from Ford Rd. because the loon in the southeast corner will be designed as a "Michigan Left."
- **Access for Large Vehicles.** The plans include turning radii and travel path for a garbage truck, fire truck, and delivery truck. According to the Fire Department, the fire truck turning radius in the southeast corner is very tight and is based on an ideal turn. While the Fire Truck Turning Template shows adequate area for the wheel path, the potential conflict points are where the vehicle body overhang is close to the parking spaces. We recommend that the aisle width in the southeast corner be widened by one or both of the following methods to the satisfaction of the Fire Department prior to Township Board review:
 - Moving the inside curb in the southeast corner northwesterly to provide more turning area; and/or
 - Moving the outside curb in the southeast corner southeasterly. The final extent of the widening may depend on final MDOT boulevard designs. Our understanding

is that MDOT may reduce the size of this loon area, which will provide more area to widen the aisle in the southeast corner. We recommend that this modification be finalized during Engineering plan review when final MDOT plans are more likely to be known, subject to approval by the Fire Department. The previous design showing a 24-foot aisle in the southeast corner was previously approved by the Fire Department, so a conforming design is attainable in the southeast drive.

- **Planned MDOT Boulevard.** The site is designed based on proposed MDOT plans for the Ford Road boulevard project, which includes a truck turning loon in the southeast corner of the site. While MDOT's plans are not finalized, and the loon area is subject to change, the applicants have been collaborating with MDOT and are designing the site in accordance with MDOT's plans.
- **Drive-Through Queuing.** The Drive-Thru Queuing Plan shows sufficient stacking for 31 vehicles – 25 vehicles for the standard drive-through and 6 vehicles for grand opening peak stacking between the pickup window and the drive to the south. Section 4.01(C)(6) of the Zoning Ordinance requires 10 stacking spaces for drive-through restaurants. We are not aware of any other Raising Cane's drive-through restaurants in southeast Michigan and we are concerned that the restaurant has the potential to generate very high demand. The applicant has submitted an off-site auxiliary traffic management plan that includes stacking up to 36 additional vehicles onto the site to the northwest. Specifically, the Drive-Thru Queuing Plan shows 18 cars in the parking lot aisle north of Walgreens and 18 cars in the parking aisle to the northwest between the two driveways from Sheldon Rd. The vehicles are stacked in an organized manner that still allows for circulation to be maintained on all surrounding sites without causing backups onto Sheldon Rd. or Ford Rd. It appears that the Raising Cane's parcel is also owned by the same owner as the parcels to the north and west (Harvard Sq-1st Holding), so approval is feasible.

The Canton Township Police Department reviewed the Drive-Thru Queuing Plan and noted that officers would not be responsible for facilitating internal traffic operations for the drive-through unless necessary to keep the peace and order for an event at the cost of the officers' overtime wages. The Police Department raised concerns with cars exiting the drive-through and attempting to turn out onto Ford Rd. eastbound and westbound. If there are traffic issues, the Police Department would need to station one or more officers to assist with traffic at the cost to the business. To address this concern, as well as the concerns raised by the Planning Commission at its meeting on September 11, 2023, the applicant has modified the plans to require outbound traffic from the drive-through to turn left (eastbound, away from Ford Rd.) so that this exiting traffic will exit the restaurant site onto the drive aisle to the north of the site. To ensure that outbound traffic from the drive-through turns left, the curb has been angled leftward and signage (sign posts and asphalt markings) has been added to that effect.

Parking: The parking requirement for drive-through restaurants is: 1 parking space per 50 sq. ft. of eating area, 1 parking space per employee, and 10 stacking spaces. Additionally, outdoor dining areas with capacity for greater than 20 occupants must meet the parking requirement for the principal use. Based on 1,643 sq. ft. of eating area (including the outdoor

dining area, which shows 43 seats) and 12 estimated employees, **45 parking spaces** are required. Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. We recommended reducing the parking requirement for the outdoor dining area because the outdoor dining is seasonal and the parking requirements for the indoor seating area (1 space per 50 sq. ft.) are typically more than necessary based on demand. If the outdoor dining area is exempt from the parking requirements, the 862 sq. ft. of indoor eating area and 12 estimated employees will require **30 parking spaces**. There are **33 parking spaces** proposed, and the applicants recently revised the plans to remove the 11 parking spaces proposed in the median between Raising Cane's and Walgreens and 1 parking space in the southeast corner for vehicle turnaround. Based on the demand of other fast food drive-through restaurants in the area, we believe 33 spaces will be sufficient for the indoor and outdoor dining. If parking demand exceeds 33 spaces, a shared parking agreement can be discussed with the property owner and there are internal sidewalks proposed to make shared parking with adjacent sites easier. At its meeting on November 6, 2023, the Planning Commission approved a reduction in the number of parking spaces as proposed.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires one (1) 10' x 50' loading space in a side or rear yard. The required loading area is located in the rear yard in the northeast corner of the site, which is outside of the driveway and drive-through stacking areas. The loading area is larger than 10' x 50', which is necessary for the loading space parking and circulation based on the Delivery Truck Turning Exhibit.

Architecture: The submitted plans include elevation pages with material and color specifications. The percentages of each material are included in the recently updated plans, and the building far exceeds the 50% brick required by Section 26.06 of the Zoning Ordinance. Over 85% of the building is brick.

The columns of the order canopies will be wrapped in brick for a consistent appearance with the building.

The plans include the estimated rooftop mechanical equipment outlines and associated screening.

Landscaping, Screening, and Tree Preservation: A landscape plan has been submitted that is designed to comply with the requirements of Article 5 of the Zoning Ordinance for frontage landscaping, parking lot landscaping, foundation landscaping, and general site landscaping. The number of trees and shrubs exceed the minimums of the Zoning Ordinance. The landscape plan must show the required frontage berm and we recommend front yard shrubs to be located on this berm, which can be addressed during the pre-development process when the final MDOT right-of-way design might be known.

A tree preservation/removal plan has also been submitted, which shows vegetation to be preserved and removed on the subject site.

Sidewalks: There is an existing sidewalk along Ford Rd., and the plan includes sidewalk

connecting Ford Rd. to the proposed building and the shopping center to the north. There is a crosswalk from the northwest corner of the site to the shopping center to the north (i.e., southwest corner of Crave BBQ), so the proposed on-site sidewalk will improve internal pedestrian circulation. A crosswalk between Raising Cane's and Walgreens has been added across the stop-controlled portion of the access drive.

Lighting: The plan documents include a photometric plan and light specifications, and recent revisions were made to the plans to make the lighting compliant with Section 2.13 of the Zoning Ordinance. The illumination under the canopy has been reduced below 20 footcandles and a note has been included on the photometric plan stating that all lighting will comply with Section 2.13.

Signage: The signage proposal is in the brand book submitted by the applicant. A ground sign is proposed along Ford Rd. which is designed to comply with the maximum height (6 feet), maximum area (24 sq. ft.), and minimum setback (10 ft.) of the Zoning Ordinance. The Zoning Ordinance allows 1 menu board per drive-through lane, and there are 2 menu boards proposed – 1 for each lane. The previously-proposed Pre-Sell Board has been removed from the plans. After site plan review, the Building & Inspection Services Division will review all signage for compliance with Article 6A of the Zoning Ordinance prior to permitting.

Dumpster Enclosure: A dumpster enclosure is proposed north of the building in the rear yard, and the dumpster enclosure complies with Section 2.14 of the Zoning Ordinance.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed fast food drive-through restaurant in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows:

- The proposed fast food drive-through restaurant use will be compatible with adjacent nonresidential land uses to the west (Walgreens), north (shopping center), and east (Firestone and shopping center).
- The proposed fast food drive-through restaurant use will be compatible with the principles and objectives of the Canton Township Master Plan with regard to the Community Shopping classification on the Future Land Use Map, as well as the commercial land uses along Ford Rd.
- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
- The Drive-Thru Queuing Plan submitted by the applicant exceeds the minimum number of drive-through stacking spaces (10) by proposing 31 on-site stacking spaces and 36 off-site stacking spaces, which includes an operations plan for efficient internal traffic control during peak times.
- The Traffic Impact Study submitted by the applicant notes current and future high control delays, and makes recommendations for off-site improvements.
- The site will have direct access to Ford Rd. as well as access to several internal access drives that connect to Ford Rd., Sheldon Rd., and Morton Taylor Rd.
- The site will have a pedestrian circulation system, including sidewalks connecting Ford Rd. to the proposed building and the shopping center to the north. A crosswalk between

Raising Cane's and Walgreens is also proposed.

- The proposed use is not expected to be detrimental to public health, safety, and welfare, provided the Drive-Thru Queuing Plan can adequately accommodate overflow drive-through traffic and the Fire Department approves the final designs of the internal driveway.
- The proposed use will enhance the surrounding environment.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings, provided the Drive-Thru Queuing Plan can adequately accommodate overflow drive-through traffic.
- 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 a use.

- **Community Planner's Recommendation:** Approval of the Special Land Use and Site Plan for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd., including the proposed 33 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including Fire Department approval of the drive aisle width.

- **Planning Commission's Recommendation:** At its meeting on November 6, 2023, the Planning Commission voted 7-0 to recommend approval of the Special Land Use and Site Plan for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd., including the proposed 33 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including Fire Department approval of the drive aisle width.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Special Land Use and Site Plan for the Raising Cane's fast food drive-through restaurant use (Planning Application #s 040-SLU-7843 & #040-SPC-7842) at 44250 Ford Rd. (parcel no. 040-99-0001-703), as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including Fire Department approval of the drive aisle width.

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, subject to the drive aisle width being widened to the satisfaction of the Fire Department.

BUILDING OFFICIAL’S RECOMMENDATION: N/.

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 for Raising Cane’s

WHEREAS, the Project Sponsor has requested Special Land Use approval and Site Plan approval for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd.; and

WHEREAS, the Planning Commission reviewed the Special Land Use application and applicable criteria and voted 7-0 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; and

WHEREAS, the Planning Commission reviewed the Site Plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton 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 and Site Plan in Planning Application #s 040-SLU-7843 & #040-SPC-7842, respectively, for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd., as the requests meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including Fire Department approval of the drive aisle width.

ATTACHMENTS:

1. Planning Commission Minutes of November 6, 2023
2. Zoning Map and Aerial Map
3. Site Plan Materials
4. Traffic Impact Study

NEXT STEPS: If the Special Land Use and Site Plan are 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 any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-3

ITEM: Consider Special Land Use and Site Plan for Fast Food Drive-Through Restaurant and Multi-Tenant Commercial Shopping Center (Dabaja Properties)

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Frank Dabaja (Owner, Canton Development, LLC)/Evan Priest (Michael L. Priest & Associates, Inc.)

EXECUTIVE SUMMARY: The project sponsor proposes to construct two (2) multi-tenant commercial buildings at the northeast corner of Michigan Ave. and Beck Rd. The north building will be 7,122 sq. ft. The south building will be 6,833 sq. ft. and includes a proposed drive-through restaurant at the south end. The site is currently vacant, and it abuts existing driveway stubs within the Crossroads Village shopping center to the north and east. The Crossroads Village shopping center includes Target, Kohl's, and several other retailers. Multi-tenant commercial shopping centers are principal permitted uses in the C-3 district, and fast food drive-through restaurants are special land uses in the C-3 district. The applicant has concurrently applied for Special Land Use review and Site Plan review.

At its meeting on November 6, 2023, the Planning Commission recommended approval of the Special Land Use and Site Plan, with conditions.

BACKGROUND AND ANALYSIS:

Location: Northeast corner of Michigan Ave. and Beck Rd. (no address; parcel no. 131-99-0005-701)

Lot Area: Approximately 3.36 acres

Existing Land Use(s): Vacant

Existing Zoning: C-3, Regional Commercial

Surrounding Zoning and Land Uses:

North – C-3, Regional Commercial; Crossroads Village shopping center (including Target)

South – GI, General Industrial; Mans Lumber

C-3, Regional Commercial; Angie's Hamburger Stand

East – C-3, Regional Commercial and CBD Overlay; Crossroads Village shopping center

West – LI-R, Light Industrial Research; multi-tenant industrial (including Kingfa)

Existing Comprehensive Plan Future Land Use Map Classification: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – Mixed Use

East – General Commercial

West – Light Industrial, with Research Park Use Recommended

Land Uses: Multi-tenant commercial shopping centers are principal permitted uses in the C-3 zoning district, subject to Section 6.06 of the Zoning Ordinance. A fast food drive-through restaurant is a special land use in the C-3 zoning district. The proposed use is similar to other nearby uses. There are three (3) fast food drive-through restaurants located within ½ mile of the site¹, including an Arby's in the same shopping center. Similar to Arby's and Jimmy John's nearby, the proposed fast food drive-through restaurant is part of a multi-tenant commercial building. Our findings on the special land use criteria of the Zoning Ordinance are addressed at the end of this review letter.

The multi-tenant commercial shopping center standards of Section 6.06 of the Zoning Ordinance are met, including roof variations, canopies, earth tone building colors, patio/seating/plaza area, and pedestrian plaza area.

While the end users have not yet been identified, the landscape plans illustrate outdoor dining between 2 buildings. At the time that a specific user is proposed, the outdoor dining area will be reviewed in more detail pursuant to Section 6.02(AA) and additional plan details will be required at that time.

Schedule of Regulations: The plans comply with the dimensional requirements for fast-food drive-through restaurants in the C-3 zoning district for: maximum building height (35 ft./3 stories), minimum front yard setback from Michigan Ave. and Beck Rd. (85 ft.), minimum side yard setback (15 ft.), and minimum rear yard setback (30 ft.). While the side and rear yard setback requirements are met on the north and east sides, respectively, Section 26.03, footnote (d) of the Zoning Ordinance allows the internal side setbacks to be eliminated for parcels encompassed by a shopping center, provided there are internal connecting driveways and associated easements.

Access Management: The site will be exclusively accessed via the Crossroads Village shopping center to the north and east. Therefore, there are no additional curb cuts proposed on Michigan Ave. and Beck Rd. The primary means of ingress/egress to the site is through two (2) shared drives on the north side of the site and one (1) shared drive on the south side of the site. These drives are stubbed at the lot line and were planned when the Crossroads Village shopping center was approved in 2007. The Crossroads Village shopping center is accessed through two (2) curb cuts on Beck Rd. (which was a right-turn taper and a dedicated left-turn lane) and three (3) curb cuts on Michigan Ave. (which is a boulevard). The

¹ Arby's, Jimmy John's, and Angie's Hamburger Stand.

Crossroads Village shopping center has an internal network of drives that provide multiple options for ingress and egress within the site.

Section 4.01(C)(6) of the Zoning Ordinance requires 10 stacking spaces for drive-through restaurants. There are 11 stacking spaces proposed. Drive-through fast food restaurants located in multi-tenant buildings tend to have fewer drive-through trips than those located in a freestanding building, so 11 stacking spaces is likely adequate.

Sheet 01 includes turn templates showing how a fire truck, delivery truck, and garbage truck will access the site and circulate within it.

Parking: The parking requirement for shopping centers and drive-through restaurants is as follows:

- **Drive-Through Restaurants:** 1 parking space per 50 sq. ft. of eating area, 1 parking space per employee, and 10 stacking spaces. Additionally, outdoor dining areas with capacity for greater than 20 occupants must meet the parking requirement for the principal use. Based on the estimated 800 sq. ft. of eating area (excluding any outdoor dining area, which will be addressed on a future plan submittal if it is proposed) and 4 estimated employees, the drive-through use requires **20 parking spaces**.
- **Shopping Centers:** 1 parking space per 250 sq. ft. of gross leasable area. Based on 10,926 sq. ft. of shopping center use (all 7,122 sq. ft. of the north building and 3,804 sq. ft. of the south building), the shopping center use requires **44 parking spaces**.

If both buildings were calculated only under the Shopping Center standards, then **56 parking spaces** would be required. There are **55 parking spaces proposed**, which is 9 less than required for both uses and one (1) less than required based on a shopping center use 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. We recommend reducing the number of required parking spaces to 55 because there are many shopping centers in Canton with attached drive-through restaurants that do not approach their parking lot capacity, even on their busiest days. If parking demand exceeds 55 spaces, a shared parking agreement can be discussed with the applicant and the adjacent property owner to the north and east. Section 4.01(B)(5) of the Zoning Ordinance allows the Planning Commission to approve a shared parking agreement if one is proposed in the future. At its meeting on November 6, 2023, the Planning Commission approved a reduction in the number of parking spaces as proposed.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires one (1) 10' x 50' loading space in a side or rear yard. The required loading area is located in the side yard on the north side of the building, which is outside of the driveway and drive-through stacking area. The loading area is 10' x 50', which is adequate based on the delivery truck turning exhibit. If a longer loading area is necessary, there is room to lengthen the loading area westward without interfering with the driveway or drive-through stacking area.

Architecture: The submitted plans include elevation pages with material and color specifications. The percentage of brick on the building exceeds the minimum of 50%

required by Section 26.06 of the Zoning Ordinance. Other materials include glass, burnished masonry units, and metal paneling in the higher areas of the building. Canopies are proposed over the doors and windows.

The plans include parapet walls that are approximately 3 feet high as well as additional rooftop screening of mechanical equipment. Section 2.26 of the Zoning Ordinance requires roof-mounted mechanical equipment to be screened from view from adjacent property and/or public rights-of-way, and this requirement will be reviewed again at the time of building permit review.

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for parking lot landscaping and foundation landscaping, with a few minor exceptions. The frontage landscaping was planted when the Crossroads Village shopping center was built, and the owner proposes to update the landscape plan by replacing 40 of the frontage trees. The applicant proposes to relocate all of the required ornamental foundation trees and some of the required foundation shrubs outside of the building foundation areas due to the adjacent sidewalk and drive-through areas around the building, including the wider sidewalk areas on the east side of the buildings which may be used for outdoor dining in the future. The Planning Commission is permitted to allow certain landscape modifications pursuant to Section 5.07 of the Zoning Ordinance, provided that such adjustments are in keeping with the intent of the Zoning Ordinance. In this case, the applicant proposes to relocate the required ornamental foundation trees and shrubs elsewhere on the site, which will allow for better functional design of the site and circulation around the building for vehicles and pedestrians. Twelve (12) of the 60 required foundation shrubs will be planted in planter boxes on the east side of the building, with the remaining foundation shrubs planted elsewhere on the site. At its meeting on November 6, 2023, the Planning Commission approved the requested landscaping modification.

The landscape plan includes a Greenbelt Treatment note regarding additional landscaping work proposed along the frontages. Additional revised landscape plans may be required once the scope of work is finalized to ensure that the originally-approved landscape requirements for Crossroads Village are upheld.

Sidewalks: There is existing sidewalk along Michigan Ave. and Beck Rd. However, the closest drives into the Crossroads Village shopping center do not have sidewalks that connect the right-of-way sidewalks to the shopping center. Although the subject site has frontage on Michigan Ave. and Beck Rd., the applicant cannot feasibly construct sidewalks between the right-of-way and the building because there is a 94-foot-wide easement for the Sines Drain along Michigan Ave. and Beck Rd. There is sidewalk proposed around the perimeter of both buildings, which will allow employees and visitors to walk between the proposed businesses without crossing a drive.

Lighting: The plans include a photometric plan, which is designed to comply with Section 2.13 of the Zoning Ordinance. There are 25-foot-high pole-mounted lights throughout the perimeter of the parking lot as well as wall-mounted lights on all sides of both buildings.

Signage: Signage will be reviewed by the Building & Inspection Services Division during the building permit review of the signage plan. The wall signage is designed to comply with Article 6A of the Zoning Ordinance for multi-tenant buildings, including sign bonus areas for buildings with three or more frontages facing a right-of-way, service drive, or circulation lane. To improve the visibility of the building signage from the road, the applicant may consider placing evergreen trees outside of the lines of sight from the roadway to the building, planting columnar species, and trimming existing trees and shrubs.

The monument sign is designed to comply with Section 6A.22 which allows for a multi-tenant monument sign of up to 8 feet high and 42 sq. ft. We will defer to the Building & Inspection Services Division regarding compliance with all sign requirements.

The plans show the location of the menu sign and a conceptual elevation. The maximum allowable area of a menu board is 24 sq. ft., and the plans have been modified to lower the area of the menu board to 24 sq. ft.

Finally, during its discussions the Planning Commission recommended additional directional signage on the interior of the site for the drive-through restaurant. Once the drive-through user is proposed, the Planning Division and Building & Inspection Services Division will work with the drive-through user on its internal directional signage.

Dumpster Enclosure: A dumpster enclosure is proposed in the northeast corner of the site in rear yard. The dumpster enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, including an 8-foot-high brick wall with a stone cap, opaque gates, and bollards in the backside of the enclosure.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed fast food drive-through restaurant in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows:

- The proposed fast food drive-through restaurant use will be compatible with adjacent nonresidential land uses to the north (shopping center, including Target and Kohl's), east (shopping center, including Arby's), west (multi-tenant industrial), and south (Mans Lumber and Angie's Hamburger Stand).
- The proposed fast food drive-through restaurant use will be compatible with the principles and objectives of the Canton Township Master Plan with regard to the General Commercial classification on the Future Land Use Map and the commercial land uses along Michigan Ave.
- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
- The site will have access to Michigan Ave. and Beck Rd. through existing drives and curb cuts in the Crossroads Village shopping center, resulting in no new curb cuts on Michigan Ave. and Beck Rd.
- The proposed buildings will have sidewalk surrounding them and between them, allowing employees and visitors to walk between the proposed businesses without

crossing a drive.

- The proposed use is not expected to be detrimental to public health, safety, and welfare.
 - The proposed use will enhance the surrounding environment.
 - The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
 - 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 a use.
- **Community Planner's Recommendation:** the Special Land Use and Site Plan for a multi-tenant commercial shopping center with an attached fast food drive-through restaurant use on parcel no. 131-99-0005-701 at the northeast corner of Michigan Ave. & Beck Rd., including approval of a landscape modification pursuant to Section 5.07 of the Zoning Ordinance for relocating the required foundation trees and shrubs as illustrated on the plans and approval of the proposed 55 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance based on the information and plans provided, subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on November 6, 2023, the Planning Commission voted 7-0 to recommend approval of the Special Land Use and Site Plan for a multi-tenant commercial shopping center with an attached fast food drive-through restaurant use on parcel no. 131-99-0005-701 at the northeast corner of Michigan Ave. & Beck Rd., including approval of a landscape modification pursuant to Section 5.07 of the Zoning Ordinance for relocating the required foundation trees and shrubs as illustrated on the plans and approval of the proposed 55 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance based on the information and plans provided, subject to all State, County, and Township requirements, including modifying the menu board sign in accordance with Article 6A.

Since the November 6, 2023 Planning Commission, the applicant has revised the plans to lower the area of the menu board to 24 sq. ft.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Special Land Use and Site Plan for the Dabaja Properties multi-tenant commercial shopping center use with an attached fast food drive-through restaurant (Planning Application #s 131-SLU-7877 & #131-SPC-7878) on parcel no. 131-99-0005-701, located at the northeast corner of Michigan Ave. & Beck Rd., as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance based on the information and plans provided, subject to 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 Special Land Use and Site Plan for Dabaja Properties

WHEREAS, the Project Sponsor has requested special land use approval and site plan approval for a multi-tenant commercial shopping center use with an attached fast food drive-through restaurant on parcel no. 131-99-0005-701 at the northeast corner of Michigan Ave. & Beck Rd.; and

WHEREAS, the Planning Commission reviewed the Special Land Use application and applicable criteria and voted 7-0 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; and

WHEREAS, the Planning Commission reviewed the Site Plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton 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 and Site Plan in Planning Application #s 131-SLU-7877 & #131-SPC-7878, respectively, for a multi-tenant commercial shopping center with an attached fast food drive-through restaurant use on parcel no. 131-99-0005-701, located at the northeast corner of Michigan Ave. & Beck Rd., as the request meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes of November 6, 2023
2. Zoning Map and Aerial Map
3. Site Plan Materials

NEXT STEPS: If the Special Land Use and Site Plan are 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 any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-4

ITEM: Consider Site Plan for Multi-Tenant Commercial Shopping Center (Warren and Canton Center Plaza)

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Malik Hider (Vapiano Property Management, LLC)/Najim Saymuah (CDPA Architects)

EXECUTIVE SUMMARY: The project sponsor proposes to construct a 7,415-sq. ft. multi-tenant commercial building at 7219 N. Canton Center Rd., which is located at the northwest corner of N. Canton Center Rd. and Warren Rd. There is a vacant building on the site (formerly PNC Bank) that will be demolished as part of the redevelopment project. The two (2) existing driveways – one on each road – will be retained. Multi-tenant commercial shopping centers are principal permitted uses in the C-1 zoning district.

At its meeting on November 6, 2023, the Planning Commission recommended approval of the site plan, with conditions.

BACKGROUND AND ANALYSIS:

Location: Northwest corner of Warren Rd. & Canton Center Rd. (7219 N. Canton Center Rd.; parcel no. 016-99-0013-003)

Lot Area: Approximately 0.918 acres

Existing Land Use(s): Vacant building (former PNC Bank)

Existing Zoning: C-1, Village Shopping

Surrounding Zoning and Land Uses:

North – C-1, Village Shopping; Westbrook Plaza shopping center (including CVS)

South – C-1, Village Shopping; 7-Eleven

East – O-1, Office; Beaumont Medical Center

West – C-1, Village Shopping; Westbrook Plaza shopping center (including CVS)

Existing Comprehensive Plan Future Land Use Map Classification: Local Shopping

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Local Shopping

South – Local Shopping

East – Local Shopping
West – Local Shopping

Land Use: Multi-tenant commercial shopping centers are permitted uses in the C-1 zoning district, subject to the requirements Section 6.05 of the Zoning Ordinance. The requirements of Section 6.05 apply only to shopping centers in the C-1 district, and are summarized as follows:

- **Architecture:** The roofline must have a minimum pitch of 5:12 on all visible portions of the building, canopies and awnings must be incorporated on the building, and pedestrian-level lighting and decorative lighting are required. The plans meet these requirements. The seam metal roof has a pitch of 5:12 but does not extend to a peak and it conceals a flat roof behind it. This design is consistent with other C-1-zoned buildings, including the shopping center to the northwest (Westbrook Plaza), the shopping center at the southeast corner of S. Canton Center Rd. & Geddes Rd. (Canton Gateway Plaza), and the shopping center at the southwest corner of Cherry Hill Rd. & Lilley Rd. (Canton Mini Mart or Cherry Hill Court Shopping Center).
- **Building Dimensions and Number of Required Buildings:** A building may not exceed 7,500 sq. ft. or a length of 120 feet. Additionally, not more than one (1) individual business may use more than 5,000 sq. ft. (except as approved as a special land use), and there must be a minimum of two (2) buildings on the site. The size of the proposed building is 7,415 sq. ft., 89'-10" along its longest side, and the largest tenant space is less than 5,000 sq. ft. However, the requirement for at least two (2) buildings cannot feasibly be met on this site due to the lot area and requirements for circulation, parking, and 60-foot front yard setbacks. The applicant applied to the Zoning Board of Appeals (ZBA) for a variance from the requirement to have at least two (2) buildings, and the ZBA approved the requested variance at its meeting on November 9, 2023.
- **Site Orientation and Parking:** All structures are required to be oriented around a courtyard, square, or village green, and parking is only permitted in one front yard of a corner lot (i.e., the front yard of the street which has the higher functional classification). The applicant applied to the ZBA for a variance from both requirements, and the ZBA approved both requested variances at its meeting on November 9, 2023. The requirements for the courtyard, square, or village green, and the requirement to allow parking in only one (1) front yard cannot feasibly be met on this site due to the lot area, requirements for circulation, minimum front yard setbacks, and minimum parking requirements.
- **Site Amenities.** Internal sidewalk connections are required, and at least one (1) or more of the following features, or similar amenity, must be provided: bell or clock tower, sculpture, fountain, gazebo or other form of public art, etc. There are proposed sidewalk connections to the sidewalks along Warren Rd. and N. Canton Center Rd. There are no sidewalk connections to the shopping center to the northwest because the adjacent shopping center doesn't have reciprocal connections to the subject site. A decorative clock was previously proposed near the intersection as the site amenity. However, rather than having the clock as the amenity, the Planning Commission preferred the bicycle rack to be the qualifying site amenity and recommended removing the clock. Therefore, the clock has since been removed from the plans.

While the end users have not yet been identified, the plans illustrate outdoor dining on the east side of the building. The plans are designed to meet the outdoor dining design requirements of Section 6.02(AA) of the Zoning Ordinance.

Schedule of Regulations: The plans comply with the dimensional requirements of the C-1 zoning district for: maximum building height (25 ft./2 stories), minimum front yard setback from N. Canton Center Rd. and Warren Rd. (60 ft.), minimum side yard setback (15 ft.), and minimum rear yard setback (30 ft.).

Access Management: The site is currently accessed by two (2) existing driveways: one (1) at N. Canton Center Rd. and one (1) from Warren Rd. These driveways will be retained and will be widened slightly to 30 feet to meet the minimum driveway width requirements of Section 4.01(D)(4) of the Zoning Ordinance.

Because the site is not located in the Central Business District (CBD) Overlay, the Zoning Ordinance does not require reciprocal cross-connecting drives with adjacent sites. Although the applicant has expressed a willingness to provide cross-connecting drives with the shopping center to the northwest, the adjacent owner has stated that they are not willing to allow cross-connecting drives on their site.

Sheet ASP-1 includes a turn template showing how a semitruck will access the site and circulate around it. The Fire Department has approved the layout and circulation.

Parking: Section 4.01(C)(6) of the Zoning Ordinance requires shopping centers to have 1 parking space per 250 sq. ft. of gross leasable area. Based on 7,415 sq. ft., **30 parking spaces are required.** There are **34 parking spaces proposed** – 4 more than required by the Zoning Ordinance. Section 4.01(C)(6) of the Zoning Ordinance does not allow the minimum number of parking spaces to be exceeded by more than 10% (i.e., 33 spaces), but allows the Planning Commission to approve a modification to the maximum number of parking spaces. Because the applicant proposes to exceed the maximum number of spaces by one (1) space and there is not a shared parking agreement with the adjacent site, we recommended approval of the proposed 34 parking spaces. While there are many shopping centers in Canton that do not approach the parking lot capacity even on their busiest days, a shopping center with one or more popular restaurant uses could approach capacity. At its meeting on November 6, 2023, the Planning Commission approved the number of parking spaces as proposed. Section 4.01(B)(5) of the Zoning Ordinance allows the Planning Commission to approve a shared parking agreement if one is proposed in the future by the applicant and the adjacent property owner.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires one (1) 10' x 50' loading space in a side or rear yard. The required loading area is located in the rear yard on the west side of the building, which is outside of the driveway area. The loading area is 10' x 50', which is adequate based on the delivery truck turning exhibit. If a longer loading area is necessary, there is room to lengthen the loading area northward or southward without interfering with the driveway area.

Architecture: The submitted plans include elevation pages with material and color specifications. The percentage of brick on the building (58%) exceeds the minimum of 50% required by Section 26.06 of the Zoning Ordinance. Other materials include glass and limestone. The pitched portion of the roof is seam metal. Canopies are proposed over many of the doors and windows.

The metal roof is 5'-6" higher than the flat roof line, which should be adequate for any rooftop mechanical equipment screening. Section 2.26 of the Zoning Ordinance requires roof-mounted mechanical equipment to be screened from view from adjacent property and/or public rights-of-way, and this requirement will be reviewed again at the time of building permit review.

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for frontage landscaping, parking lot landscaping, and foundation landscaping, with a few minor exceptions. Section 5.03(A) of the Zoning Ordinance requires the frontage berms to be 20 feet wide and 3 feet high, and the existing berms are much narrower. The berm along Warren Rd. is proposed to be 20 feet wide and the berm along N. Canton Center Rd. is proposed to be widened to 14'-6". Also, Section 5.03(A)(4) requires the foundation landscape area to be 10 feet deep. A depth of approximately 5 feet is proposed, with species selected to grow in that environment. The Planning Commission is permitted to allow certain landscape modifications pursuant to Section 5.07 of the Zoning Ordinance, provided that such adjustments are in keeping with the intent of the Zoning Ordinance. In this case, the site size is limited, and meeting the 10-foot foundation landscape depth and 20-foot berm width along N. Canton Center Road is extremely difficult while also meeting parking and circulation requirements. Because the applicant proposes to plant all the required material for the frontage and building foundation areas, we recommended approval of the modifications from the foundation landscape depth and berm width along N. Canton Center Rd. At its meeting on November 6, 2023, the Planning Commission approved the requested landscaping modification. Finally, some of the tree locations shown on the landscape plan do not appear to account for required spacing for growth, so the applicant will need to modify the plans accordingly.

Sidewalks: There are existing sidewalks along Warren Rd. and N. Canton Center Rd. The applicant proposes to add connecting sidewalks from these right-of-way sidewalks to the building.

Lighting: The plans include a photometric plan, which is designed to comply with Section 2.13 of the Zoning Ordinance. There are 20-foot-high pole-mounted lights throughout the perimeter of the parking lot, decorative 12-foot high pole-mounted lights on both sides of both entrances, and decorative wall-mounted lights on all sides of the building. The wall-mounted fixtures were recently added to the plans. After the November 6, 2023 Planning Commission meeting, the applicant revised the photometric plan accordingly.

Signage: Signage will be reviewed by the Building & Inspection Services Division during the building permit review of the signage plan. The wall signage is designed to comply with

Article 6A of the Zoning Ordinance for multi-tenant buildings, and sign bonus areas of 50% are available for corner buildings and corner/end tenant spaces.

After the November 6, 2023 Planning Commission meeting, the applicant revised the plans to relocate the monument sign outside of the required 25-foot clear vision triangle at the intersection of N. Canton Center Rd. and Warren Rd. While the monument sign complies with the requirements of Article 6A of the Zoning Ordinance, Section 6A.22 allows a multi-tenant monument sign to be 8 feet high and 30 sq. ft.

Dumpster Enclosure: A dumpster enclosure is proposed in the northwest corner of the site in the rear yard. The dumpster enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, including an 8-foot-high brick wall with a limestone cap, opaque gates, and bollards in the backside of the enclosure.

- **Community Planner's Recommendation:** Approval of the Site Plan for a multi-tenant commercial shopping center at 7219 N. Canton Center Rd. (parcel no. 016-99-0013-003), located at the northwest corner of N. Canton Center Rd. & Warren Rd., including approval of a landscape modification pursuant to Section 5.07 of the Zoning Ordinance for foundation landscape depth and berm width along N. Canton Center Rd. and approval of the proposed 34 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on November 6, 2023, the Planning Commission voted 7-0 to recommend approval of the Site Plan for a multi-tenant commercial shopping center at 7219 N. Canton Center Rd. (parcel no. 016-99-0013-003), located at the northwest corner of N. Canton Center Rd. & Warren Rd., including approval of a landscape modification pursuant to Section 5.07 of the Zoning Ordinance for foundation landscape depth and berm width along N. Canton Center Rd. and approval of the proposed 34 parking spaces pursuant to Section 4.01(C)(6) of the Zoning Ordinance, subject to all State, County, and Township requirements, including revisions to the signage plan, landscape plan, and lighting plan prior to Township Board review of the site plan, subject to the requested variances from Section 6.05, and subject to replacing the clock tower with bicycle rack as the required site amenity.

Since the November 6, 2023 Planning Commission, the applicant has revised the plans to relocate the ground sign, show the lighting fixtures on the photometric plan, remove the clock tower, include the bicycle rack details, and add a note that the parking lot will be repaved. Modifications to the landscape spacing will be addressed after site plan review but prior to construction.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Site Plan for the Warren and Canton Center Plaza multi-tenant commercial shopping center use (Planning Application #016-SPC-7951) at 7219 N. Canton Center Rd. (parcel no. 016-99-0013-003), located at the northwest corner of N. Canton Center Rd. & Warren Rd., subject to 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 Warren and Canton Center Plaza

WHEREAS, the Project Sponsor has requested Site Plan approval for a multi-tenant commercial shopping center use on parcel no. 016-99-0013-003 at 7219 N. Canton Center Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton 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 #016-SPC-7951 for a multi-tenant commercial shopping center use on parcel no. 016-99-0013-003 at 7219 N. Canton Center Rd., located at the northwest corner of N. Canton Center Rd. & Warren Rd., as the request meets the requirements of the Charter Township of Canton Zoning Ordinance, subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes of November 6, 2023
2. Zoning Map and Aerial Map
3. Site Plan Materials

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 any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-5

ITEM: Consider Approval of an Agreement with Fourth Economy Consulting for the Michigan Avenue Innovation Network (MAIN) Preliminary Assessment

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Canton Township received a grant from the Southeast Michigan Council of Governments, (SEMCOG) in the amount of \$45,000, intended for discovery, data collection, and reporting. The application was made on behalf of each of the communities located along the Michigan Avenue corridor, and includes Canton, Van Buren, Wayne, Westland, Inkster, Dearborn, and Dearborn Heights. A request for proposals was submitted and responded to by OHM Advisors, who recruited Fourth Economy Consulting to assist as subject matter experts. Members of Canton's leadership team have worked closely with OHM Advisors and Fourth Economy Consultants to refine a proposal that will provide demographics, market trends, and workforce dynamics along the corridor. Furthermore, the process will include a robust community engagement campaign in each of the participating communities, resulting in recommendations on the feasibility of creating an ecosystem that fosters innovation, collaboration, growth, and sustainable development across the MAIN corridor and its surrounding communities.

The proposal was submitted by Fourth Economy Consultants, with OHM Advisors serving as a subconsultant. The proposed cost including fees totals \$49,580, of which a significant portion will be covered by the SEMCOG grant of \$45,000. As part of the grant agreement, SEMCOG will reimburse 81.85% of the \$45,000 which equals \$36,832.50. The remaining balance of \$13,017.50 will be dispersed and invoiced among the remaining participating communities. A budget amendment is necessary.

BACKGROUND:

Canton Township is leading the charge to create a technology corridor along Michigan Avenue, introducing the MAIN (Michigan Avenue Innovation Network) to our neighboring communities and building support. Michigan Avenue is poised to be a catalyst for Southeast Michigan's hub of next generation technology and mobility through development, quality infrastructure, strategic partnerships, and regionalization.

After receiving an initial, comprehensive proposal that would require additional resources,

Supervisor Graham-Hudak began searching for funding opportunities. After successfully applying for a grant through the Southeast Michigan Council of Governments, (SEMCOG) a second request for proposals was submitted by Canton. The intent of this smaller-scale proposal is to focus on community engagement within the other participating communities, to identify the unique needs of each community and to set the course of long-term direction for the MAIN project.

This approach will help position for future funding, helping to establish a steering committee amongst the participating communities, and perform a market analysis and assessment. The project will include community site visits and provide a vision document, identifying the next steps in the process and the resources required. This portion of the project's timeline is projected to require four months, beginning in January and culminating in April.

STRATEGIC PLAN/GOALS: Quality Infrastructure, Financial Stability

ACTION REQUESTED: Approve a budget amendment and the Agreement with Fourth Economy Consultants and authorize the signing of the contract.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase Revenues:

101-000.501	Federal Grants	\$36,833
101-000.580	Contributions from Local Units	\$7,284
101-000.695	Fund Balance Appropriation	\$5,463

Increase Expense:

101-728.801_0050	Professional/Contractual Services	\$ 49,580
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IMPLEMENTATION PLAN:

Upon approval, the Supervisor will sign the agreement and Canton will invoice the remaining communities.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the budget amendment stated in the Budget Implications & Account Number

section of the RBA.

I further move to approve the Agreement between Fourth Economy Consultants and the Charter Township of Canton for \$49,580, and to authorize the Township Supervisor to sign the contract on behalf of the Township.

ATTACHMENTS:

Attachment A: Fourth Economy Proposal for US12/Michigan Ave Innovation Network (MAIN)

CANTON COMMUNITY REQUEST
FOR BOARD ACTION

MEETING DATE: November 28, 2023

AGENDA ITEM #G-6

**ITEM: Consider Approval to Purchase 2024 Season's Fertilizer, Fungicide, Plant
Protectant and Nutrients for Pheasant Run Golf Club and Parks in 2023**

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 taking 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 2023 but not pay until 2024, 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 to multiple vendors with the quantity of products being 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 2023 for 2024's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in a total amount of \$134,000 to ensure a better rate and guaranteed delivery.

BACKGROUND: For the past two years, the Leisure Services Department took a request to the Board of Trustees to take advantage of the early order program rebate for their fertilizer, plant protectants and other nutrients needed for the grounds. This request, as in past years, has saved Canton approximately 10-20% on these products. Canton would like to take advantage of the same savings opportunity for 2024 as well.

The following funds will be expensed from the 2024 budget.

Vendor	Site	Account #	Amount
Advanced Turf Solutions	Pheasant Run Golf Club	584-773-57.930_0070	\$44,000
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	\$15,000
Nutrien AG Solutions Inc	Pheasant Run Golf Club	584-773-57.930_0070	\$25,000
Target Specialty Products	Pheasant Run Golf Club	584-773-57.930_0070	\$15,000
Target Specialty Products	Parks	101-752-50.930_0070	\$10,000
		TOTAL	\$134,000

These blanket purchase orders will be included in the 2024 Blanket Order Request RBA.

STRATEGIC PLAN/GOALS: Quality Infrastructure and Financial Stability

ACTION REQUESTED: Authorize approval to purchase 2024 seasons fertilizer, fungicides, plant protectants and nutrients in 2023 to ensure a better rate and guaranteed delivery.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following funds are budgeted in the 2024 budget:

Pheasant Run Golf Club	Account #584-773-57.930_0070	\$124,000
	Maintenance and Repair Grounds	

Parks

Account #101-752-50.930_0070
Maintenance and Repair Grounds

\$10,000
\$134,000

IMPLEMENTATION PLAN: Upon Board approval, the products will be purchased in 2023 and paid for in 2024.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to waive the bidding process and approve the purchase of 2024's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in 2023 for a total amount of \$134,000 to be paid from 2024's budget as detailed in the Budget Implications & Account Number section of the RBA.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM #G-7

ITEM: Consider Approval for the Purchase of Golf CIP Equipment

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Pheasant Run and Fellows Creek Golf Clubs use many pieces of turf maintenance equipment to maintain their premier 27-hole golf courses. Various pieces of equipment are well beyond their useful life in years and hours of service and are being recommended to be replaced. Pheasant Run is requesting to purchase a total of \$354,937.31 in equipment in 2024 and 2025 and Fellows Creek is requesting to purchase \$376,377.78 in equipment for 2024 and 2025. A breakdown is provided in the background.

Due to lead time, Leisure Services is recommending ordering equipment in 2023 for delivery and purchase in 2024 and 2025. By ordering early, this will allow the equipment to be ready for purchase and delivery in their allotted years while still following the CIP purchasing timeline. Equipment purchase will be contingent on Spartan Distributors approval of early ordering.

Fellows Creek contractor, Indigo Golf Partners, received state bid pricing which means these mowers cannot be bought at a lower price at any distributor in the State of Michigan. Therefore, we are requesting to waive the bidding process for the purchase of the golf equipment.

BACKGROUND: Turf and ground maintenance equipment are essential components of providing high quality facility conditions. The following CIP equipment replacements are being recommended for Pheasant Run and Fellows Creek Golf Clubs:

2024		Pheasant Run		Fellows Creek	
Unit	Unit Cost	Number	Subtotal	Number	Subtotal
TORO Sand Pro 3040	\$ 21,774.20		\$ -	1	\$ 21,774.20
TORO Gorundmaster 4700	\$ 100,271.98	2	\$ 200,543.97	1	\$ 100,271.98
TORO Pro Force Debris Blower	\$ 10,008.45		\$ -	1	\$ 10,008.45
TORO Workman HDX	\$ 35,876.75		\$ -	1	\$ 35,876.75
Golf Lift 2 Column	\$ 10,634.29		\$ -	1	\$ 10,634.29
			\$ 200,543.97		\$ 178,565.67
2025		Pheasant Run		Fellows Creek	
Unit	Unit Cost	Number	Subtotal	Number	Subtotal
TORO Greens Master 315Q - 8 blade	\$ 38,974.38		\$ -	2	\$ 77,948.75
TORO Greens Master 315Q - 11 blade	\$ 39,547.57		\$ -	2	\$ 79,095.14
TORO Reelmaster 5410-d	\$ 77,114.85	1	\$ 77,114.85		\$ -
Cozy Cab	\$ 14,010.05	1	\$ 14,010.05		\$ -
TORO Groundmaster 3500-d	\$ 40,768.22		\$ -	1	\$ 40,768.22
TORO Multi Pro 5800	\$ 63,268.44	1	\$ 63,268.44		\$ -

		5	\$ 154,393.34	10	\$ 197,812.11
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STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve two separate purchase orders to Spartan Distributors PO Box 30516, Lansing MI 48909; one Purchase Order for the 2024 purchasing and a second purchase order for the 2025 purchasing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following CIP purchase orders will be entered in 2023 and expensed in 2024 and 2025 to Spartan Distributors, PO Box 30516, Lansing MI 48909: The PO will initially be entered into account 584.105 Goods on Order with \$354,937.31 expensed to the Pheasant Run account #584-773-50.970_0030 and \$376,377.78 to Fellows Creek account #584-772-78.970_0030 in the corresponding year that they are delivered.

2024 PO:

Vendor	Facility	Equipment	Account #	Total Amount
Spartan Distributors	Pheasant Run	(2) Toro Groundsmaster 4700's	584.105	\$200,543.97
Spartan Distributors	Fellows Creek	(1) Toro Sand Pro 3040 (1) Groundsmaster 4700 (1) Toro Pro Force Debris Blower (1) Toro Workman HDX-4WD (1) Golf Lift 2-Column Lift	584.105	\$178,565.67
			TOTAL	\$379,109.64

2025 PO:

Vendor	Facility	Equipment	Account #	Total Amount
Spartan Distributors	Pheasant Run	(1) Toro Reelmaster 5410-D (1) Toro Multi Pro 5800 (1) Cozy Cab for Multi Pro 5800	584.105	\$154,393.34
Spartan Distributors	Fellows Creek	(2) Toro Greens Master 3150-Q (2) Toro Greens Master 3150-Q (1) Toro Groundsmaster 3500-D	584.105	\$197,812.11
			TOTAL	\$352,205.45

IMPLEMENTATION PLAN: Upon Board approval, the purchase orders will be generated, and equipment will be ordered.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve Pheasant Run and Fellows Creek Golf Club to order CIP equipment in 2023 to be purchased as stated in the Budget Implications & Account Number section of the RBA.

ATTACHMENTS

Attachment A – 2024 & 2025 Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28th, 2023

AGENDA ITEM # G-8

ITEM: Consider Awarding Towing Contract to J&T Crova, Nationwide Recovery, and Mayflower Towing for the southern part of Canton Township

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board of Trustees would like to enter into a two-year pilot agreement with J&T Crova, Nationwide Recovery and Mayflower Towing (“J&T”) to provide towing services in the southern part of Canton Township. Under the agreement, J&T will be the preferred vendor for tows south of Palmer Road and, to the west of Canton Center Road where Palmer Road ends, south of Geddes Road to the western border of the Township. If, for any reason, J&T cannot or does not respond to a call for service, then Westland Car Care may be called for service. J&T will also provide tows along I-275 in Canton Township where hazmat gear is needed.

BACKGROUND: The Canton Police Department maintains a towing contract to provide for the towing and impounding of vehicles and related services as required by state law, township ordinance and at the direction of the police department. In compliance with Township policy, formal bids were solicited to establish a new towing contract. Upon completion of the process, six proposals were received, including a proposal from J&T. Police Department staff reviewed the bids, evaluating numerous categories including Gross Vehicle Weight less than 5,000 and daily storage rates.

Westland Car Care was selected by the Board as Canton’s primary towing company earlier this year.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the agreement with J&T and award them the towing contract.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Towing services are adequately budgeted for in the Police (207) fund.

IMPLEMENTATION PLAN: The new contract will begin on January 1st 2024 and end on December 31st, 2025.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move to approve the agreement from J&T Crova, Nationwide Recovery, and Mayflower Towing, for a contract beginning January 1st 2024 and end on December 31st, 2025, with one, two-year renewal option at the discretion of the Township Supervisor and authorize the Township Supervisor to sign the agreement, subject to final approval by legal counsel.

ATTACHMENTS:

1. Towing Services Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: November 28, 2023

AGENDA ITEM # G-9

ITEM: Consider Approval of Tentative Collective Bargaining Agreement with International Union of the American Federation of State, County and Municipal Employees (AFSCME), AFSCME LOCAL #3860, for a term commencing January 1, 2024 through December 31, 2026.

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The current Collective Bargaining Agreement with AFSCME Local #3860 expires on December 31, 2023. The parties have come to a tentative agreement on terms for a new, three-year agreement expiring on December 31, 2026.

BACKGROUND: Canton Township has reached a new agreement with its AFSCME workforce. Highlights from the new agreement include:

1. Three-year agreement;
2. \$1.50 an hour raises in year one;
3. Greater wage parity between Department of Public Works (DPW) employees and Parks employees;
4. Integration of Election Day, Fatigue Time and Off-Shift Parks Positions LOAs into the master agreement;
5. Juneteenth holiday.

The AFSCME bargaining unit has voted to ratify the new agreement with the Township.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the Collective Bargaining Agreement negotiated between the Township's negotiation team and AFSCME bargaining unit representatives.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: All items in the contract are within Budget amounts for 2024. Future budgets to be developed pursuant to this contract.

IMPLEMENTATION PLAN: Upon approval the AFSCME contract will be signed, and the copies printed and distributed to all appropriate parties.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move to approve the Collective Bargaining Agreement between the Charter Township of Canton and AFSCME Local #3860, with a term ending December 31, 2026, and authorize the Township Supervisor sign on behalf of Canton Township.

ATTACHMENTS:

1. Tentative Agreement between Canton Township and AFSCME