CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JUNE 25, 2024
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/83936727222

Or One tap mobile:
1-301-715-8592 (83936727222#) or 1-305-224-1968 (83936727222)

Or Telephone:
1-301-715-8592 or 1-305-224-1968

Webinar ID: 839 3672 7222

International numbers available: https://us02web.zoom.us/u/kcwsIke4Pq

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: JUNE 4 & 11, 2024
PUBLIC COMMENT ON AGENDA ITEMS ONLY
PAYMENT OF BILLS

PRESENTATION:

1) 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT

RESOLUTION:

1) RETIREMENT RECOGNITION – CAROLYN COX

CONSENT CALENDAR:

1) CONSIDER APPROVAL OF INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) MEDICAL EXPENSE REIMBURSEMENT PLAN (FBD)

2) CONSIDER APPROVING THE ANNUAL LICENSING RENEWAL OF POWER DMS (POLICE)

3) REQUEST APPROVAL OF THE TOWNSHIP'S 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT (FBD)

GENERAL CALENDAR:

1) CONSIDER AUTHORIZING EVCOH TO INSTALL A DC FAST CHARGER AT FELLOWS CREEK GOLF COURSE (MSD)

2) CONSIDER AN INCREASE OF PURCHASE ORDER 2024-1474 – SIDEWALK GAP DESIGN (MSD)

3) CONSIDER AWARDING A CONTRACT AND PURCHASE ORDER TO REPLACE THE POOL DEHUMIDIFICATION HVAC UNIT AT THE SUMMIT ON THE PARK (MSD)

4) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING GRAND RIVER ROAD – BRIGHTON, LLC REZONING (MSD)

5) CONSIDER SPECIAL LAND USE FOR CANTON BANQUET AND CONVENTION CENTER (MSD)

6) CONSIDER APPROVAL OF PRELIMINARY SITE PLAN AND CONDOMINIUM ORDINANCE VARIANCES FOR CHERRY HILL PRESERVE (MSD)

7) CONSIDER FFM – OIL EXCHANGE BUSINESS CONDOMINIUM PLAN (MSD)

8) CONSIDER APPROVAL OF ERP CONTRACTS WITH TYLER TECHNOLOGIES AND WITH BS&A (ITI)

9) CONSIDER AWARDING A BID FOR THE ENGINEERING OF THE CHERRY HILL VILLAGE PHASE 0 PARKING LOT (CD)

10) CONSIDER APPROVAL TO AWARD BID FOR THE CHERRY HILL VILLAGE WATER FEATURE (CD)

11) CONSIDER APPROVING THE ANNUAL INTRADO NEXTGEN 911 MAINTENANCE AGREEMENT (POLICE)

12) CONSIDER REAPPOINTMENT TO THE CANTON TAX BOARD OF REVIEW (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.cantonmi.gov.

Charter Township of Canton
Board Proceedings – June 4, 2024

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, June 4, 2024, in-person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
Members Absent: None

Study Session:

1) THE CANTON FIRE DEPARTMENT'S 2024 FIVE-YEAR STRATEGIC PLAN

Public Comment:

Public comment was held.

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

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

Charter Township of Canton
Board Proceedings – June 11, 2024

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, June 11, 2024, in-person. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

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

Adoption of Agenda:

Motion by Siegrist, supported by Ganguly to adopt the agenda as amended adding item G-0. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Sneideman to approve the minutes from May 14 & 21, 2024. 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 presented. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF June 11, 2024		
101	GENERAL FUND	886,578.71
204	ROADS FUND	396,597.00
206	FIRE FUND	243,207.90
207	POLICE FUND	383,514.65
208	COMMUNITY CENTER FUND	83,541.27
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	10,201.88
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	2,098.77
260	INDIGENT DEFENSE FUND	0.00
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	44,724.75
274	CDBG FUND	5,000.00
276	NSP GRANTS FUND	0.00
284	OPIOID SETTLEMENT FUND	2,001.14
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	16,593.55
402	CAP PROJ - WATER & SEWER	0.00

403	CAP PROJ - ROAD PAVING	0.00
404	CAP PROJ - CHV DEVELOPMENT	49,802.25
584	GOLF FUND	44,752.14
592	WATER & SEWER FUND	124,548.79
596	GARBAGE & RUBBISH COLLECTIONS	407,016.47
661	FLEET MAINTENANCE FUND	41,502.06
701	TRUST & AGENCY FUND	5,120.00
702	CUSTODIAL FUND	3,718.00
736	POST EMPLOYMENT BENEFITS FUND	303,441.14
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	TOTAL - ALL FUNDS	**3,053,960.47**

Presentation:

1) YOUTH ADVISORY COUNCIL

Resolution:

Item R-1. Resolution Recognizing Cadets Ian Fox and Nathan Perrin

Motion by Graham-Hudak, supported by Ganguly to approve the resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing Cadets Ian Fox and Nathan Perrin

Whereas the Canton Fire Department recognizes the importance of the cadet program to help assure the availability of competent well-trained individuals to consider for future fire department vacancies;

Whereas Ian Fox and Nathan Perrin became the first cadets for the Canton Fire Department;

Whereas they have both shown great commitment to the fire service with their dual enrollment at the Plymouth Canton Educational Park and Schoolcraft Fire Academy; and;

Whereas they have represented the Canton Fire Department with respect and dignity; now, therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment demonstrated by Ian Fox and Nathan Perrin;

Further Resolved, the Board of Trustees of the Charter Township of Canton does hereby recognize Ian Fox and Nathan Perrin for their commendable dedication to the fire service and the Canton Fire Department.

Motion carried unanimously.

Consent Calendar:

Item C-1. **Consider Second Reading and Adoption of Amendments to Appendix A zoning of the Code of Ordinances to Add Provisions for Electric Vehicle Infrastructure**

Motion by Siegrist, supported by Slavens to remove from the table and hold a second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends the articles and sections of the Zoning Ordinance summarized in the table below:

Zoning Ordinance Article/Section	Section Title
Article 4.00	Off-Street Parking and Loading Requirements
Section 4.03	Electric Vehicle Infrastructure
Article 17.00	C-3, Regional Commercial District
Article 18.00	C-4, Interchange Service District
Article 22.00	LI, Light Industrial District
Article 23.00	GI, General Industrial District

Further, to adopt and publish the ordinance amending the aforementioned articles and sections of Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton. Motion carried unanimously.

Item C-2. **Consider Second Reading and Adoption of Amendments to the Code of Ordinances and the Zoning Ordinance to Amend Several Sections Related to Fences, Walls, and Borders**

Motion by Siegrist, supported by Slavens to remove from the table and hold the second reading of the proposed amendments to the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends Appendix A – Zoning, Section 1.03 (Definitions) and Section 2.20 (Fences, Walls, and Borders), and amends Chapter 78, Article 5 (Fences, Walls, and Borders). Further, to adopt and publish the ordinance amending the aforementioned articles and sections of the Code of Ordinances of the Charter Township of Canton. Motion carried unanimously.

Item C-3. **Consider Award of CDBG Housing Rehabilitation Contracts**

Motion by Siegrist, supported by Slavens to approve the housing rehabilitation contracts to the firms listed below. I further move to reimburse all of the permit fees once the work has been completed and approved by the building department:

Street	Home Type	Contractor	Low Bid/Cap
XXXX Kingsbridge Court	Single Family Home	We Preserve Michigan	$25,000
XXXX Woodstock	Single Family Home	Optimum Contracting	$25,000

Motion carried unanimously.

Item C-4. **Consider Adoption of a Resolution for Approval of Application for Additional MERS Service Credit by Employee**

Motion by Siegrist, supported by Slavens to adopt the resolution allowing the purchase of additional service credit by Gregory DeGrand Motion carried unanimously.

General Calendar:

Item G-1. Consider Increasing One Blanket Purchase Order for Municipal Services

Motion by Siegrist, supported by Slavens to approve the budget amendment listed above and to increase the following purchase order: PO #2024-00000127 Halt Fire Inc. from $15,000 to $30,000. Motion carried unanimously.

Item G-2. Consider Waiving the Bidding Process and Approval of the Emergency Repair of Fire Department Ambulance 22-S3

Motion by Siegrist, supported by Sneideman to waive the bidding process and approve the emergency repair of Fire Department ambulance 22-S3 by Kodiak Emergency Vehicles, 10120 W. Grand River Hwy, Grand Ledge, MI 48837 in the amount of $14,903.89 plus a 20% contingency of $2,980.78, for a total amount not to exceed $17,884.67. Motion carried unanimously.

Item G-3. Consider Authorization of a Purchase Order to Decima LLC for Re-Construction of the Administration and Public Safety Parking Lot

Motion by Siegrist, supported by Slavens to approve the above-mentioned budget amendment and to issue a purchase order to Decima LLC for the Re-construction of the Administration and Public Safety Parking Lot in the amount of $3,123,455.51. Motion carried unanimously.

Item G-4. Consider Issuing a Purchase Order to Land Matters for the Acquisition of Rights of Ways (ROW) and Easements to Support the Township's Construction Projects

Motion by Siegrist, supported by Slavens to approve the above listed budget amendment and to award a contract and issue a purchase order to Land Matters in the amount of $50,000. Motion carried unanimously.

Item G-5. Consider Award of Construction for Roadway Repair/Replacement of Concrete Roads Affected by ASR to Marc Anthony Contracting, Inc. and Consider Increasing Purchase Order 2024-771 by $723,800

Motion by Siegrist, supported by Slavens to approve the budget amendment listed above, increase Purchase Order 2024-771 in the amount of $723,800 for Spalding DeDecker to perform construction administration, inspection, testing and staking, and to award a construction contract to Marc Anthony Contracting, Inc. for the construction and/or replacement of local concrete roads affected by ASR in the amount of $1,558,228.50 and issue a purchase order. Motion carried unanimously.

Item G-6. Consider Awarding a Contract and Purchase Order to Replace the Burner Assembly for One Boiler at the Administration Building.

Motion by Siegrist, supported by Slavens to approve the contract and approve a purchase order for Rolls Mechanical, in the amount of $36,229.65 plus a $10,000 contingency making the total amount $46,229.65 to upgrade one of the boilers burner assembly system at the Administration building. Motion carried unanimously.

Item G-7. Consider Final Planned Development District and Preliminary Site Plan for Harvest Arbor

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Final Planned Development District and Preliminary Site Plan for Harvest Arbor

Whereas, the Project Sponsor has requested Final Planned Development District approval and site plan approval for Harvest Arbor, located at the southeast corner of Ford Rd. & Napier Rd.;

Whereas, the Planning Commission reviewed the Final Planned Development Plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community; and

Whereas, the Planning Commission reviewed the Preliminary 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 Final Planned Development District and Preliminary Site Plan in Planning Applications 070-PDQ-8216 and 070-SPP-8215, respectively, on the subject tax parcel (parcel no. 070-99-0002-702) as provided in the Planned Development Agreement and plan documents, subject to all State, County, and Township requirements and subject to the applicant revising the building elevations to have masonry to the first-floor ceiling line on all elevations.

Motion carried unanimously.

Item G-8. Consider Approval of Financial Obligation Certification for Storm Drainage Assessment

Motion by Siegrist, supported by Sneideman to authorize the Finance Director to sign the US Army Corp of Engineers Self-Certification of Financial Capability for the Storm Drainage Assessment. Motion carried unanimously.

Item G-9. Consider Approval to Award Vending Contract to Continental Café, LLC

Motion by Siegrist, supported by Slavens to award the contract for Canton Township facility vending machine services to Continental Café, LLC pending legal review. Motion carried unanimously.

Item G-10. Consider Approval to Extend the Contract of Printing, Sorting and Distribution of the Discover Brochure

Motion by Siegrist, supported by Slavens to extend the contract of the printing, sorting, and distribution to Grand Blanc Printing for two additional editions of the Discover Brochure covering the Fall 2024/Winter 2025 and Spring/Summer 2025 for a total cost of $31,600. Motion carried unanimously.

Item G-11. Consider Request to Upgrade Administrative Building and Disaster Recovery Data Centers

Motion by Siegrist, supported by Slavens to approve the creation of a purchase order for $390,000.00 payable to Avalon Technologies for the purchase of data center hardware and implementation services, approve a purchase order for $69,521.30 payable to Dell Computers for the purchase of Microsoft SQL Server and Windows Server Licensing for the VMware virtual environment, approve the creation of a purchase order for $62,910.00 payable to Avalon Technologies for the purchase of VMware licensing. I further move to approve a purchase order for $20,000.00 payable to D2 Technologies for procuring and installing any required structured cabling, cabling management, or rack upgrades for the data centers in support of the new equipment and to waive the request for proposal purchasing requirements for all purchases listed above. Motion carried unanimously.

Item G-12. Consider Approving a Renegotiated Billing Service Agreement with AccuMed Billing, Inc.

Motion by Siegrist, supported by Slavens to approve a renegotiated billing service agreement between the Canton Fire Department and AccuMed Billing, Inc. Motion carried unanimously.

Item G-13. Consider Authorization of Permit for 2024 Liberty Fest Fireworks Display

Motion by Siegrist, supported by Slavens to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Liberty Fest on June 14, 2024. Motion carried unanimously.

Item G-14. Consider Approval of the Canton Fire Department's Five-Year Strategic Plan

Motion by Siegrist, supported by Slavens to approve the Canton Fire Department's Five-Year Strategic Plan 2024-2028, as previously presented to the Canton Board of Trustees. Motion carried unanimously.

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

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

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON,
MICHIGAN

Resolution in Recognition of Carolyn Cox

Whereas Carolyn Cox has completed 23 years of full-time service to the Canton Community;

Whereas Carolyn started her career with the Canton Finance Department as an Accountant for eight years, and worked as the Budget, Benefit, and Internal Audit Manager for the past fifteen years; and

Whereas Carolyn demonstrated dedication to the Finance Department and entire organization by serving as a steadfast and compassionate leader to all who worked with her; and

Whereas, Carolyn played a vital role in delivering excellent financial services to the Township by developing and monitoring the annual budget and by managing both accounts payable and grants reporting. She has been a caring mentor and invaluable resource to all who had the privilege of working with her and leaves a legacy of hard work and commitment to the organization; *now, therefore be it*

Resolved, that the Board of Trustees of the Charter Township of Canton does hereby recognize and extends its appreciation to Carolyn Cox for 23 years of dedication to the Canton Community, and wishes her a happy and healthy retirement.

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: June 25, 2024 **AGENDA ITEM #C-1**

<u>ITEM:</u> Consider Approval of International Association of Fire Fighters (IAFF) Medical Expense Reimbursement Plan

<u>PRESENTER:</u> Joseph Hawver, Deputy Supervisor
Wendy Trumbull, Finance & Budget Director

<u>INDIVIDUALS IN ATTENDANCE:</u> None anticipated.

<u>EXECUTIVE SUMMARY:</u> At the May 14, 2024 Board of Trustees Meeting, the Board unanimously approved a new Collective Bargaining Agreement with the International Association of Fire Fighters for a term of January 1, 2024 through December 31, 2028. As part of that plan, the IAFF negotiated a change in their current Health Care Savings Plan benefit with MERS to a new Retiree Medical Trust with the IAFF Medal Expense Reimbursement Plan (MERP), subject to the Township Board of Trustees acceptance of the service agreement.

<u>BACKGROUND:</u> The IAFF MERP plan is similar to the current MERS Retiree Health Care Savings Plan from an administrative standpoint because it is not subject to market fluctuations and will not change the Township's financial liability (other than the exact amount negotiated and agreed to with the employee groups). However, the plan is different in that it intends to provide a certain level of benefits to the employees, which can fluctuate depending on the financial condition of the Trust.

<u>STRATEGIC PLAN/GOALS:</u> Organizational Climate and Culture

<u>ACTION REQUESTED:</u> Approve the Finance Director to sign the necessary paperwork with the IAFF MERP program.

<u>BUDGET IMPLICATIONS & ACCOUNT NUMBER:</u> There will be no budget impact due to switching the benefit from the MERS Retiree Health Care Savings Plan to the IAFF MERP.

<u>IMPLEMENTATION PLAN:</u> If approved, paperwork will be signed and submitted to IAFF MERP and Payroll will begin making the necessary changes through the payroll system.

<u>FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:</u> Approval

<u>SUPERVISOR'S RECOMMENDATION:</u> Approval

<u>MODEL RESOLUTION:</u> I move to approve the International Association of Fire Fighters (IAFF) Union into the IAFF Medical Expense Reimbursement Plan and authorize the Finance Director to act as the Plan Administrator and sign all necessary documents.

<u>ATTACHMENTS:</u> IAFF MERP 2024 General Information for Employers

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #C-2**

ITEM: Consider Approving the Annual Licensing Renewal of Power DMS

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting to renew their shared account of 224 licenses to the Power DMS policy management system, in the amount of $13,970.15.

BACKGROUND INFORMATION: Power DMS is a policy and compliance management platform that lets users create, edit, organize and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison and Public-Facing Documents.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of $13,970.15.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: $10,970.15 will be expensed from the Police Maintenance Software Support Account #207-301-50.930_0015; and $3,000.00 will be expensed from the Fire Maintenance Software Suport Account #206-336-50.930_0015.

IMPLEMENTATION PLAN: The renewal period covers 09/11/2024 – 09/11/2025.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of $13,970.15, utilizing funds budgeted in the Police and Fire Maintenance & Repair of Software Support Accounts.

ATTACHMENTS: Attachment A – Power DMS Price Quote

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #C-3**

ITEM: Request Approval of the Township's 2023 Annual Comprehensive Financial Report

PRESENTERS: Wendy Trumbull, Finance and Budget Director
Sarah Clay, Accounting Manager
Dave Helisek, Partner, Plante & Moran
Keith Szymanski, Principal, Plante & Moran
Philip Femminineo, Senior, Plante & Moran

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: As required by State law, the auditing firm of Plante & Moran performed the Township's Annual Financial Audit for the fiscal year ended December 31, 2023. The results of that Audit, which are reported in the Township's Annual Comprehensive Financial Report, were covered in detail. We are requesting that the Board of Trustees receive and place on file the Township's Annual Comprehensive Financial Report. The results of this audit were presented by our Auditor's earlier during the Board Meeting.

BACKGROUND INFORMATION: No additional information.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To accept the Township's 2023 Annual Comprehensive Financial Report.

BUDGET IMPLEMENTATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Copies will be available for public review at the Clerk's Office and the Canton Public Library.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to receive and place on file the 2023 Township's Annual Comprehensive Financial Report.

ATTACHMENTS: None

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-1**

ITEM: Consider Authorizing EVCOH to Install a DC Fast Charger at Fellows Creek Golf Course

<u>PRESENTER</u>: David Norwood, Director Municipal Services

<u>INDIVIDUALS IN ATTENDANCE</u>: None Anticipated

<u>EXECUTIVE SUMMARY</u>: In November of 2023 MSD published an RFP for the procurement of EV charging stations as well as a maintenance agreement. The Township received six responses to the RFP with EVCOH being one of the top contractors.

EVCOH has presented an offer to the Township to purchase and install at their expense a DC Fast Charger at Fellows Creek Golf course. This includes pre-planning, installation and testing, launch and promotion, maintenance and support, 360kW power split system, 750-1,000 KVA transformer, and construction.

The terms of this agreement are pending legal review and approval.

<u>BACKGROUND</u>: During the evaluation and scoring process EVCOH and Heartland scored the highest and had the products and services the Township desired. While working with both contractors for site selection and final costs EVCOH presented the idea to install a DC Fast Charger at their expense at Fellows Creek Golf Course. EVCOH will purchase all equipment necessary and facilitate the construction and installation. Projected cost breakdown is as follows.
360kW Power Split System - $72,000
Fast DC 350 Amps charger dispenser (Dual Port) -$44,000
750-1000 KVA pad mount transformer - $150,000
Construction and Installation - $179,000
Annual Maintenance and Support - $6,000
Annual subscription EVCOH EV Charging software - $500

EVCOH will be responsible for the utility usage (sub metering), EVCOH will either buy directly from the Township or DTE directly.

EVCOH has different models for cost sharing which is dependent on the Townships financial commitment related to equipment purchase.

The Township would be subject to the annual maintenance and support as well as the annual subscription.

<u>STRATEGIC PLAN/GOALS</u>: Improve Infrastructure, Quality Infrastructure

<u>ACTION REQUESTED</u>: Authorize EVCOH to purchase and install DC Fast Charging equipment at their expense at Fellows Creek Golf Course pending legal approval.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds to be determined.

IMPLEMENTATION PLAN: Upon Board and legal approval, Canton Township will work with EVCOH to coordinate installation of equipment.

DIRECTOR'S RECOMMENDATION: **Approval**

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize the use of Fellows Creek Golf Course as a location for EVCOH to purchase and install one DC Fast Charging station at their expense pending legal review and approval.

ATTACHMENT:

1. EVCOH Proposal for DC Fast Charger Installation

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM:G-2**

ITEM: Consider an Increase of Purchase Order 2024-1474 – Sidewalk Gap Design

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting to increase Purchase Order 2024-1474 by $44,500 to Fishbeck to bring the total amount of Purchase Order 2024-1474 to $286,000. The increase is being requested to accommodate the design of the sidewalk at Ford and Ridge Road, which was not in the original request for proposal.

To fund this increase, Engineering Services is also requesting that Purchase Order 2023-2029 be reduced to $150,000. The original amount of $225,000 exceeds the expected amount needed.

BACKGROUND: On March 26, 2024, Engineering Services received proposals from three of our firms under the existing Master Service Agreement. From those three, Fishbeck was chosen for engineering design and construction administration services for the Sidewalk Gap Project. Filling in sidewalk gaps will result in better connections and improve mobility for all pedestrians and other modes of non-motorized transportation. Completing and improving sidewalk networks can help achieve many economic, social, and environmental goals. Sidewalks provide access for all types of pedestrian travel to schools, parks, government/industrial facilities, commercial areas, and other destinations.

The Sidewalk Gap Project design award for 2024 includes the following locations: Gallimore Elementary School, Tonda Elementary School, Dodson Elementary School, PCCS Campus/High Schools, and Crescent Academy International. Ford and Ridge will now be added to this list. Engineering Services wishes to get this gap designed this year in preparation for the new Township Park at this location.

Engineering Services is requesting this increase while maintaining the original contingency because design work has just begun, and the potential to need the $31,500 contingency still exists.

To cover the increase to P.O. 2024-1474, Engineering Services is requesting that P.O. 2023-2029 be reduced to $150,000. This P.O. was set up out of the same account for Land Matters to work on property acquisition through grant-funded sidewalk design and construction. The original amount exceeds that need.

STRATEGIC PLAN/GOALS: To provide safe, barrier-free sidewalk and drive approaches in the community so pedestrians can safely use the sidewalk system

ACTION REQUESTED: Consider increasing purchase order 2024-1474 by $44,500 for Fishbeck to bring the total P.O. amount to $286,000 for design services for the Sidewalk Gap

Program.

Reduce Purchase Order 2023-2029 to $150,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: With purchase order # 2023-2029 being reduced by $75,000 and purchase order # 2024-1474 being increased $44,500 there is no impact to the budget usage.

IMPLEMENTATION PLAN: Upon Board approval, Finance will adjust the purchase orders as described.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to reduce Purchase Order 2023-2029 to $150,000.
2. I move to increase Purchase Order 2024-1474 by $44,500 to Fishbeck to bring the total amount of Purchase Order 2024-1474 to $286,000.

ATTACHMENTS:

1. Fishbeck Proposal

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-3**

ITEM: Consider Awarding a Contract and Purchase Order to Replace the Pool Dehumidification HVAC Unit at the Summit on the Park

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Beginning in 2024 the Board of Trustees adopted a Capital Improvement Plan which included the replacement of the roof top unit for the aquatics center at the Summit on The Park. The Pool roof top unit is over 11 years of age with a projected life span of 10-15 years. In recent years the roof top has experienced numerous issues related to the functions of the unit, including its ability to dehumidify the space properly.

BACKGROUND: Knowing the life span of this type of unit should be 10 to 15 years we are currently not running at full capacity. A repair of just the cooling stages now would not be a long-term solution and could be very costly. Investing $558,000 to replace the faulty piece of equipment and upgrade the efficiency is the most economical option at this point.

Staff is recommending award of contract to Quality Aire Systems for the replacement of RTU 3 at The Summit on the Park building for $558,000 plus a 10% contingency for possible unforeseen repairs and compilations that can occur with replacing a roof top unit.

MSD Facilities received seven bids for this project, the top three qualified bidders were interviewed. Upon the conclusion of the interviews Quality Aire Systems was the lowest bidder. MSD Facilities is confident with QA and their abilities based on their means and methods. A bonus is QA does have a licensed dehumidification tech on staff.

MSD Facilities budgeted $660,000 for this project.

STRATEGIC PLAN/GOALS: Quality Infrastructure- replacing the roof top unit will provide more energy efficient equipment, extend the life of the facility, and ensure the patrons have a great experience at the Summit on the Park building.

ACTION REQUESTED: Award the contract and purchase order for the above-mentioned work to Quality Aire Systems, 328 Six Mile Rd, Whitmore Lake MI 48189 in the amount of $558,000 plus a $58,800 contingency amount making the total not-to-exceed $613,800.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The estimated cost for Quality Aire Systems to replace the Roof Top Unit with contingency amount is $613,800. Funds are budgeted in the account 208-757-56.970_0030 for Capital Outlay Buildings and Improvements.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and vendor contacted to begin project. A project schedule will be established, and Quality Aire Systems will order all the equipment and parts in order to complete the project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the contract and approve a purchase order for Quality Aire Systems, in the amount of $558,000 plus a $58,800 contingency making the total amount $613,800 to replace RTU 3 at the Summit on the Park.

ATTACHMENTS:

A. Invitation to Bid
B. Bid Tab
C. Quality Aire Systems Bid

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-4**

ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Grand River Road – Brighton, LLC Rezoning

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Jeff Klatt and Jessica Gilbert (Krieger Klatt Architects, Inc).

EXECUTIVE SUMMARY: The applicant proposes to rezone parcel 049-99-0001-708 from C-3, Regional Commercial and Corporate Park Overlay District to C-3, Regional Commercial and Central Business District (CBD) Overlay. This parcel is located on the south side of Ford Rd. between Lotz Rd. and the eastern boundary of Canton Township and contains the multi-tenant commercial building that includes Guitar Center. In 2022, a Special Land Use was approved for Blossom Behavioral Wellness to occupy part of the building for therapy services, which is currently at the stage of building permitting. The applicant proposes an indoor recreation use to occupy other tenant space on the south side of the building. Indoor recreation uses are not permitted in the Corporate Park Overlay District but are permitted uses in the C-3 district and CBD Overlay.

At its meeting on June 3, 2024, the Planning Commission recommended approval of the rezoning application.

BACKGROUND AND ANALYSIS:

Location: South side of Ford Rd. between Lotz Rd. and the eastern boundary of Canton Township. Parcel no. 049-99-0001-708 (39413, 39415, 39453 and 39479 Ford Rd.)

Net Acres: Approximately 5.74 acres

Existing Land Use(s): Multi-tenant commercial building, which includes Guitar Center

Existing Zoning: C-3, Regional Commercial and Corporate Park Overlay District (CPOD)

Surrounding Zoning and Land Uses:
North – C-3, Regional Commercial and CPOD; Walmart
South – C-3, Regional Commercial and CPOD; Emagine theater
East – I-2, General Industrial (City of Westland); CubeSmart Self Storage
West – C-3, Regional Commercial and CPOD; Hook & Reel Cajun Seafood restaurant

Existing Comprehensive Plan Future Land Use Map Classification: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial
South – General Commercial
East – Industrial (City of Westland)
West – General Commercial

Proposed Zoning District(s): C-3, Regional Commercial and Central Business District (CBD) Overlay

Land Uses of the C-3 District: Whenever a rezoning of property is proposed, all potential land uses in the proposed zoning district must be considered, regardless of the intended use stated in the application. The permitted uses and special land uses in the C-3 district are in Section 17.02 of the Zoning Ordinance. Some of the permitted uses in the C-3 district include the following: all principal uses permitted in the C-2 and O-1 zoning districts; contractor offices without outdoor storage; restaurants and bars; places of assembly and religious land uses; financial institutions; business and vocational schools; hospitals; funeral homes; private indoor and outdoor recreation uses; and smoking lounges.

Some of the special land uses in the C-3 district include the following: shopping centers; garden centers; car washes; home improvement centers; fast food drive-through restaurants; motels and hotels; pet training, day care, and boarding without outdoor runs; auto service stations; municipal buildings; warehouse retail outlets; superstores; building material sales establishments; and gas stations limited to redevelopment of existing stations or stations accessory to accessory to primary retail uses or individual tenants within a shopping center, having a gross floor area over 50,000 square feet.

Most of the properties along Ford Rd. between Canton Center Rd. and I-275 are zoned C-3 or allow for C-3 uses (i.e., C-3 uses are permitted on C-2 zoned properties in the CBD Overlay). Earlier this year, several parcels on the north side of Ford Rd. between I-275 and Lotz Rd. were rezoned, with conditions, to C-3 and CBD Overlay.

Review Considerations: Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application does not meet all 10 rezoning standards of review as follows:

(1) ***Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?***
The basic intent of the Zoning Ordinance is to carry out the policies, goals, and objectives of the Canton's Comprehensive Plan. This is primarily done by the establishment of use districts and overlays that regulate land in order to accomplish the preferred development and utilization of land in Canton. The proposed amendment would remove the Corporate Park Overlay district (CPOD) from the subject property.

The CPOD was created to promote development in accordance with the Lotz Road Corridor Development Plan adopted in the late 1990s. Since that time, a new Comprehensive Plan has been adopted. The current Comprehensive Plan proposes the elimination of the CPOD and proposes utilizing different zoning designations and tools to support the development pattern in the area. Since the adoption of the current Comprehensive Plan in 2018, Canton has adopted amendments that have reduced the area covered by the CPOD. The proposed amendment would be in accordance with the basic intent of the Zoning Ordinance by carrying out the Comprehensive Plan policy by reducing and eliminating the CPOD. The Lotz Rd. Corridor Zoning Strategies of the current Comprehensive Plan (page 64) state the following (in *italics*):

- *Repeal the remaining portion of the Corporate Park Overlay District Guidelines and amend the map exhibit to remove remaining effective areas subject to the guidelines in Section 6.08 of the Zoning code.*
  Staff Recommendation: We recommend repealing the CPOD from the subject parcels in the application. However, because there are many other areas in the CPOD that may not yet be ripe for removal from the CPOD, we do not recommend repealing the entire CPOD from the Zoning Ordinance and Zoning Map at this time.
- *Amend the boundaries applicable to the Central Business District (CBD) Guidelines in Section 6.10 of the Zoning code to include the area within the Downtown Development Area (DDA) on the north side of Ford Road, and south of Ford Road to the Willow Creek Drain.*
  Staff Recommendation: The subject parcels in the application are in the DDA. Therefore, we recommend expanding the CBD to include the subject parcels in the application.
- *Encourage a change of zoning for the area located south of Ford Road and north of the Willow Creek Drain between Lotz Road and I-275 from MRD, Mid-Rise Development to C-3, Regional Commercial.*
  Staff Recommendation: Pursuant to this policy in the Comprehensive Plan, we recommend rezoning the subject parcels to C-3. All of the uses permitted in the proposed C-3 zoning district are noted in Section 17.02 of the Zoning Ordinance. Many of the properties along Ford Rd. between I-275 and Canton's eastern boundary are zoned C-3, though they are in the CPOD. These properties include Sam's Club, Walmart, Home Depot, Emagine, and multi-tenant shopping centers, which would be allowed in the C-3 district without the CPOD.

(2) ***Is the proposed amendment consistent with the comprehensive plan of the Township?***
As discussed above, the current Comprehensive Plan's policies include the elimination of the CPOD. The CPOD was an attempt in the 1990s to enact the Lotz Road Corridor Development Plan. That plan envisioned a campus-style development of either a corporate headquarters or comprehensive mixed-use development with a heavily stylized theme or design for each 'campus.' The focal point of the largest campus would have been at Ford and Lotz Roads. However, the area was never developed in this manner, despite the paving and widening of Lotz Rd. Instead, general commercial development continued along the Ford Road corridor. The Comprehensive Plan now envisions using other tools, such as Planned Development Districts (PDDs) in concert

with either the Central Business District (CBD) Overlay or the underlying zoning districts, to foster development in the CPOD area. This method has created very attractive developments and has successfully implemented the land use goals throughout the Township, particularly along other areas of Ford Rd.

The Future Land Use Map of the Comprehensive Plan classifies the site as General Commercial, and Policy 1.2.3 of the Comprehensive Plan states, "*Establish a **General Commercial** Land Use designation on the Future Land Use Map for regional and highway-oriented commercial uses. Regional commercial uses generally serve the retail and service needs for the entire township and adjacent areas and include larger multi-tenant shopping centers with large "anchor" tenants located on primary arterial roadways that carry high volumes of traffic. Highway-oriented commercial uses should be located within a 1-mile radius of a freeway interchange and provide uses convenient to the traveler or overnight visitor in the community.*" The proposed zoning district (C-3 and CBD Overlay) and use (indoor gymnasium) are consistent with the policy of the General Commercial land use designation.

(3) ***Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?***
While the CPOD was not a mistake, it has been identified in the 2017 Comprehensive Plan as no longer being necessary. This change in the Comprehensive Plan was after the Zoning Ordinance's CPOD was adopted, and this justifies amendments that shift towards the new Comprehensive Plan policies. The elimination of the CPOD is one such amendment, though an incremental approach is best due to the large area covered by the CPOD that includes many types of land uses. In the case of the subject parcel, it has Ford Rd. frontage and is in close proximity to I-275 and many established commercial uses that would otherwise be permitted in the C-3 district and CBD Overlay.

(4) ***Will the amendment correct an inequitable situation created by the zoning ordinance rather than merely grant special privileges?***
In the CPOD, all land uses are special land uses. Therefore, no applicant in the CPOD has any certainty of use approval when an application is made. Development activity and building re-occupancies in the CPOD have been slower than they have been in the CBD Overlay, which until recently was only located on the west side of I-275. Earlier this year, several parcels on the north side of Ford Rd. between I-275 and Lotz Rd. were rezoned, with conditions, to C-3 and CBD Overlay. The proposed amendment would allow this site to be reoccupied by a number of uses that are compatible with the surrounding area, including an indoor gymnasium. Also, the parking lot on the site may be too large for the proposed uses, and the proposed amendment would make the redevelopment process easier for new land uses.

(5) ***Will the amendment result in unlawful exclusionary zoning?***
The amendment will not result in exclusionary zoning. The primary intent of the proposed amendment is not to exclude certain uses or development types.

(6) ***Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?***
The proposed amendment will set a precedent, especially for commercially-zoned parcels in the CPOD; however, the precedent is not contrary to the Comprehensive Plan and overall vision for development in the area. As noted above, although the CPOD was not a mistake, it has been identified in the Comprehensive Plan as no longer being desirable. This change in the Comprehensive Plan was after the Zoning Ordinance's CPOD was adopted, and this justifies amendments that shift towards the new Comprehensive Plan policies.

(7) ***If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?***
The proposed amendment would result in the subject site being developed under the C-3 district standards, allowing for development that is consistent with the existing commercial uses to the north (Walmart and Sam's Club), west (restaurants, multi-tenant commercial, and Home Depot), and south (Emagine theater).

(8) ***If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?***
If the proposed rezoning is approved, the subject parcel subject site will comply with the standards of the C-3 district with CBD Overlay for: minimum lot area (1 acre); minimum lot width (100 feet); front yard setback (50 feet); side yard setbacks (15 feet); and rear yard setback (30 feet). The CBD Overlay include many similar standards to the CPOD regarding open space, access, parking, sidewalks, signage, lighting, landscaping, architecture, and screening. Because the existing site was developed prior to the adoption of the CPOD, many elements of it do not comply with the CPOD or CBD. If the site is redeveloped in the future, we will strive to attain as much compliance as possible with the CBD Overlay standards.

(9) ***If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?***
The development allowed under the proposed C-3 district and CBD Overlay is consistent with the trends in land development in the general area. Other compatible uses in the area include Walmart, Sam's Club, Home Depot, Emagine, restaurants, and multi-tenant commercial buildings. On the west side of I-275, there are many indoor recreation establishments that are nearby these other types of commercial uses.

(10) ***If a rezoning is requested, what is the impact on the township infrastructure?***
The subject parcel has existing access to Ford Rd. and internal driveways serving other commercial uses. No changes are proposed to the existing access. The site is connected to public water and sanitary sewer. The existing stormwater management system connects to a pond to the south (south of Emagine), which outlets to Willow Creek. Therefore, the stormwater management system is under the jurisdiction of Wayne County. No site changes are proposed that impact stormwater management. Any proposed redevelopment will be evaluated at that time for any impacts on the roads, public utilities, and the stormwater system.

- **Community Planner's Recommendation:** Approval.

- **Planning Commission Recommendation:** At its meeting on June 3, 2024, the Planning Commission voted 7-0 to recommend approval of the request to rezone parcel no. 049-99-0001-708 (39413, 39415, 39453 and 39479 Ford Rd.) from C-3, Regional Commercial and Corporate Park Overlay District to C-3, Regional Commercial and Central Business District Overlay, as the proposal meets the standards of Section 27.06(D)(4) of the Zoning Ordinance as stated in the staff report and the Planning Commission's motion.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce, hold the first reading, and table the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel no. 049-99-0001-708 from C-3, Regional Commercial and Corporate Park Overlay District to C-3, Regional Commercial and Central Business District (CBD) Overlay.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMEDATION: Approval

MODEL MOTIONS:

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #049-RZ-8219, which rezones tax parcel no. 049-99-0001-708 from C-3, Regional Commercial and Corporate Park Overlay District to C-3, Regional Commercial and Central Business District (CBD) Overlay.

2. Further, I move to table consideration of the amendment for a second reading, which will be held at a future meeting of the Board of Trustees..

ATTACHMENTS:
1. Draft Ordinance
2. June 3, 2024 Planning Commission Minutes

3. Zoning Map and Aerial Map
4. Plans
5. Conceptual Images of Indoor Recreation Use

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-5**

ITEM: Consider Special Land Use for Canton Banquet and Convention Center

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Baljit Bains (owner)

EXECUTIVE SUMMARY: The applicant proposes to develop a banquet and convention center on a 12.34-acre site on the east side of Lotz Road, south of Michigan Avenue. The facility will have several banquet rooms with pre-function space, including outdoor event patios. The center will also include a second floor with offices and customer suites. The Lotz Road frontage along the site is paved with direct access to Michigan Avenue.

A special land use for a banquet and convention center was previously approved by the Township Board on January 11, 2022. However, the special land use approval expired. Prior to the Township Board's approval of the Special Land Use, the Planning Commission held a public hearing and recommended approval of the Special Land Use on December 6, 2021. Since the special land use expired, there have been slight changes to some of the designs which won't be finalized until site plan review.

At its meeting on June 3, 2024, the Planning Commission recommended approval of the special land use. If the special land use is approved, the next step will be for the applicant to submit a site plan application, which will be reviewed by the Planning Commission and Township Board.

BACKGROUND AND ANALYSIS:

Location: East side of Lotz Road and South of Michigan Avenue (71-141-99-0027-716; 4127 S. Lotz Rd.)

Net Acres: 12.34 acres

Existing Land Use(s): Vacant.

Existing Zoning: LI, Light Industrial.

Surrounding Zoning and Land Uses:
North – LI, Light Industrial and C-3, Regional Commercial; Super 8 Motel, Clock Tower Plaza, and McDonald's
South – GI, General Industrial; Woodland Meadows Landfill
East – LI, Light Industrial; Michigan Storage

West – C-4, Interchange Service; Holiday Inn Express and vacant

Comprehensive Plan Future Land Use Map Classification: Mixed Use.

Surrounding Comprehensive Plan Future Land Use Map Classifications:
North – Mixed Use
South – General Industrial
East – Mixed Use
West – General Commercial and Light Industrial

Proposed Special Land Use: The proposed use of a banquet and convention center is a special land use in the LI zoning district. There is an area on the south side of the site labeled "Potential Future Development Site," which does not have a proposed land use at this time. If the proposed use of this area is a convention center or a hotel (which is a special land use in the LI district), the applicant must obtain separate approval at that time.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements for the LI zoning district for: maximum building height (4 stories/50 feet); front yard setback (40 feet); side yard setback (15 feet on one side and 40 feet total); and rear yard setback (20 feet). The building will be 2 stories and approximately 40 feet in height.

Traffic Impact and Access Management: There are two (2) points of access proposed from Lotz Road. A Traffic Impact Study (TIS) has been submitted by the applicant, which indicates a Level of Service (LOS) "F" during the PM peak hour at the westbound Michigan Ave. & eastbound Michigan Ave. crossover intersection located about 475 feet east of Lotz Road. The LOS F is projected under No-Build conditions. The TIS concluded that the LOS values for the Build condition were largely unchanged from the No-Build condition due to the off-peak traffic use of the subject site. In other words, the proposed development is expected to hold high capacity events on a typical weekend where traffic volumes on Michigan Ave. are notably lower than during the weekday. Also, the proposed use would likely be less impactful on this crossover intersection than a permitted industrial use with daytime shifts.

Sidewalks: There is an existing sidewalk along the east side of Lotz Road that terminates at the north site boundary. The applicant proposes to extend the sidewalk along the entire site frontage of Lotz Road to connect to the existing sidewalk. At the time of site plan review, we recommend sidewalk connections leading from the Lotz Rd. sidewalk to the building entrance. There are interior sidewalks throughout the site, including sidewalk connections from the parking lot to the building.

Landscaping and Screening: Although a landscape plan is not required at the time of Special Land Use plan review, the submitted plans illustrate conceptual landscape locations. At the time of site plan review, the landscape plan must include landscaping to meet the following requirements: frontage landscaping along Lotz Road; parking lot landscaping; detention pond landscaping; building foundation landscaping; mechanical equipment screening; general site landscaping; and tree removal mitigation. Any modification requests will be addressed by the Planning Commission at the time of site plan review.

Parking: The parking calculations are intended to comply with the requirements of Article 4 of the Zoning Ordinance for assembly halls, which requires 1 parking space per 2 persons based on the building occupancy plus 1 per employee. There are 807 parking spaces proposed on the plans. The building size, occupancy, and parking calculations will be determined during site plan review. If there are modifications from the parking requirements, they will be reviewed at the time of site plan review.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas to be located in the side or rear yards. The loading area is shown on the north side of the building near the rear, which is in the side yard.

Lighting: Section 2.13 of the Zoning Ordinance requires one (1) light structure to be installed on each side of each entrance/exit drive at the roads as well as lighting in many areas of the site. Although a lighting plan is not included at this time, it will be required at the time of site plan review. We recommend that the entrance fixtures at the road be decorative and 10'-12' in height.

Dumpster Enclosure: A dumpster enclosure is shown in the northeast corner of the site. Although the details are not shown, the dumpster enclosure will be required to comply with Section 2.14 of the Zoning Ordinance at the time of site plan review. The Potential Future Development Site will require additional dumpster location(s), if/when the area is proposed for development.

Architecture: Section 26.06 of the Zoning Ordinance requires a minimum of 50% face brick on commercial buildings. However, Section 26.06, footnote (h) allows the Planning Commission to modify the architectural requirements. Although the architectural rendering on Sheet C-5 does not illustrate compliance with Section 26.06, the architectural standards can be addressed at the time of site plan review.

Signage: Signage will be reviewed at site plan review in accordance with the standards of Article 6A of the Zoning Ordinance.

Stormwater Management: A detention pond is shown on the east side of the site, and the review of the stormwater management plan will be under the jurisdiction of Wayne County at the time of site plan.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed banquet and convention center use in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows, subject to the above items being addressed at the time of site plan review:

- The proposed banquet and convention center use will be compatible with adjacent nonresidential land uses.
- The proposed banquet and convention center use will be compatible with the principles

and objectives of the Canton Township Master Plan regarding the Mixed Use classification on the Future Land Use Map and its policies to encourage uses that serve the service needs for the entire township and adjacent areas.

- 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 Lotz Road, which is a paved County road.
- The site will have a pedestrian circulation system, including new sidewalk along the frontage of Lotz Road and an internal sidewalk system.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed use will enhance the surrounding environment by including required landscaping and not discouraging the appropriate development and use of adjacent land or buildings.
- 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.

- **Community Planner's Recommendation:** Approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 at 4127 S. Lotz Rd. as illustrated on the Special Land Use Plan for the reasons stated in the above analysis, subject to the items noted in this review being addressed or corrected at the time of site plan review.

- **Planning Commission's Recommendation:** At its meeting on June 3 2024, the Planning Commission voted 7-0 to recommend approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 at 4127 S. Lotz Rd. as illustrated on the Special Land Use Plans, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to specific design criteria being addressed or corrected at the time of site plan review.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 at 4127 S. Lotz Rd. as illustrated on the Special Land Use Plans for the reasons stated in the above analysis, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the items noted in this review being addressed or corrected at the time of site plan review.

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 specific comments being addressed during site plan review.

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 for Canton Banquet and Convention Center

WHEREAS, the Project Sponsor has requested special land use approval for a banquet and convention center at 4127 S. Lotz Rd. on parcel no. 71-141-99-0027-716, located on the east side of Lotz Road south of Michigan Ave.; 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 criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Special Land Use for a banquet and convention center use at 4127 S. Lotz Rd. in Planning Application # 141-SLU-8263, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the items noted by staff being addressed or corrected at the time of site plan review.

ATTACHMENTS:
1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Special Land Use Criteria
5. Previously-Submitted Special Land Use Conceptual Plans
6. Traffic Impact Study

NEXT STEPS: If the Special Land Use is approved, the next step will be for the applicant to submit a site plan application which will be reviewed by the Planning Commissoin and Township Board of Trustees.

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-6**

ITEM: Consider Approval of Preliminary Site Plan and Condominium Ordinance Variances for Cherry Hill Preserve

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Bruce Michael (Project Representative)/Shiloh Dahlin (Alpine Engineering)/Ded Dedvukaj (Owner)

EXECUTIVE SUMMARY: The applicant proposes to develop 19 single-family homes on a 7.47-acre site on 3 parcels, located on the north side of Cherry Hill Rd. between Lotz Rd. and the eastern Township boundary. The project site is currently vacant. The units will be detached condominiums, so the areas outside of the structures will be common elements and not individual lots. There 1 entrance proposed on Cherry Hill Rd. The site is zoned R-4, Single Family Residential, which allows a maximum density of approximately 5.18 units/acre. The proposed density is 2.55 units per acre.

The Planning Commission recommended approval of the Preliminary Site Plan on April 1, 2024, and recommended approval of variances from certain design requirements of the Condominium Ordinance on May 6, 2024. If the Preliminary Site Plan is approved, the next step will be for the applicant to submit a Final Site Plan application, which will be reviewed by the Planning Commission and Township Board.

BACKGROUND AND ANALYSIS:

Location: North side of Cherry Hill Road, between Lotz Road and the eastern township boundary (i.e., parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, 39540 Cherry Hill Road).

Net Acres: 7.47 acres

Existing Land Use: Vacant

Existing Zoning: R-4, Single Family Residential

Surrounding Zoning and Land Uses:

North – R-2, Single Family Residential and Corporate Park Overlay District; Single-family residential land uses and ITC corridor
South – R-5, Single Family Residential; Single-family residences (Brookside Village Subdivision)

East - R-2, Single Family Residential; Frank's Firewood and single-family residential land uses
West – R-2, Single Family Residential; Single-family residential land uses

Comprehensive Plan Future Land Use Map Classification: Medium-High Density Residential (up to 8 dwelling units per acre)

Project History: On July 27, 2021, the Township Board approved a site plan for a development consisting of twelve (12) 2-unit attached residential buildings (24 units), which was recommended for approval by the Planning Commission on June 7, 2021. However, the site plan approval expired, and a different development plan is proposed. The applicant now proposes to develop 19 detached single-family homes.

At its meeting on November 12, 2020, the Zoning Board of Appeals approved variances from the 25-foot wetland setback requirement for several buildings and the internal road on the previous development plans, which also have since expired. On May 9, 2024, the Zoning Board of Appeals approved variances from Sec. 2.24(A) of the Zoning Ordinance to allow the proposed road, sidewalk, and Units 5-9 and 11-17 to encroach into the required 25-foot setback from a wetland.

Schedule of Regulations. Because the proposed units are detached condominiums, there is not a minimum lot size. The allowable density of single-family buildings in the current R-4 district is up to 5.18 units/acre, and the applicant proposes a density of 2.55 units/acre.

The plans submitted comply with the dimensional requirements for detached condominiums in the R-4 zoning district for: minimum front yard setback from Cherry Hill Rd. (50-foot landscape buffer required); minimum front yard setback from internal road (20 feet): minimum rear yard setback (35 feet); minimum side yard setback (10 feet); minimum separation distance between buildings (10 feet); minimum floor area (1,300 sq. ft. with basement; 1,500 sq. ft. without basement); and maximum building height (2 stories/25 feet). For building height, elevations of all sides must be submitted prior to Final Site Plan review.

Section 2.24(A) of the Zoning Ordinance prohibits grading and structures within 25 feet of a wetland. While the site is designed to minimize impacts on wetlands, part of the proposed road and Units 5-9 and 11-17 are within the 25-foot wetland setback requirement. On May 9, 2024, the Zoning Board of Appeals approved variances for these encroachments into the wetland setback.

Access Management. Cherry Hill Preserve traffic will enter and exit through one (1) access road at Cherry Hill Road, which is paved. The entrance is not a boulevard, which is not required by the Condominium Ordinance for developments of 20 or fewer lots.

All units will be accessed by an internal road and will have front-entry garages.

Sidewalks. Sidewalks are proposed along most of the site's frontage along Cherry Hill Rd. Sidewalk is not proposed on the easternmost 15 feet of the frontage. We recommend that the

Cherry Hill Rd. sidewalk extend to the eastern lot line unless not recommended by the Engineering Services Division due to topography or other site-specific limitations. Final locations will be confirmed during Engineering review and during Final Site Plan review. Sidewalks are proposed along both sides of all internal streets.

Landscaping and Tree Preservation. The landscape plans submitted meet the requirements of Article 5 of the Zoning Ordinance for landscaping along Cherry Hill Road, street trees along the internal road, and landscaping for the detention pond. Additionally, of the existing 366 regulated trees on the site, 225 trees (about 61%) will be preserved. The applicant proposes to mitigate removed trees that are classified as landmark trees and non-landmark regulated trees in accordance with Article 5A of the Zoning Ordinance. Minor plan changes are required to confirm the final numbers prior to issuance of the Tree Removal Permit.

Wetlands. The site has several wetland areas, and the applicant has applied for a wetland permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). If approved by EGLE, the road, sidewalks, and Units 5-9 and 11-17 will encroach into the 25-foot setback required by Section 2.24(A). At its meeting on May 9, 2024, the Zoning Board of Appeals (ZBA) approved variances from the 25-foot wetland setback requirement for the road, sidewalks, and Units 5-9 and 11-17.

Parking. Article 4 of the Zoning Ordinance requires 2 parking spaces for each unit. The proposed buildings include attached 2-car garages. Also, although the minimum setback from the internal road is 20 feet, the garages are set back 22 feet from the sidewalk to allow parking for two (2) vehicles in each driveway without hanging over the sidewalk. Additionally, the 27-foot width of the internal road meets the requirements of Section 2.10 of the Zoning Ordinance and is wide enough to allow on-street parking on one side.

Architecture. Section 26.06 of the Zoning Ordinance requires homes to have 50% brick with a 4-foot horizontal offset along the rear elevation. Compliance is illustrated on the elevations and floorplans submitted, which will be confirmed during Final Site Plan review.

Lighting. Section 2.13 of the Zoning Ordinance requires 1 light structure at each side of the entrance at Cherry Hill Road. Two (2) 12-foot-high decorative lights are located at the entrance. These poles should be located closer to the proposed sidewalk.

Sign. The location of a monument entrance sign is noted on the plans, and appears to comply with Article 6A of the Zoning Ordinance (6 feet high, 24 sq. ft., and 18"-36" masonry base). Final details will be provided on the Final Site Plan, and will be subject to review by the Building & Inspection Services Division prior to permitting.

Master Deed and Bylaws: The Master Deed and Bylaws are included, and are under review by Township legal counsel. We recommend satisfactory legal review of the Master Deed and Bylaws as a condition of Preliminary Site Plan approval.

Proposed Variances from the Condominium Ordinance Standards. The applicant requests variances from the following sections of the Condominium Ordinance, which were recommended for approval by the Planning Commission at its May 6, 2024 meeting:

- Section 82-124(4), which requires a cul-de-sac to terminate in a circle 110 feet in diameter. A cul-de-sac diameter of 96 feet is proposed, and the 2015 International Fire Code requires a cul-de-sac diameter of 96 feet.
- Section 81-124(6)(b), which requires a boulevard for a cul-de-sac street.

Section 82-7(a) of the Condominium Ordinance includes procedures for granting variances from the condominium development standards. Unlike variances from the Zoning Ordinance, which are determined by Zoning Board of Appeals, variances from the Condominium Ordinance are determined by the Township Board of Trustees upon recommendation by the Planning Commission. The Planning Commission, after a public hearing, shall submit to the Township Board its findings of the existence, if any, of extraordinary hardships or practical difficulties that would result from strict compliance with the Condominium Ordinance. If the Planning Commission finds that an alternative proposal will not compromise the public interest or the intent of any ordinance, it may recommend to the Township Board the approval of variances to the Condominium Ordinance. The Township Board may grant a variance provided it finds that:

1. The variance would not be detrimental to the public health, safety, and welfare or injurious to other property.
2. The conditions underlying the variance request are unique to the property and are not applicable to other property generally.
3. Because of the particular physical surroundings, shape or topographical conditions of the property, a particular hardship to the owner would result, as distinguished from inconvenience or monetary loss, if the regulations in this chapter are carried out.
4. The variance would not vary the provisions of the zoning ordinance, the comprehensive plan, or the Condominium Act.

The applicant has submitted a letter addressing these standards, which cites unusual characteristics that include the presence of wetlands on the site, narrowness of the site where the road may be placed, and required location of the stormwater basin.

Staff supports the variance requests for the non-boulevard cul-de-sac road of Cherry Hill Preserve to terminate in a circle less than 110 feet in diameter, provided the cul-de-sac complies with the applicable Fire Code, based on the practical difficulties stated by the applicant and the following reasons:

- The length of the cul-de-sac is 720 feet. A length of 1,000 feet is the maximum permitted in the Condominium Ordinance and the length at which a secondary access is typically required.
- The number of units served by the cul-de-sac is less than 30, which is the number of units at which the Fire Marshal would require a secondary access.
- Although the Township Engineering Division and Fire Marshal do not object to a boulevard less than 110 feet in diameter, the 2015 International Fire Code requires a minimum cul-de-sac width of 96 feet.
- The proposed road entrance is directly across from Buckingham Rd., which is a non-boulevard subdivision road directly to the south. Therefore, the roads are proposed to align, whereas left turn lanes of boulevards do not always align with a left turn lane on

the opposite side of the road.
- There are several cul-de-sacs in Canton Township that serve more than 19 units, many of which do not have a boulevard.
- Based on the existing wetlands of the site, widening the road entrance to a boulevard and widening the cul-de-sac diameter to 110 feet will result in additional wetlands being filled. The proposed road design minimizes impacts to the existing wetlands along the frontage of Cherry Hill Rd. and around the cul-de-sac area.

- **Community Planner's Recommendation:** Approval of the Cherry Hill Preserve Preliminary Site Plan for 19 detached single-family residences on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, and approval of variances from Section 82-124(4) and Section 82-124(6)(b) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road and 96-foot diameter cul-de-sac, subject to all State, County, and Township requirements and subject to satisfactory review of the Master Deed and Bylaws by Township legal counsel.

- **Planning Commission's Recommendation:** At its meeting on April 1, 2024, the Planning Commission voted 8-0 to recommend approval of the Preliminary Site Plan for 19 detached single-family residences on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, subject to all State, County, and Township requirements, and subject to the following conditions being fulfilled prior to Township Board review of the Preliminary Site Plan:
  1. Revisions to the plan that include monument signage;
  2. Setting the garages back 22 feet from the sidewalk wherever possible;
  3. Obtaining necessary variances from the Zoning Board of Appeals; and
  4. Satisfactory review of the Master Deed and Bylaws by Township legal counsel.

  The plans have since been revised to show the monument sign details and 22-foot front yard setbacks. Also, the Zoning Board of Appeals approved the variances on May 9, 2024.

  At its meeting on May 6, 2024, the Planning Commission voted 8-0 to recommend approval of variances from Section 82-124(4) and Section 82-124(6)(b) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road of Cherry Hill Preserve to be less than 110 feet in diameter on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, provided the cul-de-sac with complies with the applicable Fire Code.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Cherry Hill Preserve Preliminary Site Plan for 19 detached single-family residences on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, and approval of variances from Section 82-124(4) and Section 82-124(6)(b) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road and 96-foot diameter cul-de-sac, subject to all State, County, and Township requirements and subject to satisfactory review of the Master Deed and Bylaws by Township legal counsel.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to Engineering review.

FIRE MARSHAL'S RECOMMENDATION: Approval, subject to successful water pressure testing.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Preliminary Site Plan and Condominium Ordinance Variances for Cherry Hill Preserve

WHEREAS, the Project Sponsor has requested Preliminary Site Plan approval in Planning Application 052-SPP-7828 for 19 detached single-family homes at 39540 Cherry Hill Rd. (parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002), as well approval of Planning Application 052-VCON-8227 for variances from the Condominium Ordinance to permit a non-boulevard cul-de-sac road with a cul-de-sac diameter of 96 feet; and

WHEREAS, the Planning Commission reviewed the Preliminary Site Plan for Cherry Hill Preserve and voted 8-0 to recommend approval, with conditions, and voted 7-0 to recommend approval of variances from the Condominium Ordinance, as the site plan meets the design requirements of the Zoning Ordinance and Condominium Ordinance, except where variances are approved by the Zoning Board of Appeals and Township Board, as applicable;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Cherry Hill Preserve Preliminary Site Plan at 39540 Cherry Hill Rd. in Planning Application 052-SPP-7828, and does hereby approve variances from Condominium Ordinance in Planning Application 052-VCON-8227, subject to all State, County, and Township requirements and subject to satisfactory review of the Master Deed and Bylaws by Township legal counsel.

ATTACHMENTS:

1. Planning Commission Minutes (April 1, 2024 and May 6, 2024)

2. Zoning Map and Location Map
3. Preliminary Site Plan and House Plans
4. Applicant Letter Regarding Condominium Ordinance Variances
5. Master Deed and Bylaws

NEXT STEPS: If the Preliminary Site Plan and Condominium Ordinance variances are approved, the applicant to submit plans to the Engineering Division review prior to applying for Final Site Plan review. The Planning Commission and Township Board will review the Final Site Plan.

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-7**

<u>ITEM:</u> Consider FFM – Oil Exchange Business Condominium Plan

<u>PRESENTER</u>: David Norwood, Municipal Services Director

<u>OWNER/REPRESENTATIVE:</u> Fleck's Fresh Marts, LLC (owner)/John R. Tucker, Esq. (representative)

<u>EXECUTIVE SUMMARY</u>: The applicant proposes to convert the current gas station, convenience store, and fast food restaurant building and oil change building at 45455 Michigan Ave. to a condominium form of ownership where the gas station, convenience store, and fast food restaurant building (Unit 1) and oil change building (Unit 2) will be in separate ownership. Site plans were previously approved for the gas station, convenience store, fast food restaurant business and the oil change business, and there are no development changes proposed to these plans. Therefore, the design and conditions of the approved site plans remain in effect. The proposed condominium will keep the parcel boundaries the same but will convert the buildings into 2 separate units, which allows for different ownership of these units. A condominium form of ownership is common for multi-use commercial and industrial sites where each business owner/operator owns their own space within the site but the group of owners form an association that is responsible for the common areas.

At its meeting on June 3, 2024, the Planning Commission recommended approval of the plan. If the condominium site plan is approved, the next step will be for the applicant to record the Master Deed and officially create the units within the condominium.

<u>BACKGROUND AND ANALYSIS</u>:

Location. Southwest corner of Michigan Ave. & Belleville Rd. (45455 Michigan Ave.), parcel no. 71-132-99-0010-712)

Net Acres: 2.68 acres

Existing Land Use: Gas station & convenience store with fast food restaurant, and oil change business

Existing Zoning: C-3, Regional Commercial

Surrounding Zoning and Land Uses:
North – C-3, Regional Commercial; Mobil gas station, 7-Eleven, and Comerica Bank
South – C-3, Regional Commercial; vacant and car wash

East – LI, Light Industrial; Public Storage
West – C-3, Regional Commercial; Flagstar Bank and Tim Hortons

Comprehensive Plan Future Land Use Map Classification: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:
North – General Commercial
South – General Commercial
East – Mixed Use
West – General Commercial

Project History. Site plans were previously approved for the gas station, convenience store, fast food restaurant business (132-SP-001B) and the oil change business (132-SLU-0819 and 132-ADS-0821), and there are no development changes proposed to these plans.

Schedule of Regulations. The previously-approved site plans meet the Zoning Ordinance requirements for automobile filling stations and automobile service stations in the C-3 district for: minimum lot area (1 acre); minimum lot width (150 feet); minimum front yard setbacks (40 feet for canopy; 50 feet for pump islands; and 85 feet for building); minimum side and rear yard setbacks (30 feet for canopy; 40 feet for pump islands; and 30 feet for building); and maximum height (35 feet). No changes are proposed to any buildings or structures.

Access Management. The site is accessed by an existing driveway from Belleville Road and two (2) existing driveways from Michigan Ave. No changes are proposed. There is existing sidewalk along the Michigan Ave. and Belleville Rd. frontages of the property.

Parking: Section 4.01(C)(6) of the Zoning Ordinance requires 44 parking spaces for the gas station, convenience store, fast food restaurant, and oil change business. In 2012, the Planning Commission and Township Board approved 41 spaces for the site when the oil change business was approved (132-SLU-0819 and 132-ADS-0821). Section 4.01(C)(6) allows the Planning Commission to modify the number of parking spaces, and the 41 spaces on the site have proven to exceed parking demand. No changes to the number of parking spaces are proposed. The Master Deed allows for the continued use of all parking spaces on the site by all contractors, agents, employees, customers, and invitees of any of the businesses occupying the Units. The Master Deed requires the owner of Unit 1 to be responsible for parking lot west of the Maintenance Responsibility Division Line, and requires the owner of Unit 2 to be responsible for parking lot east of the Maintenance Responsibility Division Line.

Architecture: The application does not include any proposed changes, modifications, or improvements to the buildings.

Lighting: There are no changes to the lighting on the site. The Master Deed requires the owner of Unit 1 to be responsible for lighting west of the Maintenance Responsibility Division Line, and requires the owner of Unit 2 to be responsible for lighting east of the Maintenance Responsibility Division Line.

Dumpster Enclosure: The existing dumpsters in the southwest corner of the convenience store building will remain, and no changes are proposed. The dumpsters are Limited Common Elements to the specific units. The easterly two (2) dumpster spaces are appurtenant to Unit 1 and the westerly dumpster space is appurtenant to Unit 2.

Landscaping. The originally approved site plans include landscape plans that complied with the Zoning Ordinance when the site was developed. The landscaping must be maintained and, if necessary, restored to the previously-approved landscape plan or an amended landscape plan must be submitted to the Planning Division in accordance with Article 5. Changes to landscape plans can be made administratively via staff review. There are no changes proposed to the landscaping on the site. The Master Deed requires the owner of Unit 1 to be responsible for landscaping west of the Maintenance Responsibility Division Line, and requires the owner of Unit 2 to be responsible for landscaping east of the Maintenance Responsibility Division Line.

Master Deed and Bylaws. The Master Deed and Bylaws are under review by Township legal counsel, and we recommend approval subject to any modifications required by Township legal counsel.

- **Community Planner's Recommendation:** Approval of the FFM – Oil Exchange Business Condominium site plan on tax parcel 71-132-99-0010-712, subject to any modifications required by the Township legal counsel to the Master Deed and Bylaws.

- **Planning Commission's Recommendation:** At its meeting on June 3, 2024, the Planning Commission voted 7-0 to recommend approval of the FFM – Oil Exchange Business Condominium site plan on tax parcel 71-132-99-0010-712, subject to any modifications required by the Township legal counsel to the Master Deed and Bylaws.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the FFM – Oil Exchange Business Condominium site plan (Planning Application #132-SFP-8276) on tax parcel 71-132-99-0010-712, subject to any modifications required by the Township legal counsel to the Master Deed and Bylaws.

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 Business Condominium Site Plan for FFM – Oil Exchange

WHEREAS, the Project Sponsor has requested condominium site plan approval for the commercial uses on parcel no. 71-132-99-0010-712 at 45455 Michigan Ave.; 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 Code of Ordinances;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the FFM – Oil Exchange Business Condominium site plan in Planning Application #132-SFP-8276 on tax parcel 71-132-99-0010-712 at 45455 Michigan Ave., subject to any modifications required by the Township legal counsel to the Master Deed and Bylaws.

ATTACHMENTS:
1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Exhibit B of Master Deed
4. Previously Approved Site Plan in 2012 (132-SLU-0819 and 132-ADS-0821)
5. Master Deed
6. Bylaws

NEXT STEPS: If the condominium site plan is approved, the next step will be for the applicant to record the Master Deed and officially create the units within the condominium.

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-8**

ITEM: Consider Approval of ERP Contracts with Tyler Technologies and with BS&A

PRESENTER: Victor Ibegbu, Information Technology and Innovation Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township worked with Plante Moran on contract negotiations of a Master Service Agreement and Statement of Work between Canton Township, Tyler Technologies, and BS&A. All parties have agreed on and would like to proceed with executing these contracts, which will allow implementation to begin for Tyler and BS&A cloud-based ERP software.

BACKGROUND INFORMATION: For the past 16 months, Township staff from the Treasurer's Office, Clerk's Office, HR, Water Billing, Building, Planning, Engineering, Finance, and ITI have participated extensively in the selection process for a new ERP software vendor. An ERP committee was formed in December 2022 to lead these efforts, ensuring full participation from all listed departments.

Starting in April 2023, Plante Moran collaborated with each department to conduct a comprehensive software needs assessment by gathering essential information on processes and workflows. This information was used to create the software requirements for the request for proposal (RFP), which was published on July 13, 2023 and closed on August 31, 2023. We received seven proposals, four of which were full ERP solutions and the remainder were best-of-breed solutions.

The ERP committee conducted a thorough evaluation and selected Tyler Technologies, BS&A, and Fourth Square for an in-person demonstration. After completing the software demonstrations in November 2023, reference checks were conducted, which involved conversations with four other communities about their experiences with the software and companies.

After careful evaluation, reference checks, and a voting system implemented by Plante Moran, the selection committee scored Tyler Technologies highest for Financial and Human Resources functions and BS&A for Permitting and Water Billing functions. Best and final offers were exchanged, and Tyler and BS&A presented Canton with their Master Service Agreement and Statement of Work.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Allow ITI to facilitate the execution of the contracts between Tyler Technologies and BS&A.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The implementation costs, contingency, and first year of annual licensing total $1,608,039 (see attachment A). $918,668 remains of the funds earmarked by the Board for the ERP replacement project in ITI's contingency account. Budget transfers totaling $689,371 are needed to fund this project fully:

Increase Revenues:

101-000.695	Fund Balance Appropriation	$606,053.00
592-000.695	Fund Balance Appropriation	$83,318.00

Increase Expenditures:

101-210.930_0015	Maintenance and Repair Software Maintenance	$205,460.00
101-215.930_0015	Maintenance and Repair Software Maintenance	$13,235.00
101-228.930_0015	Maintenance and Repair Software Maintenance	$279,964.00
101-253.930_0015	Maintenance and Repair Software Maintenance	$76,045.00
101-371.930_0015	Maintenance and Repair Software Maintenance	$21,634.00
101-447-50.930_0015	Maintenance and Repair Software Maintenance	$4,536.00
101-701.930_0015	Maintenance and Repair Software Maintenance	$5,179.00
592-536.930_0015	Maintenance and Repair Software Maintenance	$28,737.00
592-537.930_0015	Maintenance and Repair Software Maintenance	$18,151.00
592-560.930_0015	Maintenance and Repair Software Maintenance	$36,430.00

IMPLEMENTATION PLAN: The Township departments will work with both vendors on a phased approach to implementation. Both vendors will coordinate resources and project managers to start implementation. The Township has designated an executive sponsor, ERP committee, Project Manager, subject matter experts, ITI resources, and end-user for the project's duration.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the execution of contracts between Canton Township and Tyler Technologies and between Canton Township and BS&A. I further move to approve the necessary budget amendments disclosed in the budget implications section and the purchase orders outlined below:

Tyler Technologies	Implementation Costs	$655,428
Tyler Technologies	Annual Licensing – Year 1	$205,460
BS&A	Implementation Costs	$543,204
BS&A	Annual Licensing – Year 1	$203,947

ATTACHMENTS:

1) ERP Cashflow Summary
2) Tyler Statement of Work
3) BS&A Statement of Work

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-9**

ITEM:	**Consider Awarding a Bid for the Engineering of the Cherry Hill Village Phase 0 Parking Lot**

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In March 2024, a Request for Proposal (RFP) was advertised for the Cherry Hill Village Phase 0 Parking Lot to include installation of a new public asphalt parking lot, concrete curb and gutter, concrete sidewalk, on-street parallel parking spaces, storm water, wayfinding signage, and landscaping on a Township-owned parcel. As a result, 5 bids were received and reviewed by a panel comprised of members from Municipal Services, Community Development, and Finance. The panel evaluated each company and scored them based on the evaluation criteria provided in the RFP. As a result, the committee is recommending Anglin Civil, LLC for a project cost of $400,625.42 with an added 30% construction contingency of $120,187.62, for a total project cost of $520,813.04, pending legal review.

BACKGROUND: Through a combination of funds made available from ARPA (American Rescue Plan Act), insurance proceeds, park millage funds, and existing fund balance, Canton can invest $9.5 million towards the Canton Town Square project at Cherry Hill Village. The Town Square project will invest in some of the Community's most treasured assets, including the Village Square Park, Historic Arts Factory Building, Factory Park, Cherry Hill School, Preservation Park, trails, public parking improvements, wayfinding, and programming in the Town Square.

The completion of Phase 0 will provide parking alternatives for patrons in anticipation of future development projects and before existing spaces are removed.

STRATEGIC PLAN/GOALS: Welcoming Community, Quality Infrastructure

ACTION REQUESTED:
Consider Approval to award the Cherry Hill Village Phase 0 Parking Lot to Anglin Civil LLC, 13000 Newburgh Rd., Livonia MI 48150.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Funds are available in account #404-727.970_0080 Capital Outlay Land Improvements.

IMPLEMENTATION PLAN:
If approved, a purchase order will be submitted, and a contract will be signed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:
I move to award the bid for the Cherry Hill Village Phase 0 Parking Lot to Anglin Civil LLC for a total cost of $520,813.04, pending legal review.

ATTACHMENTS:
Attachment A – RFP
Attachment B – Bid Results
Attachment C – Evaluation scores
Attachment D – Proposal Anglin
Attachment E – Agreement

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM #G-10**

ITEM: Consider Approval to Award Bid for the Cherry Hill Village Water Feature

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In April 2024, Community Development advertised a Request for Proposal (RFP) for the Cherry Hill Village – Water Feature. As a result, 3 bids were submitted and reviewed by a panel comprised of Municipal Services, Community Development, and Finance staff. The panel evaluated each company and scored them based on the evaluation criteria provided in the RFP. After careful review, the panel selected ILE Excavating Inc. to redesign the existing detention ponds to meet regulatory standards and conform to future developments in the adjacent area of the Cherry Hill Village. ILE Excavating Inc. proposed project cost is $504,700 with an added 15% contingency of $75,705, for a total project cost of $580,405, pending Legal review.

BACKGROUND: Through a combination of funds made available from ARPA (American Rescue Plan Act), insurance proceeds, park millage funds, and existing fund balance, Canton can invest 9.5 million dollars towards the Canton Town Square project at Cherry Hill Village. The Town Square project will invest in some of the Community's most treasured assets, including the Village Square Park, Historic Arts Factory Building, Factory Park, Cherry Hill School, Preservation Park, trails, public parking improvements, wayfinding, and programming in the Town Square.

STRATEGIC PLAN/GOALS: Welcoming Community, Quality Infrastructure

ACTION REQUESTED: Consider Approval to award the Cherry Hill Village Water Feature to ILE Excavating Inc., P.O. Box 871412, Canton, MI 48187.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in account #404-727.970_0080 Capital Outlay Land Improvements

IMPLEMENTATION PLAN: If approved, a purchase order will be submitted and a contract will be signed

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve to award the Cherry Hill Village Water Feature to ILE Excavating Inc. for a total project cost of $580,405, pending legal review.

ATTACHMENTS:
Attachment A – RFP
Attachment B – Bid Results
Attachment C – Proposal
Attachment D – Proposed Agreement

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM # G-11**

ITEM: Consider Approving the Annual Intrado NextGen 911 Maintenance Agreement

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Department's are requesting to renew the Intrado NextGen 911 maintenance agreement in the amount of $28,493.78. Intrado is the sole-provider of NextGen 911 software utilized within the 911 dispatch consoles.

BACKGROUND INFORMATION: This annual renewal will cover August 2024 – August 2025, for 5 workstations, and a co-term for the recently purchased 6th workstation in 2023, through August 2025. (See notes on page 7.) This one-time co-term payment will bring all 6 workstations onto the same timeline going forward.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the annual renewal of the Intrado NextGen 911 Maintenance Agreement in the amount of $28,493.78.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase are budgeted in the E/911 Maintenance of Software Account #261-346-50.930_0015.

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 the annual renewal of the Intrado NextGen 911 Maintenance Agreement in the amount of $28,493.78.

ATTACHMENTS: Attachment A – Intrado Maintenance Renewal Agreement

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2024 **AGENDA ITEM# G-12**

ITEM: Consider Reappointment to the Canton Tax Board of Review

PRESENTER: Anne Marie Graham Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Asim Mohammad, who has served as a member of Canton's Tax Board of Review, is seeking reappointment following the expiration of his term. Canton's Assessing Department works directly with the Board of Review and has reported that Asim has provided excellent service, has good attendance, and has completed the training required of all Board of Review members.

BACKGROUND INFORMATION: The Tax Board of Review is a 3-member board required by state law who hear property assessment appeals. Canton has always tried to maintain two 3-member boards plus an alternate member so we can offer more times to the residents who are making appeals. The Tax Board of Review hears appeals two times per year: March and December. Board of Review members are appointed to two-year terms.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the reappointment of Asim Mohammad.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are funds built into the budget each year to cover the work of the Tax Board of Review members.

IMPLEMENTATION PLAN: Supervisor's office will let the Assessing Department and Human Resources know of Asim's reappointment.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the reappointment of Asim Mohammad to the Canton Tax Board of Review for a two-year term to expire on 12/31/2025.