



REGULAR MEETING OF THE BOARD OF TRUSTEES

July 27, 2021

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees are conducting all meetings by video teleconference.

Public comments may be submitted to Michael.Siegrist@Canton-mi.org at any time prior to the meeting. Additionally, a public drop box is located outside of the Township Administration Building at 1150 S Canton Center Rd. Canton, MI 48188. The Clerk will read comments submitted within the Rules of the Township Board during the meeting. Members of the public who attend by telephone or video may address the Board during the public comment period via videoconference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85708612950>

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Webinar ID: 857 0861 2950

International numbers available: <https://us02web.zoom.us/u/kbav5dSHbe>

6:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JULY 13, 2021

PUBLIC COMMENT

PAYMENT OF BILLS

PRESENTATION:

- 1) FIVE-YEAR ROADS PLAN

CONSENT CALENDAR:

- 1) CONSIDER AWARDED CONTRACT AND APPROVE PURCHASE ORDER FOR PROJECT IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (MSD)

- 2) CONSIDER RESOLUTION AFFIRMING APPROVAL OF THE SENIOR ALLIANCE 2022 ANNUAL IMPLEMENTATION PLAN FOR AGING SERVICES (SUPERVISOR)

GENERAL CALENDAR:

- 1) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING ANDERSON REZONING (MSD)
- 2) CONSIDER APPROVAL OF SITE PLAN AND CONDOMINIUM ORDINANCE VARIANCES FOR CHERRY HILL PRESERVE (MSD)
- 3) CONSIDER HAVENS ORTHODONTICS PLANNED DEVELOPMENT DISTRICT AMENDMENT #1 (MSD)
- 4) CONSIDER APPROVAL OF A SPECIAL LAND USE FOR A GROUP CHILD CARE HOME (KAMILLIA BAGLEY) (MSD)
- 5) CONSIDER APPROVAL OF THE MEADOWS OF CHERRY HILL FINAL SITE PLAN (MSD)
- 6) CONSIDER TWO CONTRACTS; ONE TO BIDIGARE CONTRACTORS, INC. AND THE OTHER TO FISHBECK FOR THE 2021 WATER MAIN CAPITAL IMPROVEMENT PROJECT AND APPROVE A BUDGET AMENDMENT (MSD)
- 7) CONSIDER APPROVAL OF THE PURCHASE OF A CAT 313GC EXCAVATOR (MSD)
- 8) CONSIDER APPROVAL OF THE PURCHASE OF A CAT GP25N5 LP FORKLIFT (MSD)
- 9) CONSIDER APPROVAL TO EXTEND AGREEMENT WITH NANKIN TRANSIT COMMISSION AND APPROVAL OF THE MUNICIPAL CREDIT AGREEMENT WITH SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART) (CLS)
- 10) CONSIDER APPROVAL BOARD POLICY TB: 01 CANTON TOWNSHIP STANDARDS OF APPEARANCE BOARD APPROVED AND REPEALING HUMAN RESOURCES POLICY HR:02 STANDARDS OF APPEARANCE (CLERK)
- 11) CONSIDER APPROVAL FOR DEPUTY SUPERVISOR (SUPERVISOR)

PUBLIC COMMENT
OTHER
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 Kerreen Conley, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at www.canton-mi.org.

**Charter Township of Canton
Board Proceedings – July 13, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, July 13, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 6:01 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens & Sneiderman
All members stated their location is Canton Township

Members Absent: None

Staff Present: Director Hohenberger, Director Smith, Director Trumbull, Director Baugh, Director Stoecklein

Adoption of Agenda:

Motion by Sneiderman, supported by Foster to adopt the agenda as amended adding Item G-7. Motion carried unanimously by roll call vote.

Approval of Minutes:

Motion by Siegrist supported by Sneiderman to approve the June 22, 2021 Board minutes as presented. Motion carried unanimously by roll call vote.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens supported by Sneiderman to approve the payment of bills as presented. Motion carried unanimously by roll call vote.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF July 13, 2021		
101	GENERAL FUND	932,939.79
204	ROADS FUND	291,075.05
206	FIRE FUND	505,135.12
207	POLICE FUND	950,272.75
208	SUMMIT OPERATING (General)	71,149.47
219	STREET LIGHTING	21,012.57
230	CABLE TV FUND	12,476.29
246	TWP (COMMUNITY) IMPROVEMENT	60,656.33
248	DDA - CANTON	43,024.67
261	E-911 UTILITY	474.12
265	ORGANIZED CRIME - DRUG ENFORCEMENT	45,725.92
274	CDBG	10,307.72

276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	14,985.66
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	29,367.75
592	WATER & SEWER FUND	518,741.32
596	SOLID WASTE	96,597.26
661	FLEET	414,976.29
701	TRUST & AGENCY FUND	16,495.85
702	CONSTRUCTION ESCROW	3,753.49
736	POST EMPLOYMENT BENEFITS	0.00
852	SPECIAL ASSESSMENT DEBT	111,869.39
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
		0.00
TOTAL - ALL FUNDS		4,151,036.81

Director Smith promoted John Selmi – Public Works Manager and John Szlinis – Project and Facilities Service Manager to panelist and introduced them to the board.

Presentation:

- 1) Organizational assessment report presented by the Novak Consulting Group

Presented by Michelle Ferguson and Mark Olson

Item C-1. Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances regarding JS3 Investments, LLC Rezoning

Motion by Siegrist, supported by Borninski to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which rezones tax parcel no. 71-050-99- 0009-003 from C-4, Interchange Service District and Central Business District Overlay to C-3, Regional Commercial District and Central Business District Overlay. Further, move to adopt and publish the second reading of the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which rezones tax parcel no. 71-050-99-0009-003 from C-4, Interchange Service District and Central Business District Overlay to C-3, Regional Commercial District and Central Business District Overlay. Motion carried unanimously by roll call vote.

Item C-2. Consider the Purchase of a One-Year Extended Warranty for 800 MHz Radios

Motion by Siegrist, supported by Borninski to approve the purchase of a one-year extended warranty for 226 Motorola mobile and portable 800 MHz radios in the amount of \$18,851.50, from ComSource Inc., 41271 Concept Drive, Plymouth, Michigan, the local authorized repair vendor of Motorola products. Motion carried unanimously by roll call vote.

Item C-3. Request Approval of Email Office 365 Service Renewal

Motion by Siegrist, supported by Borninski to approve the renewal of Office 365 Email System licensing within the Township's Office 365 email installation in an amount not to exceed \$27,000. Motion carried unanimously by roll call vote.

Item C-4. Consider Approval of Solarwinds Software Contract Renewal for Annual Maintenance and Technical Support

Motion by Siegrist, supported by Borninski to authorize the payment to Solarwinds for the Solarwinds annual software maintenance fees and upgrades, for a total cost not-to-exceed of \$13,620.00. Motion carried unanimously by roll call vote.

Item G-1. Consider Special Land Use and Site Plan for Automobile Filling/Multi-Use Station (Barbat)

Motion by Siegrist, supported by Slavens to approve the resolution as presented for special land use and site plan for automobile filling/multi-use station.

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

Approval of the Special Land Use and Site Plan for Barbat Automobile Filling/Multi-Use Station

WHEREAS, the Project Sponsor has requested special land use approval and site plan approval for an automobile filling/multi-use station on parcel no. 71-047-99-0006-001 at 41350 Ford Road; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-1 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 and site plan for an automobile filling/multi-use station on parcel no. 71-047-99-0006-001 at 41350 Ford Road, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to approval of the proposed access easement to the north, and approval by all state, county, and municipal agencies.

Motion carried unanimously by roll call vote.

Item G-2. Consider Approval of Low Bidder for the 2021 Tree Removal & Pruning Project To The Davey Tree Expert Co.

Motion by Siegrist, supported by Slavens 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, which rezones tax parcel no. 71-050-99-0009-003 from C-4, Interchange Service District and Central Business District Overlay to C-3, Regional Commercial District and Central Business District Overlay, and further move to table consideration of the amendment for a second reading on July 13, 2021. Motion carried unanimously by roll call vote.

Item G-3. Consider Reserving Funds for Property Owner Reimbursement for Landscaping Restoration for the Ridge Road Paving Project

Motion by Siegrist, supported by Slavens to approve the following budget adjustment:

Increase Revenues:		
403-000.695	Fund Balance Appropriation	\$7,500
Increase Expenditures		
403-446-02.970_0050	Capital Outlay Infrastructure	\$7,500

I move to approve reimbursement funds to Kirsten Waarala, the property owner at 6430 Ridge Road from the Capital Outlay Infrastructure fund. Motion carried unanimously by roll call vote.

Item G-4. Consider Approval for the Emergency Purchase Order Tent Rental at the Cady-Boyer Barn at Preservation Park

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

Increase Revenue:		
101-000.698	Insurance Settlements	\$10,970
Increase Expense:		
101-803.930_0020	Maintenance & Repair Buildings and Additions	\$10,970

And further move to approve the emergency purchase order for the tent rental at Preservation Park to Canton Canopies, 8471 Ronda Drive, Canton MI 48187 in the amount of \$10,970 to be paid from Account #101-803.930_0020 HDC Maintenance and Repair Buildings and Additions. Motion carried unanimously by roll call vote.

Item G-5. Consider Approval of a Purchase Order Increase for the Owners Representative Reimbursable Expenses

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

Increase Revenue:		
246-000.695	Fund Balance Appropriation	\$15,000
Increase Expenditures:		
246-261.801_0050	Comm. Imp Prof Service	\$15,000

And further move to approve a purchase order increase to PO# 2021-00000938 for the Owners Representative reimbursable expenses to Plant Moran Cresa, 27400 Northwestern Highway, Southfield MI 48034 in the amount of \$15,000 to be paid from account #246-261.801_0050 – Community Improvement Professional Services. Motion carried unanimously by roll call vote.

Item G-6. Consider Approval to Relocate Facilities Maintenance from Leisure Services to Municipal Services

Motion by Siegrist, supported by Slavens to approve the relocation of Facilities Maintenance from Leisure Services to Municipal Services. Motion carried unanimously by roll call vote.

Item G-7. Consider Approval of a Wage Increase for Leisure Services Part-Time, Seasonal and Variable Employees

Motion by Siegrist, supported by Sneiderman to approve a \$2.50 per hour wage incentive for all current and new hire Leisure Services and Facilities Maintenance positions in Levels A – 9 on the Part-Time/Seasonal/Variable Wage Scale effective July 25, 2021 through December 31, 2021. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Borninski to approve a referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee in position Levels A – 9 on the Part-Time Wage Scale through December 31, 2021, to receive \$100 per employee. To qualify for this incentive, the applicant must write the referring employee’s name on their application when they apply and work 250 hours within the first 6 months. Motion carried unanimously by roll call vote.

Additional Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 8:13 p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #C-1

**ITEM: Consider Awarding Contract and Approve Purchase Order for Project
in Connection with the Capital Improvement Program**

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In connection with the Capital Improvement Plan, we are recommending the following project be awarded:

Vendor	Project Description	Amount Budgeted	Amount Awarded
Schena Roofing & Sheet Metal Co., Inc	Summit Community Center Flat Roof Replacement (Project #210002)	\$1,086,600	\$784,424
Schena Roofing	Fellows Creek Club House and Maintenance Building Roof (Project #210023)	\$ 32,850	\$122,846
	<i>Subtotal costs for roof replacement</i>	<i>\$1,119,450</i>	<i>\$907,270</i>

The projects above have gone through the Request for Proposal process, with the lowest qualified bids being recommended for award, and fall within the budget amount in the Program.

BACKGROUND: In 2019, the Township Board approved a 5-year Capital Improvement Plan, which identified a significant amount of needed improvements within the Township. The item being brought forth today was identified as a priority within that Plan and fall within the budgeted amount.

STRATEGIC PLAN/GOALS: Improve the infrastructure as identified in the Capital Improvement Plan

ACTION REQUESTED: Award the contract and purchase order of above-mentioned projects

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The projects above fall within the budgeted amount to be paid from CIP account #401-757.970_0020

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and vendor contacted to begin project.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order for the following project as identified in the Capital Improvement Plan:

- 1) Summit Community Center Flat Roof Replacement to Schena Roofing & Sheet Metal Co., Inc, 28299 Kehrig Dr., Chesterfield MI 48047 in the amount of \$784,424 to be paid out of CIP account #401-757.970_0020
- 2) Fellows Creek Golf Course Clubhouse & Maintenance Buildings Roof Replacement to Schena Roofing & Sheet Metal Co., Inc, 28299 Kehrig Dr., Chesterfield MI 48047 in the amount of \$122,846 to be paid out of CIP account #401-772.970_0020

ATTACHMENTS:

1. Summit Community Center Flat Roof Replacement Bid Specifications and Bid Tabulation
2. Fellows Creek Golf Course Clubhouse & Maintenance Buildings Roof Replacement Bid Specifications and Bid Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #C-2

ITEM: CONSIDER RESOLUTION AFFIRMING APPROVAL OF THE SENIOR ALLIANCE 2022 ANNUAL IMPLEMENTATION PLAN FOR AGING SERVICES

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE None anticipated

EXECUTIVE SUMMARY: The State of Michigan's Aging and Adult Services Agency (AASA) requires TSA to request a resolution approving their AIP from each of the 34 municipalities in their planning and service area.

BACKGROUND INFORMATION:

The Senior Alliance (TSA) provides services to older adults in the 34 communities of southern and western Wayne County. On June 24, 2021, The Senior Alliance's Board of Directors approved the agency's 2022 Annual Implementation Plan (AIP), which outlines the agency's goals and objectives for Older Americans Act and state funded services during the coming fiscal year.

The Board of Trustees was sent the 2022 Annual Implementation Plan. The plan can be found on TSA's website.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the attached resolution to approve The Senior Alliance's 2022 Annual Implementation Plan.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Township Clerk will send The Senior Alliance a copy of the approved resolution.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: NA

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached resolution affirming approval of the Senior Alliance's 2022 Annual Implementation Plan.

ATTACHMENTS:

1. Resolution

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

**RESOLUTION AFFIRMING APPROVAL OF THE SENIOR ALLIANCE 2022 ANNUAL
IMPLEMENTATION PLAN FOR AGING SERVICES**

Whereas the Canton Board of Trustees in Canton, Wayne County, Michigan recognizes the role of The Senior Alliance as the designated Area Agency on Aging for Southern and Western Wayne County to be responsible for planning, developing, coordinating, monitoring, and managing a comprehensive organized service delivery system of services for older adults and caregivers;

Whereas the 34 communities of Southern and Western Wayne County, including Canton Township, comprises the Planning and Service Area to the agency's governing Body;

Whereas the Aging and Adult Services Agency require local Area Agencies on Aging to request approvals of their Annual Implementation Plan from their local governments;

Whereas The Senior Alliance has submitted the plan to Canton Township in accordance with federal and state laws;

Whereas The Senior Alliance has held a public hearing for client, caregiver, and service provider population feedback which contributed to the development of the Annual Implementation Plan for Fiscal Year (FY) 2022; now therefore be it

Resolved, that the Canton Board of Trustees does hereby approve The Senior Alliance Annual Implementation Plan for Fiscal Year 2022 as presented to Canton Township.

APPROVED AND ADOPTED, by Canton Township Board of Trustees on July 27, 2021.

Motion:

Second:

Ayes:

Signed:

Dated:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-1

ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Anderson Rezoning

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Paul and Rita Anderson

EXECUTIVE SUMMARY: The applicants propose to rezone a portion of their parcel at 49650 Warren Road, located on the north side of Warren Rd., west of Ridge Rd., from RR, Rural Residential to R-1, Single Family Residential. Specifically, the applicants propose to rezone a portion of southeast corner of their parcel, which measures 330 ft. by 495 ft. (3.8 acres) and is described in the Proposed Parcels Survey dated April 2, 2021. The applicants propose to retain the RR zoning on the west and north portions of the parcel, which includes their home and accessory structures.

BACKGROUND AND ANALYSIS:

Location: North side of Warren Rd., west of Ridge Rd.

Existing Zoning: RR, Rural Residential

Net Acres: Approximately 10.01 acres: Approximately 6.26 acres on the west and north sides proposed to remain as RR zoning, and approximately 3.8 acres in the southeast corner that is proposed to be rezoned ton R-1.

Existing Land Use(s): Single-family residential

Surrounding Zoning and Land Uses:

North – R-1, Single Family Residential and PDD; Arbor Glen site condominium (single-family detached residences)

South – R-1, Single Family Residential and PDD; Westchester site condominium (single-family detached residences)

East – R-1, Single Family Residential and PDD; Arbor Glen site condominium (single-family detached residences)

West – R-1, Single Family Residential and PDD; Hampton Ridge South site condominium (single-family detached residences)

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

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

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

Description of Area Proposed to be Rezoned: The applicants propose to rezone a portion of southeast corner of their parcel, which measures 330 ft. by 495 ft. (3.8 acres) and is described in the Proposed Parcels Survey dated April 2, 2021. The applicants propose to retain the RR zoning on the west and north portions of the parcel, which includes their home and accessory structures. The applicants have indicated that the current RR zoning allows for uses not permitted in the R-1 district (for example, keeping of horses as a Special Land Use), and the applicants would like to retain the RR zoning for a 6.26-acre portion of the parcel that contains their home and accessory structures so that they have the option to seek approval of uses allowed in the RR district in the future.

The 3.8-acre portion of the parcel in the southeast corner that is proposed to be rezoned to R-1 is illustrated in the enclosed Proposed Parcels Survey dated April 2, 2021. While 2 additional parcels are illustrated for future division, the final parcel configuration will be determined at the time of land division application review if the rezoning is approved. These 2 parcels illustrated in the southeast corner do not extend northward to the north boundary of the current parcel because the R-1 district does not allow a parcel to be more than 3 times its width. Therefore, if the proposed parcels are 165 feet wide, then the maximum depth is 495 feet. To extend the depth of the 2 proposed parcels all the way to the north parcel line, both parcels would have to be widened to a point that would require the removal of the sport court on the applicant's property. The applicants want to retain their sports court and also have a large side yard setback distance from the east side of their home. While the proposed lot configuration is unusual, especially in the northeast corner, the lot configuration is designed to comply with all of the requirements of both the RR and R-1 zoning district.

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

- (1) The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.
- (2) The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Very Low Density Residential, which recommends a density of 1 dwelling unit per acre. The maximum density of the proposed R-1 district is 1 dwelling unit per acre.
- (3) Conditions have changed since the Zoning Ordinance was adopted, as the owners of the subject parcel desire to divide their parcel and sell one or more of the resulting parcels. The demand for single-family residential use has increased in the surrounding area, as evidenced by the ongoing development of Arbor Glen to the north and east.
- (4) The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends a zoning of 1 unit per acre and the subject parcel is surrounded by the R-1 district.

- (5) The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is surrounded by the R-1 district.
- (6) The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is surrounded by the R-1 district.
- (7) The proposed rezoning is consistent with the existing land uses of surrounding property. All existing surrounding land uses are detached single-family residential uses.
- (8) If the proposed rezoning is approved, it appears that all of the requirements of the proposed zoning classification can be complied with on the subject parcel for both the RR district portion and the R-1 district portion. The changed areas of the RR portion of the site will comply with the standards of the RR district for minimum lot area (5 acres) and minimum side yard setback (25 feet). The proposed R-1 portions of the site will comply with the standards of the R-1 district for minimum lot area (1 acre), minimum lot width (150 ft.), and maximum lot depth-to-lot width ratio (3 times). However, specific development requirements will be addressed at the time of land division review and plot plan review.
- (9) The proposed zoning, R-1, Single Family Residential, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is surrounded by the R-1 zoning district which are all single-family residential developments.
- (10) The subject property will be serviced by an adequate road system (Warren Road, which is paved in this area), and water and sanitary sewer service is available in the area. The Comprehensive Plan, which recommends a density of 1 unit per acre, recognizes a synchronous relationship between the Township's Sanitary Sewer Master Plan and the Comprehensive Plan. Therefore, there is expected capacity in the water and sewer systems to serve the subject property.

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

- **Planning Commission Recommendation:** At its meeting on July 12, 2021, the Planning Commission voted 8-0 to recommend approval of the request to rezone a 3.8-acre portion of parcel no. 024-99-0010-000 from RR, Rural Residential to R-1, Single Family Residential, which is described in the enclosed Proposed Parcels Survey dated April 2, 2021 as an area measuring 330 ft. by 495 ft. in the southeast corner of the subject parcel. The Planning Commission held a public hearing, with one public comment objecting to the rezoning and one public comment not objecting to the rezoning.

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 a 3.8-acre portion of parcel no. 024-99-0010-000 from RR, Rural Residential to R-1, Single Family Residential, which is described in the enclosed Proposed Parcels Survey dated April 2, 2021 as an area measuring 330 ft. by 495 ft. in the southeast corner of the subject parcel.

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 RECOMMENDATION: 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, which rezones a 3.8-acre portion of parcel no. 024-99-0010-000 from RR, Rural Residential to R-1, Single Family Residential, which is described in the enclosed Proposed Parcels Survey dated April 2, 2021 as an area measuring 330 ft. by 495 ft. in the southeast corner of the subject parcel.
2. Further, I move to table consideration of the amendment for a second reading on August 10, 2021.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-2

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

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Bruce Michael

EXECUTIVE SUMMARY: The project sponsor proposes to construct twelve (12) 2-unit attached residential buildings on the three (3) subject contiguous parcels, which are currently vacant. The site is zoned R-4, Single Family Residential, which allows 2-unit attached residences via Special Land Use. The allowable density of 2-unit attached single-family buildings in the current R-4 district is up to 5.18 units/acre, and the applicant proposes a density of 3.12 units/acre. According to the applicant, the proposed 2-unit attached single-family residential buildings will be owner-occupied condominiums. The site plan is based on the approved Special Land Use plan, which the Township Board of Trustees approved on January 12, 2021. The Planning Commission recommended approval of the site plan at its June 7, 2021 meeting and recommended approval of variances from the Condominium Ordinance at its July 12, 2021 meeting to permit the non-boulevard cul-de-sac road of Cherry Hill Preserve to access 24 residential units.

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).

Existing Zoning: R-4, Single Family Residential

Net Acres: 7.71 acres

Existing Land Use: Vacant

Surrounding Zoning and Land Uses:

North – R-2 (Corporate Park Overlay District), Single-family residential and ITC corridor

South – R-5, Single-family residences (Brookside Village Subdivision)

East - R-2, Frank’s Firewood and single-family residential

West – R-2, Single-family residential

Comprehensive Plan: Medium-High Density Residential (up to 8 dwelling units per acre)

Schedule of Regulations. The plans submitted comply with the dimensional requirements for 2-unit condominiums in the R-4 zoning district for: minimum site size (5 acres); minimum front yard setback from Cherry Hill Rd. (50 feet); 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.); maximum building length (100 feet); and maximum building height (2 stories/25 feet). As noted below, the site complies with the minimum 25-foot wetland setback requirement except where the ZBA approved wetland setback variances on November 12, 2020.

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, landscaping for each dwelling unit, and landscaping for the detention pond. Additionally, of the existing 564 trees on the site, 420 trees (about 75%) will be preserved. The applicant proposes to mitigate removed 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, many of the proposed 2-unit buildings will encroach into the 25-foot setback required by Section 2.24(A). At its meeting on November 12, 2020, the Zoning Board of Appeals (ZBA) approved variances from the 25-foot wetland setback requirement for Buildings 4-11 and the internal road.

Sidewalks. Section 6.03(F)(11) of the Zoning Ordinance requires 4-foot wide sidewalks along all internal roads, and both sides of the internal road include sidewalks. Also, a 5-foot wide sidewalk is proposed along the site's frontage abutting Cherry Hill Road.

Parking. The proposed buildings include attached 2-car garages, which are required by Section 6.03(F)(4) of the Zoning Ordinance, and the 20-foot depth of the driveway allows for additional parking in the driveway. Additionally, the 27-foot width of the internal road meets the requirements of Section 6.03(F)(10) and is wide enough to allow on-street parking on one side.

Architecture. The architecture of the buildings meets the requirements of Section 26.06 of the Zoning Ordinance, with 50% masonry on each building and 4-foot elevation offsets in the rear to provide for three-dimensionality to the façade. Additionally, the fronts of the units include a minimum elevation offset of 5 feet, which is required by Section 6.03(F)(6). At its meeting on June 7, 2021, the Planning Commission recommended a dormer in front of each unit to improve the façade.

Lighting. Section 2.13 of the Zoning Ordinance requires one (1) light structure to be

installed on each side of the entrance/exit drive at Cherry Hill Road. Two (2) 12-foot high decorative lights are located at the entrance.

Sign. A monument entrance sign is proposed, and the details and specifications are on Sheet SP-1. Final designs will be completed prior to the sign permit application through the Building & Inspection Services Division.

Master Deed and Bylaws: Only minor modifications are required for section references as well as references to the approved site plan and Zoning Ordinance.

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 July 12, 2021 meeting:

- Section 82-124(4), which requires a cul-de-sac to provide access to not more than 20 units/lots in a condominium development without a secondary access.
- Section 81-124(6), which requires a boulevard for a cul-de-sac.

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 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.

The Community Planner supports the variance request for the non-boulevard cul-de-sac serving the proposed 24 units for the practical difficulties stated by the applicant and the following reasons:

- The length of the cul-de-sac is under 1,000 feet, which is the maximum length 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.
- The Township Engineering Division and Fire Marshal do not object to the non-boulevard

cul-de-sac as designed.

- 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 20 units, many of which do not have a boulevard.

- **Community Planner's Recommendation:** Approval of the site plan to construct twelve (12) 2-unit attached residential buildings 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) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road of Cherry Hill Preserve to access 24 residential units, subject to all State, County, and Township requirements.

- **Planning Commission's Recommendation:** At its meeting on June 7, 2021, the Planning Commission voted 9-0 to recommend approval of the site plan to construct twelve (12) 2-unit attached residential buildings on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, subject to any necessary revisions to the landscape plan, Master Deed, and Bylaws to comply with the Zoning Ordinance and adding dormers over the front porch of each unit. At its meeting on July 12, 2021, the Planning Commission voted 8-0 to recommend approval of variances from Section 82-124(4) and Section 82-124(6) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road of Cherry Hill Preserve to access 24 residential units on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the site plan to construct twelve (12) 2-unit attached residential buildings on parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002, and approve variances from Section 82-124(4) and Section 82-124(6) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road of Cherry Hill Preserve to access 24 residential units, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

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

WHEREAS, the Project Sponsor has requested site plan approval for twelve (12) 2-unit attached residential buildings on the north side of Cherry Hill Road, between Lotz Road and the eastern township boundary, as well as variance approval from the Condominium Ordinance to permit the non-boulevard cul-de-sac road to Cherry Hill Preserve to access the proposed 24 units; and

WHEREAS, the Planning Commission reviewed the site plan for Cherry Hill Preserve and voted 9-0 to recommend approval of the site plan, with conditions, and voted 8-0 to recommend approval of variances from the Condominium Ordinance, as the site plan is consistent with the approved Special Land Use Plan and 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 site plan for Cherry Hill Preserve on tax parcel nos. 71-052-99-0042-000, 71-052-99-0044-001, and 71-052-99-0044-002 as proposed in the plan documents, and does hereby approve variances from Section 82-124(4) and Section 82-124(6) of the Condominium Ordinance to permit the non-boulevard cul-de-sac road, subject to the conditions recommended by the Planning Commission and all applicable State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes (June 7, 2021 and July 12, 2021)
2. Zoning Map and Location Map
3. Site Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-3

ITEM: Consider Havens Orthodontics Planned Development District Amendment #1

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Aaron Havens (Havens Holdings, LLC) and Jared Kime, P.E. (Atwell)

EXECUTIVE SUMMARY: On November 24, 2020, the Township Board of Trustees approved a Planned Development (PD) for the subject 2.2-acre site at the southeast corner of Joy Rd. and Canton Center Rd. (8772 & 8758 Canton Center Rd.). The approved PD plan consists of a mixed use building of office and commercial uses. The site plan for Havens Orthodontics was recommended for approval by the Planning Commission on April 5, 2021 and approved by the Township Board on April 27, 2021.

The applicant proposes to amend the PD to allow for two (2) multi-tenant ground signs on the site, with one (1) at each entrance. The subject site is a corner lot, and each ground sign is proposed to be more than 200 feet from the intersection of Canton Center Rd. and Joy Rd. The zoning district permits only one (1) ground sign per development site.

BACKGROUND AND ANALYSIS:

Location: Southeast corner of Joy Rd. and Canton Center Rd.

Existing Zoning: O-1, Office

Net Acres: 2.256 acres net (minus right-of-way)

Existing Land Use: Vacant building

Surrounding Zoning and Land Uses:

North – Plymouth Township (OS, Office Service zoning and vacant/residential land use)

South – O-1, Vacant

East – O-1, Plymouth-Canton Montessori School

West – R-4, Plymouth-Canton Educational Park (P-CCS high schools)

Comprehensive Plan: Local Shopping

Schedule of Regulations and Modifications. The following modifications to Zoning Ordinance requirements were previously approved in PD Agreement and plans:

- Minimum front yard setback (30 feet proposed; 35 feet required in the O-1 district);
- Maximum building height (35 feet proposed; 30 feet permitted in the O-1 district);
- Maximum canopy projection into a front yard setback (3.5-foot projection proposed; 2-foot maximum projection permitted in the O-1 district);
- Minimum number of parking spaces (102 spaces proposed; 106 spaces required);
- Minimum foundation landscaping (no foundation landscaping proposed on the east side of the building; 10-foot minimum foundation landscaping required).

The only additional modification proposed in the PD amendment is to allow the O-1 site to have two (2) multi-tenant ground signs, with 1 at each entrance on the corner site. This is a modification to Section 6A.22(4). If approved, each sign must not exceed 42 sq. ft. in area, 8 ft. in height, or 10 ft. in width. Because the subject site is a corner lot and each ground sign is proposed to be more than 200 feet from the right-of-way intersection of Canton Center Rd. and Joy Rd., staff does not object to the modification request.

While most zoning districts permit only 1 ground sign per development site, some districts and uses are permitted more. For example, residential developments are allowed 1 ground sign per entrance or 1 ground sign on each side of the entrance, and golf course are permitted 1 ground sign per road frontage (maximum of 2). However, only developments in the C-4, LI, or LI-R districts that have over 200,000 sq. ft. of primary building area may have 2 multi-tenant ground signs.

- **Community Planner's Recommendation:** Approval of the Planned Development District Amendment to allow two (2) multi-tenant grounds signs as provided in the Planned Development Agreement and plan documents, provided the signs are located at least 200 feet from the right-of-way intersection of Canton Center Rd. and Joy Rd., comply with the legibility requirements of Section 6A.25 of the Zoning Ordinance, and that each sign must not exceed 42 sq. ft. in area, 8 ft. in height, or 10 ft. in width.
- **Planning Commission Recommendation:** At its meeting on July 12, 2021, the Planning Commission voted 8-0 to recommend approval of the Havens Orthodontics Planned Development District Amendment on tax parcel nos. 010-99-0013-000 (8770 Canter Center N) and 010-99-0014-000 (8758 Canton Center N), as provided in the Planned Development Agreement and plan documents, to allow two (2) multi-tenant grounds signs provided the signs are located at least 200 feet from the right-of-way intersection of Canton Center Rd. and Joy Rd., comply with the legibility requirements of Section 6A.25 of the Zoning Ordinance, and that each sign must not exceed 42 sq. ft. in area, 8 ft. in height, or 10 ft. in width. The Planning Commission held a public hearing on July 12, 2021, and no public comments were received.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Planned Development District Amendment to allow two (2) multi-tenant grounds signs as provided in the Planned Development Agreement and plan documents, provided the signs are located at least 200 feet from the right-of-way intersection of Canton Center Rd. and Joy Rd., comply with the legibility requirements of Section 6A.25 of the Zoning Ordinance, and that each sign must not exceed 42 sq. ft. in area, 8 ft. in height, or 10 ft. in

width.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

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 Planned Development District Amendment No. 1 for Havens Orthodontics

WHEREAS, the Project Sponsor has requested approval of Amendment No. 1 to the Planned Development District for Havens Orthodontics, located at the southeast corner of Joy Rd. and Canton Center Rd.; and,

WHEREAS, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request as it is consistent with the Planned Development of Havens Orthodontics and meets the design requirements of the Zoning Ordinance except where modifications are approved;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Amendment No. 1 to the Havens Orthodontics Planned Development on tax parcel nos. 010-99-0013-000 (8770 Canter Center N) and 010-99-0014-000 (8758 Canton Center N), as provided in the Planned Development Agreement and plan documents, to allow two (2) multi-tenant grounds signs provided the signs are located at least 200 feet from the right-of-way intersection of Canton Center Rd. and Joy Rd., comply with the legibility requirements of Section 6A.25 of the Zoning Ordinance, and that each sign must not exceed 42 sq. ft. in area, 8 ft. in height, or 10 ft. in width.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map

3. PDD Plans
4. Proposed PDD Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-4

ITEM: Consider Approval of a Special Land Use for a Group Child Care Home (Kamillia Bagley)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Kamillia Bagley

EXECUTIVE SUMMARY: The applicant proposes to conduct a Group Child Care Home in a personal residence at 49090 Fifth Ave. Ms. Bagley presently has a license for a Family Child Care Home, which allows for up to 6 children, which is a permitted use under the Michigan Zoning Enabling Act. Any child care use for more than 6 children is a Special Land Use. Group Child Care Homes licensed in the State of Michigan allow for up to 12 children. The Special Land Use criteria for Group Child Care Homes are established in the Michigan Zoning Enabling Act (MCL 125.3206).

BACKGROUND AND ANALYSIS:

Location: 49090 Fifth Ave. (parcel no. 115-02-0053-000), located in the Central Park South Subdivision No. 1 on the north side of Geddes Rd. between Beck Rd. and Denton Rd.

Existing Zoning: R-2, Single-Family Residential

Existing Land Use: Single-Family Home (Family Child Care Home)

Land Use Standards. The criteria for Group Child Care Homes established in the Michigan Zoning Enabling Act (MCL 125.3206) (“the Act”) are outlined and addressed as follows:

1. **4(a). Separation:** The Act requires a minimum separation distance of 1,500 feet from another licensed Group Child Care Homes, Adult Foster Care Small and Large Group Home, substance abuse treatment facility, correction facility, and/or halfway house. Based on the information provided and our review of state facility locations, the minimum separation requirement is met.

2. **4(b). Fencing:** The Act requires appropriate fencing as determined by the local unit of government. Because Canton Township does not have fencing requirements for group day care homes, the owner is not required by the Zoning Ordinance to install fencing. Ms. Bagley has submitted a plan that shows the outdoor playground, which is enclosed

by a retractable barrier that is 3 feet high. Any proposal to install permanent fencing must comply with the Township Ordinances and association rules.

3. **4(c). Visible Characteristics of the Neighborhood.** The existing home maintains consistency with the visible character of the neighborhood, and allowing a group child care home for 7-12 children does not appear to alter the consistency with the visible character of the neighborhood.
4. **4(d). Hours of Operation.** Ms. Bagley proposes hours of operation to be from 6:00 a.m. to 6:00 p.m., which is consistent with the allowable hours stated in the Zoning Enabling Act.
5. **4(e). Signage.** Please note that the only sign permitted by Section 2.06 of the Zoning Ordinance for a home occupation is one (1) non-illuminated nameplate, not more than one (1) square foot in area that is attached flat to the wall of the house, which displays only the name and occupation of the resident.
6. **4(f). Parking.** The driveway at 49090 Fifth Ave. has sufficient width for 2 cars and is long enough for additional cars. Also, on-street parking is available adjacent to the home on the north side of Fifth Ave.

- **Community Planner's Recommendation:** Approval of the Special Land Use for a Group Child Care Home at 49090 Fifth Ave.
- **Planning Commission's Recommendation:** At its meeting on July 12, 2021, the Planning Commission voted 8-0 to recommend approval of Special Land Use for the Group Child Care Home on tax parcel no. 115-02-0053-000 (49090 Fifth Ave.), subject to the condition that the owner maintains all State licensing for the Group Child Care Home. The Planning Commission held a public hearing and the two (2) comments received supported the application or otherwise did not object to it.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the request for a Special Land Use for a Group Child Care Home on tax parcel no. 115-02-0053-000 (49090 Fifth Ave.), subject to the condition that the owner maintains all State licensing for the Group Child Care Home.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for a Group Child Care Home (Kamillia Bagley Day Care)

WHEREAS, the Project Sponsor, Kamillia Bagley, has requested Special Land Use approval for a Group Child Care Home at 49090 Fifth Ave., located in the Central Park South Subdivision No. 1; and,

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval of the Special Land Use, subject to the condition that the owner maintains all State licensing for the Group Child Care Home;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Special Land Use request for a Group Day Care Home for Kamillia Bagley at 49090 Fifth Ave. on tax parcel no. 115-02-0053-000, subject to the condition that the owner maintains all State licensing for the Group Child Care Home.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map
3. Aerial Maps
4. Materials from Applicant

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-5

ITEM: Consider Approval of The Meadows of Cherry Hill Final Site Plan

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Evan Priest (Michael L. Priest & Associates, Inc.)/Jon Goldman (Evergreen Homes)

EXECUTIVE SUMMARY: The applicant proposes to locate 38 single-family residential site condominiums on the approximately 15.8 acres located on the west side of Ridge Road between Saltz Road and the ITC Corridor. The project density of 2.41 residential units per acre is less than the maximum density of 4 units per acre permitted in the Village Edge area of the Cherry Hill Village Overlay District. One (1) entrance is proposed on Ridge Road and a connection to Westridge Estates of Canton to the west is proposed via an extension of Hesperus Drive.

The project sponsor proposes to maintain 33.9% of the site (5.37 acres) as open space, preserve trees along the existing watercourse, and preserve existing trees around the perimeter of the site.

The Final Site Plan is based on the approved Planned Development, which the Township Board of Trustees approved on August 25, 2020, as well as the approved Preliminary Site Plan, which the Township Board of Trustees approved on November 24, 2020.

BACKGROUND AND ANALYSIS:

Location: West side of Ridge Road between Saltz Road and the ITC corridor.

Existing Zoning: Village Edge area of the Cherry Hill Village Overlay District, with an underlying zoning district of R-1, Single-Family Residential. Section 6.09 of the Zoning Ordinance states that the Cherry Hill Village Design Guidelines are the applicable development standards, which are made part of the Zoning Ordinance.

Net Acres: 15.8 acres

Existing Land Use: Vacant

Surrounding Zoning and Land Uses:

North – RA, Single-Family Residential and Knollwood Memorial Park Cemetery
R-1 (Cherry Hill Village Overlay), Single-Family Residential

South – R-1 (Cherry Hill Village Overlay), Single-Family Residential and ITC Corridor

East – R-1 (Cherry Hill Village Overlay), Single-Family Residential
RA (Consent Judgment), The Landings site condominium
West – R-3, Westridge Estates site condominium

Comprehensive Plan: Cherry Hill Area (Single-Family Attached/Detached), which recommends a maximum density of 4 dwelling units/acre in the Village Edge area.

Schedule of Regulations. The number of proposed units (38) on 15.8 acres is a density of 2.41 units/acre – less than the maximum density of 4 units per acre permitted in the Cherry Hill Village Overlay District. Most lots are at least 7,800 sq. ft., with lot areas ranging from 6,739 sq. ft. to 13,843 sq. ft. Section 6.09(E) of the Zoning Ordinance require compliance with the Cherry Hill Village Design Guidelines, which are as follows:

- **Lot dimensions** and shape may vary from 50-90 feet wide and 85-150 feet long. The approved PD requires lot widths of at least 60 feet and lot depths of at least 130 feet.
- **Front yard setbacks** shall vary from 10-20 feet wide. The front yard setbacks in the approved PD are 20 feet, except that 15 feet was approved on the non-access sides of corner lots 6, 18, 19, 26, 31, 34, and 38.
- **Side yard setbacks** shall vary from 0-10 feet depending on lot size and placement. The side yard setbacks in the approved PD are 5 feet.
- **Rear yard setbacks** are not prescribed in the Cherry Hill Village Design Guidelines, but the minimum rear yard setback in the approved PD is 30 feet.

The following modifications to Zoning Ordinance requirements were also approved in the PD Agreement and plans:

- No horizontal offsets along the rear sides of the façade;
- Road easement width (55 feet proposed; 60 feet required, although Section 2.1.2 of the Cherry Hill Village Design Guidelines allow for right-of-way widths of 55 feet);
- Road location within the required stormwater protection buffer.

Architecture and Lot Layout. The architectural plans are mostly consistent with the architectural design guidelines of the Cherry Hill Village Overlay District, and there are unique elevations proposed for corner lots and the lots facing Ridge Road. The side facades of the buildings facing Ridge Road include additional architectural details such as window boxes and extended porches along the side of the home facing the street.

Traffic Impact. During PD review, the project sponsor submitted a Traffic Impact Assessment (TIA), which indicated that the intersection of the site access road (Hedgewood Drive) and Ridge Road will operate at acceptable levels in all scenarios including AM and PM peak hours. The Traffic Impact assessment notes that there are existing deficiencies at the intersection of Ford Rd. & Ridge Rd. and the intersection of Ridge Rd. & Denton Rd. & Saltz Rd., and it concludes that the addition of traffic generated by the proposed development would have a minimal impact on the operations of these intersections. Any improvements to these intersections are the responsibility of Wayne County and/or MDOT, as applicable. MDOT recently installed left-turn phasing signals on Ford Road at the intersection of Ridge Road.

Natural Features. The applicant is in the process of obtaining State and/or County approvals for the proposed road crossing over the watercourse. Many trees in the open space and around the perimeter of the site will be preserved. Since Preliminary Site Plan approval, there have been minor changes to the pond and orientation of some of the lots on the southwest side of the development as a result. These changes have slightly changed some of the lot areas but also slightly increased the open space. Finally, a tree survey is included, and the proposed tree removal and replacement complies with the standards of the Zoning Ordinance.

Landscaping. A full landscape plan has been prepared by a Landscape Architect, and the landscape plan meets or exceeds the requirements of the Zoning Ordinance. For example, there are more street trees and frontage shrubs proposed than are required by the Zoning Ordinance. Since Preliminary Site Plan review, the landscape plans have been revised to propose sod in the landscape buffer, landscape island, and right-of-way pursuant to the Condominium Ordinance.

Lighting. There are 2 decorative light poles proposed at the entrance, with 1 on each side. These light poles will be 10 feet high.

Signage. An entrance sign is proposed, which must be reviewed by the Building & Inspections Division.

- **Community Planner's Recommendation:** Approval of the Final Site Plan, subject to all State, County, and Township requirements.
- **Planning Commission Recommendation:** At its meeting on July 12, 2021, the Planning Commission voted 8-0 to recommend approval of The Meadows of Cherry Hill Final Site Plan on tax parcel nos. 072-99-0005-704 and 072-99-0009-002, subject to all State, County, and Township requirements.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve The Meadows of Cherry Hill Final Site Plan on tax parcel nos. 072-99-0005-704 and 072-99-0009-002, which includes 38 single-family residential site condominium units on approximately 15.8 acres, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval of Final Site Plan.

FIRE MARSHAL'S RECOMMENDATION: Approval of Final Site Plan.

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 Final Site Plan for The Meadows of Cherry Hill

WHEREAS, the Project Sponsor has requested approval of the Final Site Plan for The Meadows of Cherry Hill on property located on the west side of Ridge Road between Saltz Road and the ITC corridor; and,

WHEREAS, the Planning Commission reviewed the Final Site Plan for The Meadows of Cherry Hill, and voted 8-0 to recommend approval of the request, as it meets the design requirements of the Zoning Ordinance and Condominium Ordinance, and is consistent with the Planned Development Agreement for The Meadows of Cherry Hill;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Final Site Plan for The Meadows of Cherry Hill on tax parcel nos. 072-99-0005-704 and 072-99-0009-002, as proposed in the plan documents, subject to all applicable State, County, and Township requirements.

ATTACHMENTS:

1. Zoning Map and Location Map
2. Preliminary Site Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-6

ITEM: Consider Two Contracts; One to Bidigare Contractors, Inc. and the Other to Fishbeck for the 2021 Water Main Capital Improvement Project and Approve a Budget Amendment

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The 2018 Water Master Plan identified a number of projects necessary to meet the existing and future water demands of our customers. In addition to the Master Plan, staff is constantly evaluating locations that are experiencing multiple main breaks in a relatively small area.

As part of the annual water rate setting process the determination was made to increase the capital expenditures to complete this work. The increase being presented was taken into consideration when the Board of Trustees approved the current water rates on May 4, 2021 that resulted in an overall rate decrease.

Staff is recommending award of contract to Bidigare Contractors, Inc. for the 2021 Water Main Capital Improvement Project (CIP) for an amount not to exceed \$1,700,000, which includes a 15% contingency.

This award of contract is a continuation of contract for water main replacement of existing, underperforming, unreliable water main.

Staff is also recommending continuation of contract for construction management and inspection services to Fishbeck for an amount not to exceed \$60,420. Fishbeck served in the same position for the 2019 and 2020 Water Main CIP.

BACKGROUND:

The water main replacement of existing water main is all located within Glengarry Village Subdivision No. 2 (GVS2) for 2021. This location was chosen based on multiple factors:

1. Multiple main breaks have occurred in GVS2, exceeding five breaks within two years of the one-mile-of-pipe subject area.
2. GVS2 is participating in the Sidewalk Replacement Program in 2021. Replacement of the water main will require removal and replacement of sidewalk flags for every homes' water service lead. Engineering staff has coordinated both the water main replacement and sidewalk program work so that sidewalks requiring replacement by the program are only replaced once.

Bidigare Contractors, Inc. was awarded the 2019 Water Main CIP at the June 25, 2019 meeting

of the Township Board. At that time, the bid received from Bidigare was the lowest qualified bidder. The project was substantially completed by the end of 2019. Staff was satisfied with the work performed, and desires to extend the 2019 contract to cover the 2021 Water Main CIP. Bidigare Contractors, Inc. has provided a letter stating that they would extend their unit prices to any additional work scheduled for 2021. The letter is included, along with an engineer's estimate for the work. This same procedure was followed last year as well, so this is the third year in a row that Bidigare will be performing this work.

Fishbeck was also awarded construction management and inspection services for the 2019 Water Main CIP. They have served well in this capacity. Fishbeck has been instrumental in working through the permitting process with outside agencies, as well as developing standards and procedures for Canton Township water main replacement.

STRATEGIC PLAN/GOALS: Quality Infrastructure-Provide adequate water pressures in our system for both public use and firefighting demands. Provide a water distribution system that meets consumer needs and provides reliable service to our customers.

ACTION REQUESTED: Award a continuation of contract to Bidigare Contractors, Inc. for a total award of \$1,700,000.

Award a continuation of contract to Fishbeck for a total award of \$60,420.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: As part of the annual water rate setting process the determination was made to increase the capital expenditures to complete this work. The increase being presented was taken into consideration when the Board of Trustees approved the current water rates on May 4, 2021 that resulted in an overall rate decrease. During the rate study, it was decided to use \$2,000,000 of fund balance to perform this work. The work will be funded:

Increase Revenue

592-000.695 Fund Balance Appropriation	\$2,000,000
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Increase Expenditure

592-536.970_0050 Capital Outlay Infrastructure	\$2,000,000
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IMPLEMENTATION PLAN: Upon approval:

1. The contract will be extended, a P.O. entered, and a notice of award will be provided to Bidigare Contractors, Inc.
2. The contract will be extended, a P.O. entered, and a notice of award will be provided to Fishbeck.
3. Finance will enter a budget amendment

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following budget amendment; and further award contracts as presented in the amount totaling \$1,700,000 to Bidigare Contractors, Inc. and \$60,420 to Fishbeck for the 2021 Water Main Capital Improvement Projects; and further authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton.

Increase Revenue

592-000.695 Fund Balance Appropriation	\$2,000,000
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Increase Expenditure

592-536.970_0050 Capital Outlay Infrastructure	\$2,000,000
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ATTACHMENTS:

1. Bidigare Contractors, Inc. letter
2. Signed Contract Amendment
3. Engineers Estimate (water main replacement)
4. Fishbeck Scope of Services

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE:

AGENDA ITEM #G-7

ITEM: Consider Approval of the Purchase of a CAT 313GC Excavator

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Our Public Works staff operates and maintains the Township's 460 miles of water main, 360 miles of sanitary sewer, multiple hydrants, valves, and other appurtenances. In order to provide the necessary level of service, large construction equipment is necessary.

The new 2021 CAT 313GC excavator is to be purchased from Michigan CAT using the Sourcwell Cooperative Purchasing Contract # **032119-CAT**. Sourcwell is a National Cooperative Purchasing Program that is used by Canton Township to secure competitively bid equipment contracts. The Department of Public Works is in the process of moving all of its heavy equipment needs to Caterpillar equipment due to its excellent quality, reliability and longevity. DPW equipment operators and mechanics are trained and familiar with CAT construction equipment.

BACKGROUND: The proposed equipment is budgeted for replacement/purchase in 2021 to replace the current CAT 312B excavator that is 22 years old. It has become increasingly difficult to source parts for our current excavator which creates long periods of down time when something needs to be repaired.

The excavator will be used to service and maintain Cantons Water and Sanitary Sewer Systems when excavation is necessary.

To help with the cost Public Works will be trading in a 1999 CAT 312B excavator that has reached its serviceable life. Michigan CAT has evaluated the CAT 312B and have found the trade in value to be \$27,000. Public Works has budgeted \$200,000 for the purchase of the new excavator. The contract from Michigan CAT (**Sourcwell contract #032119-CAT**) has been received in the amount of \$169,626.53. Total cost to Canton Township will be \$142,626.53 when the \$27,000 trade in is subtracted from the quoted \$169,626.53.

STRATEGIC PLAN/GOALS: Quality Infrastructure - Our ongoing maintenance operation includes improving the Quality of our Water and Sewer infrastructure and maintaining our current assets and to replace aging equipment when needed.

ACTION REQUESTED: Accept the single source quote from Michigan CAT, and award a purchase order contract not-to-exceed \$142,626.53. The Public Works Division proposes to purchase a new 2021 CAT 313GC excavator.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:

\$71,314 from Acct# 592-536.970_0030

\$71,313 from Acct # 592-537.970_0030

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Public Works Division will create a purchase order and place the order with Michigan CAT, 19500 Dix Toledo Rd. Brownstown, MI 48183. The equipment is onsite and ready for delivery.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to award a purchase order contract to Michigan CAT for an amount not-to-exceed \$142,626.53 for the purchase of a new 2021 CAT 313GC excavator.

ATTACHMENTS:

1. Michigan CAT quote
2. Michigan CAT trade appraisal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM #G-8

ITEM: Consider Approval of the Purchase of a CAT GP25N5 LP FORKLIFT

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Public Works staff has multiple types of freight received which requires unloading off of different types of freight vehicles. Public Works is moving to all CAT equipment due to its excellent quality and DPW operators and mechanics being familiar with CAT products.

BACKGROUND: Past practice of the unloading of freight required Public Works employees to use a Skidsteer type of machinery with detachable forks. The installation of shelving units at DPW has made this difficult with the use of a Skidsteer. The proposed equipment will ensure the safety of our staff and managing the rotation of stock for daily operations.

An Invitation to Bid was developed and issued on 7-1-2021. Bid opening occurred on 7-15-2021.

3 bids were submitted and Public Works would like to purchase the forklift from Fraza. Although there was a minimal lower bid from Octane Forklifts, Denver CO, Public Works wishes to keep dollars spent within its community and award the contract to Fraza, located in Canton, MI. With FRAZA being located in Canton, it will benefit Public Works and Fleet when service or parts are needed. \$30,000 was budgeted in account number 592.536.970_0070 and 592.536.970_0070 (Capital Outlay – Machinery & Equipment) and the slightly higher bid price can be absorbed within the capital budget.

STRATEGIC PLAN/GOALS: Quality Infrastructure -This piece of equipment will ensure our ongoing commitment of safe practices and procedures within the Public Works facility.

ACTION REQUESTED: Accept the source quote from FRAZA, and award a purchase order contract not-to-exceed \$30,744.91. The Public Works Division proposes to purchase a new 2021 CAT GP25N5 Forklift

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:

592.536.970-0030 (Capital Outlay – Machinery & Equipment) \$15,372

592.537.970-0030 (Capital Outlay – Machinery & Equipment) \$15,371

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Public Works Division will create a purchase order and place the order with FRAZA, 6865 Commerce Blvd. Canton MI 48187.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to award a purchase order contract to FRAZA for an amount not-to-exceed \$30,742.91 for the purchase of a new 2021 CAT GP25N5 forklift.

ATTACHMENTS:

1. Bid Tabulation & Bids

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM#G-9

ITEM: Consider Approval to Extend Agreement with Nankin Transit Commission and Approval of the Municipal Credit Agreement with Suburban Mobility Authority for Regional Transportation (SMART)

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

In August 2018, the Township entered into a 3-year agreement with Nankin Transit Commission to become the service provider for the Canton Mobility Transportation program. The initial agreement is set to expire and has an annual auto-renewal option with a letter of acceptance.

The Canton Mobility Transportation program provides curb-to-curb transportation service for Canton's older adult population and individuals with disabilities. Prior to the pandemic, over 18,000 trips were provided yearly. The number of trips declined from March 2020-March 2021, but they are steadily increasing back to pre-pandemic numbers. Currently over 200 trips are provided daily to residents.

Leisure Services is requesting the Township Board to approve the auto-renewal contract agreement and letter of acceptance with Nankin Transit Commission for the next three years.

Additionally, the Township submitted its annual Municipal Credit Program application with SMART to provide funding for the Canton Mobility Transportation Program. SMART has notified the Township that it is eligible for \$88,692 under the program from July 2021 through June 2022.

Leisure Services is requesting the Township Board to approve the Municipal Credit Funding Agreement with SMART and to allow the Municipal Credit funds to be transferred to the Nankin Transit Commission to manage the Canton Mobility Transportation program.

BACKGROUND INFORMATION:

The Nankin Transit Commission serves the Canton Mobility Transportation program and provides curb-to-curb transportation service for Canton senior residents 55 years of age and older, as well as individuals with disabilities. The program utilizes 15 wheelchair-access connector buses to facilitate these services. The service area includes Canton, Westland, Wayne, Inkster, and Garden City.

Canton Township continues to be the second highest participating community in the program. Only Westland residents utilize the service more frequently, but that gap is diminishing. Nankin Transit continues to provide a high-quality service to our residents, with only a minimal

percentage of rides being turned down. Those rides tend to be last minute requests or requests being bumped in favor of a priority trip for a medical appointment.

The Canton Mobility Transportation program is funded through the Municipal Credit Grant, Specialized Services Grant, and the Township's General Fund.

- In addition to the Municipal Credit Grant, \$40,120 are received through the Specialized Services Grant, which runs from October 2020 through September 2021.
- Combined, these two grants help to offset the annual program budget of \$427,000. The balance of the contract amount, which is \$298,188 is budgeted for and covered through the Township's General Fund, Social Services Department.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED:

Approve the auto-renewal of contract agreement and letter of acceptance with Nankin Transit Commission for the next three years.

Approve the Municipal Credit Funding Agreement with SMART and allow Municipal Credit funds to be transferred to the Nankin Transit Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Canton's total allocation of Municipal Credits is \$88,692. There is a local match requirement in order to secure municipal credit dollars. Canton's local match requirement is \$78,805. Given the current level of activity and expenditures under the Township's Transportation Program, it is anticipated that the local match amount will be covered under the current contract with the Nankin Transit Commission. Funds have been budgeted and will be expended from Account #101-670.860, Social Services – Transportation.

IMPLEMENTATION PLAN:

Leisure Services will work with Nankin Transit Commission and various funding sources in order to implement the contract.

Leisure Services will process the Municipal Credit grant with SMART, which is in effect from July 2021 through June 2022. Grant funds will be utilized for the Canton Mobility Transportation program with the Nankin Transit Commission.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the auto-renewal contract agreement and letter of acceptance with Nankin Transit Commission for an additional 3 years.

2) I further move to approve the 2021-2022 Municipal Credit Contract between SMART and the Charter Township of Canton for \$88,692 and to authorize the Township Supervisor to sign the

contract on behalf of the Township.

ATTACHMENTS:

Attachment A: Letter of Acceptance

Attachment B: Municipal Credit Contract

Attachment C: Canton Mobility Transportation Services Program.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM # G-10

<p>ITEM: Consider Approval Board Policy TB: 01 Canton Township Standards of Appearance Board Approved and Repealing Human Resources Policy HR:02 Standards of Appearance</p>

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: To establish standards of appearance and grooming that promote a professional and inclusive work environment for employees who do not wear a uniform, Supervisor Graham-Hudak asked Clerk Siegrist and Trustee Borninski to serve on an ad hoc review committee to make recommendations on updates to HR Policy 02. The committee was tasked with aligning the existing policy with the board goals of “Organizational Climate and Culture” and “Welcoming Community.” As such, the following recommendation was created to remove gendered language, standards that could be racially or culturally restrictive, and a more relaxed environment that still maintains professionalism. It has been reviewed by senior staff at the leadership meeting and additional recommendations have been included.

BACKGROUND INFORMATION:

STRATEGIC PLAN/GOALS: Organizational Climate and Culture and Welcoming Community

ACTION REQUESTED:

- 1) Repeal existing HR 02 Generic Standards of Appearance Policy.
- 2) Adopt the recommended new policy TB 01
- 3) Move toward identifying all Board Approved Policies and categorizing them separate from administrative policies for the future.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Effective upon approval.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to adopt the recommended new policy TB:01 and repeal the existing Human Resources Policy HR:02 Generic Standards of Appearance.

ATTACHMENTS:

- Standards of Appearance TB:01
- Standards of Appearance HR:02 Redline Document

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 27, 2021

AGENDA ITEM # G-11

ITEM: Consider Approval for Deputy Supervisor Position

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY:

The Canton Board of Trustees approved an organizational assessment by Novak Raftelis in February of 2020. Out of that assessment came the recommendation to create and fund a Deputy Supervisor position to supplement the increased responsibilities of the Supervisor's office.

The successful implementation of the organization-wide initiatives identified by the Board and described in this assessment will create a need for high-level project oversight and management capacity in the Supervisor's Office. In addition, it is important to ensure that the Township Supervisor's span of control is reasonable and allows the Supervisor to focus on broader strategic issues, community relations, and Board relations.

Once approved, the annual increases of this position will mirror the process for the Elected Officials, which was approved in December 2020 to follow the annual Board Approved increases for the Merit Employees.

BACKGROUND INFORMATION:

Canton Township has been growing steadily over the last decade and when the latest census data is released, it is expected to be the 8th largest municipality in Michigan with over 100,000 residents. The needs of the community have also continued to grow due to the larger population, which lead to increased governmental services and governing functions and requirements. Due to the requirements to meet community needs and board goals, several positions were recommended to be created.

Michigan's Charter Township Act allows for the Supervisor to appoint a Deputy, who serves at the pleasure of the Supervisor, with the method and level of compensation to be set by the Township Board. This Deputy may possess all the legal powers and duties of the Supervisor in the Supervisor's absence, sickness, death, or disability, but does not have the right to moderate a Board of Trustees meeting or vote on matters before the Board. Across the state, several larger charter townships have adopted a Deputy Supervisor position, including Clinton, Macomb, and Shelby Townships.

STRATEGIC PLAN/GOALS: Canton Township Board of Trustees Vision, Mission, Objectives and Strategies, Organizational Climate and Culture, Organizational Assessment

ACTION REQUESTED: Approve the funding for Deputy Supervisor to be appointed by the Township Supervisor.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Based on the Township’s current salary grade system and comparable Deputy Supervisor-level positions, the total annual first year cost of adding this position would be between \$178,000 and \$224,000 including benefits. If approved, a budget adjustment will also be included when the 2022 budget is presented to the Board for adoption.

IMPLEMENTATION PLAN: After approval, Supervisor will appoint Deputy Supervisor.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the position of Deputy Supervisor, and authorize the Township Supervisor to negotiate the starting salary within the approved budget.
2. I further move to approve the following budget amendment based on the estimation provided by Novak/Raftelis for the salary and fringe benefits for this position, prorated for the remainder of 2021:

Increase Expenditures:

101-171.703_0010 Salaries and Wages Full-Time \$60,000

101-171.724_xxxx Fringe Benefits – Various \$33,000

Increase Revenue:

101-000.695 Fund Balance Apropriation \$93,000

ATTACHMENTS: None