



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
AUGUST 23, 2022**

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

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

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Webinar ID: 814 8907 8141

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6:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NONE

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

STUDY SESSION:

- 1) CAPITAL IMPROVEMENT PLAN: PROJECT AND BUDGET UPDATE

CONSENT CALENDAR:

- 1) CONSIDER ACCEPTANCE OF GRANT FUNDS FROM MEDC FOR MASTER PLAN PROJECT (MSD)
- 2) CONSIDER AWARD OF A CONTRACT TO CRIMBOLI NURSERY, INC. FOR STREET TREE PLANTING SERVICES (MSD)
- 3) CONSIDER AWARD OF A CONTRACT TO FRANK'S LANDSCAPING & SUPPLIES LLC FOR TREE MAINTENANCE SERVICES (MSD)

- 4) CONSIDER AWARD OF A CONTRACT TO PPM TREE SERVICE & ARBOR CARE FOR TREE REMOVAL AND PRUNING SERVICES (MSD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF ONE FORD EXPLORER FOR THE DEPARTMENT OF PUBLIC WORKS (MSD)
- 6) CONSIDER APPROVING A THREE-MONTH EXTENSION TO THE EMBEDDED SOCIAL WORKER CONTRACT WITH HEGIRA HEALTH, INC. (POLICE)

GENERAL CALENDAR:

- 1) CONSIDER SITE PLAN APPROVAL FOR AUTOMOBILE WASH ESTABLISHMENT (MISTER CAR WASH) (MSD)
- 2) CONSIDER APPROVAL OF 2022 BUDGET ADJUSTMENTS (FBD)
- 3) CONSIDER APPROVAL FOR THE CREATION OF A LEISURE SERVICES PROJECT & OPERATIONS SUPERVISOR (CLS)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM# C-1

ITEM: Consider Acceptance of Grant Funds from MEDC for Master Plan Project

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: At its meeting on October 26, 2021, the Charter Township of Canton Board of Trustees adopted a resolution authorizing Canton Township to implement recommendations made by the Michigan Economic Development Corporation (MEDC) that are necessary to receive Redevelopment Ready Communities (RRC) Certification. By adopting this resolution and beginning the process of implementing MEDC's recommendations, Canton Township became eligible for Technical Assistance grant funding. In May 2022, Canton Township applied for and was awarded \$15,000 in Technical Assistance Grant Match Funding through RRC and MEDC to assist with the completion of RRC Best Practices and receive certification. The MEDC grant is designed to assist communities in becoming RRC Certified by funding such projects as the Master Plan, Zoning Ordinance, Marketing Plans, Sub-Area Plans, and more. The grant funds will be used toward Canton Township's ongoing update to the Master Plan.

BACKGROUND: The MEDC is committed to aiding and assisting communities to become RRC Certified and are prepared to grant up to \$30,000 per community, if there is a demonstrated need of the funds for a specific project and if the community is actively working to achieve RRC Certification by completing its Best Practices. The Municipal Services Department is recommending the acceptance of \$15,000 Technical Assistance Grant Match Funding from MEDC for the Master Plan project to be completed with the assistance of planning consultants, McKenna Associates. If accepted, Canton Township would remain eligible to apply for up to \$15,000 in additional Technical Assistance grand funds for other related RRC projects in the future.

In the past few months, Planning Services Division has completed several required RRC tasks, as outlined in the RRC Baseline Report received in October 2021. The most important task achieved was the adoption of Planning Commission bylaws, which replaced the previous bylaws that were adopted in 1998 and were outdated.

The Master Plan is one of the key components to complete to receive RRC Certification, and many areas of the Plan must be updated according to the MEDC Baseline Report. In fact, the Master Plan is the first Best Practice and generally takes the longest to complete. Canton Township applied for \$15,000 TA Grant Match Funding through RRC to complete the Master Plan project.

STRATEGIC PLAN/GOALS: Welcoming Community, Healthy Ecosystem (which specifically mentions updating the Master Plan as an Action item), Quality Infrastructure, Organizational Climate and Culture, and Financial Stability.

ACTION REQUESTED: Approve the acceptance of Technical Assistance Grant Match Funding through RRC and MEDC in the amount of \$15,000 with the following budget Amendment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Approve the following budget amendment to offset the cost incurred for the Master Plan:

Increase Revenue
Account # 101-000.539 State Grants \$15,000

Increase Expense
Account # 101-701.801_0050 Professional Services \$15,000

IMPLEMENTATION PLAN: Upon Approval, Planning Services Division will continue to work with McKenna Associations to conduct public engagement activities and draft text, as outlined in the Professional Services Agreement.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Charter Township of Canton to accept the Technical Assistance Grant Match Funding through the MEDC and approve the following budget amendment for the Master Plan update:

Increase Revenue
Account # 101-000.539 \$15,000 State Grants

Increase Expense
Account # 101-701.801_0050 \$15,000 Professional Services

ATTACHMENTS:

1. MEDC Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM# C-2

ITEM: Consider Award of a Contract to Crimboli Nursery, Inc. for Street Tree Planting Services

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: The Planning Services Division received one (1) qualified bid for the Street Tree Planting Program for trees along major roads and on Township property. The bidder was Crimboli Nursery, Inc. Planting services include proper mulching, watering, and staking at the time of planting, as well as follow-up watering and a 1-year warranty. The Invitation to Bid is for 2022 and 2023.

BACKGROUND: Canton Township maintains several thousands of trees located along major roads and on Township property. Part of the program includes planting of new trees. Canton Township issued an Invitation to Bid for Street Tree Planting Services, and the bid specifications called for unit prices dozens of street tree species, which have been reviewed by the Township's landscape architect consultant. Crimboli Nursery, Inc. has previously performed tree planting services in Canton Township, and the planting and warranty services have been satisfactory.

Services for tree planting will be paid by the Municipal Services Department. Bid prices were submitted for 2022-2023. The prices for 2022 and 2023 are the same.

STRATEGIC PLAN/GOALS: Healthy Ecosystem, Quality Infrastructure, and Financial Stability

ACTION REQUESTED: Approve a contract with Crimboli Nursery, Inc. for Street Tree Planting Services for 2022-2023.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project are available in the Professional and Contractual Services Professional expenditure account #101-585.801_0050 (Municipal Services Department; \$100,000 balance in 2022). A purchase order in the amount of \$20,000 is requested for 2022.

IMPLEMENTATION PLAN: Planning Services will notify Crimboli Nursery, Inc. and make arrangements to execute the contract for tree planting work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2022-2023 Street Tree Planting bid from Crimboli Nursery, Inc. and to issue a purchase order from expenditure account #101-585.801_0050 to Crimboli Nursery, Inc. for an amount not to exceed \$20,000.

ATTACHMENTS:

1. Bid Sheets

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #C-3

ITEM: Consider Award of a Contract to Frank's Landscaping & Supplies LLC for Tree Maintenance Services

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: The Planning Services Division received one (1) qualified bid for the Tree Maintenance Program for trees along major roads and on Township property. The bidder was Frank's Landscaping & Supplies, LLC. Maintenance services include tree fertilizing, mulching, stake & strap removal, and watering. The Invitation to Bid is for 2022 and 2023, with a renewal for 2024 if agreeable to the Township and Contractor.

BACKGROUND: Canton Township maintains several thousands of trees located along major roads and on Township property. Part of the maintenance includes tree fertilizing, mulching, stake & strap removal, and watering. Canton Township issued an Invitation to Bid for Tree Maintenance Services, and the bid specifications called for unit prices for: fertilizing & mulching young trees; stake & strap removal; and watering of young trees. Frank's Landscaping & Supplies, LLC has previously performed tree maintenance services in Canton Township, and the maintenance services have been satisfactory.

Services for tree fertilizing, mulching, stake & strap removal, and watering will be paid by the Municipal Services Department. Bid prices were submitted for 2022-2024. The prices for 2022 and 2023 are the same, and the 2024 prices are an increase of 5%.

STRATEGIC PLAN/GOALS: Healthy Ecosystem, Quality Infrastructure, and Financial Stability

ACTION REQUESTED: Approve a contract with Frank's Landscaping & Supplies LLC for Tree Removal and Pruning Services for 2022-2023, with a renewal for 2024 if agreeable to the Township and Contractor.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project are available in the Maintenance and Repair Grounds expenditure account #101-585.930_0070 (Municipal Services Department; \$75,000 balance in 2022). A purchase order in the amount of \$5,000 is requested for 2022.

IMPLEMENTATION PLAN: Planning Services will notify Franks Landscaping & Supplies LLC and make arrangements to execute the contract for tree maintenance work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2022-2023 Tree Maintenance bid from Frank's Landscaping & Supplies LLC, which may be renewed for 2024 if agreeable to the Municipal Services Department and Frank's Landscaping & Supplies, LLC, and to issue a purchase order from expenditure account #101-585.930_0070 to Frank's Landscaping & Supplies LLC for an amount not to exceed \$5,000.

ATTACHMENTS:

1. Bid Sheets

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM# C-4

ITEM: Consider Award of a Contract to PPM Tree Service & Arbor Care for Tree Removal and Pruning Services

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: The Planning Services Division received two (2) qualified bids for the Tree Removal and Pruning Services along major roads and on Township property. The two (2) bidders were PPM Tree Service & Arbor Care and Always There Tree Care. PPM Tree Service & Arbor Care had the lowest overall bid for tree and stump removal based on the volume of removal required by the Township. PPM Tree Service & Arbor Care also had the lowest bids for tree pruning. The Invitation to Bid is for 2022-2024.

BACKGROUND: Canton Township maintains several thousands of trees located along major roads and on Township property. Part of the maintenance includes removal and pruning when necessary. Canton Township issued an Invitation to Bid for Tree Removal and Pruning Services, and the bid specifications called for unit prices for tree removal, stump removal, tree pruning, and certified arborist services. PPM Tree Service & Arbor Care had the lowest overall bid for tree and stump removal based on the volume of removal required by the Township. PPM Tree Service & Arbor Care also had the lowest bids for tree pruning. While PPM Tree Service & Arbor Care had higher bid prices for hourly certified arborist services, PPM's arborist prices may end up being the lower of the two when factoring travel time costs. Finally, PPM's references were very favorable.

Services for tree removal, tree pruning, and arborist services will be paid by the Municipal Services Department for street trees and by the Leisure Services Department trees on Township property. Bid prices were submitted for 2022-2024.

STRATEGIC PLAN/GOALS: Healthy Ecosystem, Quality Infrastructure, and Financial Stability

ACTION REQUESTED: Approve a contract with PPM Tree Service & Arbor Care for Tree Removal and Pruning Services for 2022-2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project are available in the Maintenance and Repair Grounds expenditure account #101-585.930_0070 (Municipal Services Department; \$75,000 balance in 2022) and the Maintenance and Repair Grounds-Tree Maintenance account #101-752-50.930_0072 (Leisure Services Department; \$30,000 balance in 2022). A 2022 purchase order in the amount of \$70,000 is requested from

the Municipal Services Department and a purchase order in the amount of \$30,000 is requested from the Leisure Services Department.

IMPLEMENTATION PLAN: Planning Services will notify PPM Tree Service & Arbor Care and make arrangements to execute the contract for tree removal and pruning work. Planning Services will also coordinate with Leisure Services and PPM for any park and municipal tree services performed under the same contract.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2022-2024 Tree Removal and Pruning bid from PPM Tree Service & Arbor Care and to issue purchase orders from expenditure account #101-585.930_0070 to PPM Tree Service & Arbor Care for an amount not to exceed \$70,000 and from expenditure account #101-752-50.930_0072 to PPM Tree Service & Arbor Care for an amount not to exceed \$30,000.

ATTACHMENTS:

1. Cost of Work Calculation Sheet
2. Bid Sheets

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #C-5

ITEM: Consider Approval of the Purchase of One Ford Explorer for the Department of Public Works

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: MSD Fleet Services evaluates all vehicles that meet the minimum replacement criteria each year and recommends replacements as part of the Capital Outlay Vehicles. This year, one (1) DPW Administration vehicle is budgeted for purchase. If approved by the Board, the new vehicle will replace a 2011 Ford Taurus with 143,953 miles which then will return to Fleet as a pool vehicle.

The Township will utilize the MI-Deal contract #4WDU-0050A pricing received from Gorno Ford.

The vehicle that is proposed to be purchased has been evaluated for alternative fueling sources including electric. It should be noted that this vehicle will not be a Hybrid or Electric model due to the limited availability of fully Electric Vehicles or Hybrid Vehicles at this time.

BACKGROUND: The Fleet Replacement Policy PW:607 has four criteria to establish replacement of an existing vehicle; 1) Vehicle Age, 2) Vehicle Mileage, 3) Maintenance & Repair Costs, and 4) Physical Appearance/Condition.

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township fleet includes hybrid and or electric vehicles and maintaining the assets, to extend the useful life cycle until replacement is necessary.

ACTION REQUESTED: Approve the purchase of one (1) 2022 Ford Explorer for the Department of Public Works.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to purchase one (1) 2022 Ford Explorer Is \$31,979 from Gorno Ford via MI-DEAL Contract #4WDU-0050A Funds are budgeted in the 592-536-970_0040 and 592-537-970_0040 accounts.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. Delivery can be expected in 6 to 9 months from order date. The new vehicle will be delivered to the Fleet Service Center.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the purchase of one (1) 2022 Ford Explorer from Gorno Ford 22025 Allen Road Woodhaven Mi 48183 via the MI-DEAL Contract #4WDU-0050A in the amount of \$31,979. Funding for this vehicle will come from the Capital Outlay Accounts 592-536.970_0040 and 592-537.970_0040

ATTACHMENTS:

1. Gorno Pricing and Spec Sheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #C-6

ITEM: Consider Approving a Three-Month Extension to the Embedded Social Worker Contract with Hegira Health, Inc.

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting a three-month extension on its contract with Hegira Health Inc., for Embedded Social Worker services. Hegira has agreed to this extension, with the existing terms and conditions of the agreement.

BACKGROUND INFORMATION: At the Board Meeting on March 23, 2021, a contract for Embedded Social Worker services was approved (G-13) in the amount of \$6,908.92 per month for twelve months, which began on August 29, 2021. This proposed three-month extension will provide the additional time needed for the Township to solicit bids to enhance its social worker program which is set to expire August 29, 2022.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve a three-month extension to the Embedded Social Worker Contract with Hegira Health, Inc.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are currently budgeted for a year-long social worker program will be used for this 3-month expense.

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 a three-month extension to the embedded social worker contract with Hegira Health, Inc.

ATTACHMENTS: Attachment A – Extension agreement letter from Hegira Health, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #G-1

ITEM: Consider Site Plan Approval for Automobile Wash Establishment (Mister Car Wash)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Chuck Hoyt (Nederveld)/JS3 Investments (Owner)

EXECUTIVE SUMMARY: The applicant proposes to construct a car wash establishment on a single parcel located on the east side of Haggerty Road, south of Ford Rd. (2100 Haggerty Road). The site was recently rezoned to C-3, Regional Commercial, and automobile wash establishments are special land uses in the C-3 zoning district subject to Section 6.02(D) of the Zoning Ordinance. At its meeting on April 26, 2022, the Canton Township Board of Trustees approved the special land use for the car wash establishment.

The site currently contains a vacant building, which is proposed to be demolished. The proposed business, Mister Car Wash, has other locations in Michigan, most of which are in the Grand Rapids area.

At its meeting on July 25, 2022, the Planning Commission recommended approval of the site plan, subject to conditions. The applicant has since revised the plans to meet the conditions. If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

BACKGROUND AND ANALYSIS:

Location. East of Haggerty Road between Ford Road and Cherry Hill Road.

Net Acres: Approximately 1.71 acres

Existing Land Use: Vacant structure previously used as a restaurant and associated parking/improvements.

Existing Zoning: C-3, Regional Commercial

Surrounding Zoning and Land Uses:

North – C-4 (Central Business District Overlay); vacant lot and restaurant (Bowery Grill and Pub)

South – C-4 (Central Business District Overlay); professional offices (Haggerty

Professional Plaza)

East – C-4 (Central Business District Overlay); hotel (La Quinta Inn)

West – C-3 (Central Business District Overlay); mini-warehouses/self-storage
(Public Storage)

Comprehensive Plan: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – General Commercial

East – General Commercial

West – General Commercial

Land Use: The proposed use of an automobile wash establishment is a special land use in the C-3 zoning district. The proposed use is compatible with commercial uses to the south (multi-tenant medical office), east (La Quinta hotel), west (Public Storage), and north (BP gas station and The Bowery Grille & Bar). The proposed car wash received Special Land Use approval by the Township Board at its April 26, 2022 meeting, after receiving recommendation for approval by the Planning Commission at its April 4, 2022 meeting.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements for automobile wash establishments in the C-3 and CBD Overlay zoning districts for: minimum site size (1 acre); minimum setbacks (50 ft. front yard setback; 30 ft. rear yard setback; and 15 ft. side yard setback); and maximum building height (3 stories/50 feet).

Development Standards for Automobile Wash Establishments: The plans submitted illustrate compliance with the Automobile Wash Establishment development standards of Section 6.02(D)(2) of the Zoning Ordinance. The vacuuming facilities are located on the rear (east) side of the building. Section 6.02(D)(5) of the Zoning Ordinance reads as follows: “Orientation of open bays. Buildings should be oriented so that open bays, particularly for self-serve automobile washes, do not face onto adjacent thoroughfares unless screened by an adjoining lot or building.” The bay doors face north (a non-thoroughfare access) and south (medical office). There is an existing tree line along the south side of the site that is proposed to remain.

Traffic Impact and Access Management: There is one (1) point of access proposed from the north access drive. The existing curb cut on Haggerty Road is proposed to be removed, and the proposed access between the east side of the site and the west side of the LaQuinta site is also proposed to be removed. However, LaQuinta will retain its access to the north access drive. If approved, the same access drive from Haggerty Road that serves this site also serves LaQuinta, and this access drive also turns northward to Ford Road. Therefore, if the site’s curb cut at Haggerty Road and its direct connection to LaQuinta are both removed, both the subject site and LaQuinta will have direct access to Haggerty Road and Ford Road via the access drive.

The access between the subject site and the LaQuinta site has an existing easement (L-23632; P-760), and the Special Land Use was approved with a condition that written consent to remove this easement be submitted from any relevant party prior to site plan application. The applicants have provided this easement document, which was originally intended to serve the previously restaurant use on the subject property and the LaQuinta site. The applicants have provided the easement document which states, "This Agreement shall be in full force and effect so long as Grantee, its successors, assigns, tenants, subtenants, affiliates or subsidiaries operates a restaurant located on the westerly 248.67 feet of the above described property." Because the subject site no longer operates a restaurant and is being repurposed for a car wash use, the term of the easement has concluded.

Parking: The parking calculations are proposed to comply with the requirements of Article 4 of the Zoning Ordinance. Section 4.01 requires 25 stacking spaces per wash lane, and the plans show 27 stacking spaces. The proposed plans include 21 vacuum parking spaces (two of which are barrier free spaces), and four (4) spaces which have been designated as "employee parking." Based on the number of employees and length of the building, 11 parking spaces are required, and the vacuum spaces can double as parking spaces. Pursuant to the CBD requirements, proposed parking area is located behind the building on the east side, so the parking and vacuum areas will be minimally visible from Haggerty Rd.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas to be located in the side or rear yards, and the required loading space is located north (side) of the building. The minimum dimensions required are 10' wide and 50' long, which are shown.

Architecture: Section 26.06 of the Zoning Ordinance requires a minimum of 50% face brick on the proposed carwash building, although alternative masonry materials can be considered to meet this requirement. The applicant proposes a natural stone veneer (51%) and half-high concrete masonry units (12%) as the predominant masonry building material. Other materials include glass, EIFS, and Alumaboard. The amount of EIFS and Alumaboard are less than the Zoning Ordinance maximum of 25% for either material. The proposed elevations include recesses and projections along the length of the building, as well as variation of roof height, which includes a parapet. Accent colors are proposed as part of the architectural with lighting along sections of long walls.

The proposed principal building shows some mechanical equipment to be located on the roof, with the shielding parapet to measure over 5 ft. taller than the roof deck.

Landscaping, Screening, and Tree Preservation: The proposed site plan includes: frontage landscaping along Haggerty Rd. and the internal drive to the north; parking lot landscaping; building foundation landscaping; and general site landscaping. The existing wall and berm are proposed to remain as part of the project. There are more trees and shrubs than are required by Article 5 of the Zoning Ordinance, which are predominantly located along the eastern lot line adjacent to the LaQuinta hotel. As noted below, this material will provide buffering from the site lighting and use.

Section 5.03(A)(4) of the Zoning Ordinance requires 1 ornamental tree and 5 shrubs per 35

linear feet of building frontage that faces a road or is adjacent to a parking area. The minimum required depth of the foundation landscaping area is 10 feet. The landscape plan includes the required foundation landscaping adjacent to the west side of the building facing the Haggerty Rd. and the east side of the building facing the parking lot. However, the depth of the foundation landscape area varies between 6-8 feet in most areas. Section 5.07 of the Zoning Ordinance permits the Planning Commission to modify specific landscape requirements if the modification is in keeping with the intent of the general landscape standards and if the land use is such that required landscaping would not enhance the site. While widening the foundation landscaping is possible, it would result in a smaller landscape area adjacent to Haggerty Rd. and the hotel to the east. Because the foundation landscaping is able to be located in the proposed areas adjacent to the west and east sides of the building, the Planning Commission waived the building foundation width requirements of Section 5.03(A)(4) of the Zoning Ordinance on the west and east sides of the building.

The plans must note the height of the transformer and how large the surrounding Sungold Sawara Cypress shrubs will get. The screening must exceed the vertical height of the equipment being screened by at least six inches within two years of planting, as per Section 5.02(D)(2) of the Canton Township Ordinance.

Section 6.10(E) requires all sites within the CBD Overlay to have at least 25% open space. The plans demonstrate an increase in landscape area especially along Haggerty Rd. with additional interior landscape islands. Sheet C-205 notes that 57% of the subject property will be open space.

Sidewalks: The current site has sidewalk along the Haggerty Road frontage, which will remain. The internal sidewalk between Haggerty Road and LaQuinta through the site will be removed because the previous restaurant destination will be removed.

Lighting: A photometric plan has been submitted pursuant to Section 2.13 of the Zoning Ordinance. All of the fixtures have a full cutoff design and the illumination levels comply with Section 2.13.

Section 2.13(A) requires all non-residential uses to have full cutoff shades for light sources so as to direct the light onto the site and away from adjoining properties. The specification in the photometric plan for the GPX fixture (located at the vacuum spaces) states that the fixture has a "Full cut-off design with no more than 5% of the total lumen output above the fixture above 90-degrees of the horizontal plane." This output above the fixture appears to be due to the arced design of the light. The photometric plans indicate an illumination of 0.1 footcandles or less at the eastern lot line, which is below the maximum threshold of 0.3 footcandles. Additional trees have been proposed along the 30-foot wide landscape area on the east side of the site to additionally screen the lighting from the hotel.

Street lighting along Haggerty Rd is already in place and new street lighting elements are not proposed as part of this project.

Signage: Sign permits will be reviewed separately and approved by the Building and

Inspection Services Division after the site plan has been approved and shall comply with the sign standards of the Zoning Ordinance (Article 6A and Section 6.10). The plans include a monument sign on Haggerty Rd., wall signage, canopy signage, and internal directional signage. At the July 25, 2022 Planning Commission meeting, we identified several areas of the signage plan that required corrections pursuant to Article 6A and Section 6.10. Since the July 25, 2022 Planning Commission meeting, the signage plans have been modified and corrected accordingly.

Dumpster Enclosure: The dumpster enclosure is located in the northeast part of the site and is designed to comply with Section 2.14 of the Zoning Ordinance. The outside of the dumpster walls will be the same stone veneer that will be on the principal building. The walls are 8 feet in and secured by gates made of steel and trex board.

- **Community Planner's Recommendation:** Approval of the site plan for an automobile wash establishment use on parcel no. 71-050-99-0009-003, subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on July 25, 2022, the Planning Commission voted 7-0 to recommend approval of the site plan for an automobile wash establishment use on parcel no. 71-050-99-0009-003 as illustrated on the Site Plan, including approval of a modification to the depth of the foundation landscape areas on the west and east sides of the building pursuant to Section 5.07 of the Zoning Ordinance, subject to all State, County, and Township requirements and subject to modifying the signage plans to comply with Article 6A and Section 6.10 of the Zoning Ordinance prior to review by the Township Board of Trustees.

After the July 25, 2022 Planning Commission meeting, the plans were revised to meet the recommended conditions.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan for an automobile wash establishment use on parcel no. 71-050-99-0009-003, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Mister Car Wash

WHEREAS, the Project Sponsor has requested site plan approval for an auto wash establishment use on parcel no. 71-050-99-0009-003, located on the east side of Haggerty Road, south of Ford Rd.; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the criteria of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for an automobile wash establishment use on parcel no. 71-050-99-0009-003, subject to all State, County, and Township requirements.

ATTACHMENTS:

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

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #G-2

ITEM: Consider Approval of 2022 Budget Adjustments

PRESENTER: Wendy N. Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township adopted the 2022 budget at the November 2, 2021 Board Meeting and various adjustments have been made to it since then.

At this time, I am asking the Board of Trustees to approve the attached budget adjustments to the 2022 budget year. A description of the budget adjustments is included on the attachments.

BACKGROUND: State law mandates that Municipalities adopt an annual budget and that the fiscal year-end expenses do not exceed that budget as amended. The adopted budget is a working document, and as unexpected events occur during the year, adjustments are required to meet the States mandate at year-end.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To approve the recommended budget adjustments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attached listing.

IMPLEMENTATION PLAN: If approved, the budget adjustments will be posted to the appropriate accounts.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the attached listing of budget adjustments to the 2022 budget.

ATTACHMENTS: Charter Township of Canton 2022 Budget Adjustments

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 23, 2022

AGENDA ITEM #G-3

ITEM: Consider Approval for the Creation of a Leisure Services Project & Operations Supervisor

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY:

On August 22, 2022, the Merit Commission approved a newly created position of a Leisure Services Project & Operations Supervisor. With the retirement of the CLS Facility Services Manager in 2021 and the relocation of the Facility Services Department to MSD, Leisure Services no longer has a dedicated position to oversee and manage the development of parks and other CLS projects throughout the Township.

The Board of Trustees goal of a Welcoming Community includes multiple new park developments that will begin in 2022. These new developments in addition to the current projects already taking place will necessitate a Project & Operations Supervisor.

BACKGROUND INFORMATION:

Canton Township has been growing steadily over the last decade and is the 9th largest municipality in Michigan with 98,600 residents. The needs of the community have also continued to grow due to the larger population, which lead to increased governmental services to Canton residents. Due to the requirements to meet community needs and board goals, the creation of a Leisure Services Project & Operations Supervisor is necessary.

This RBA requests approval for a Project & Operations Supervisor position with an estimated salary based upon the minimum and maximum of grade 8 of the 2022 non-union classified employee salary grade system in the Merit Policy. The range approved is estimated between \$73,610 and \$95,693.

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

ACTION REQUESTED: Approve the position of Leisure Services Project & Operations Supervisor.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Depending on the candidate chosen and the timing of selection, the 2022 budget impact can range from \$2,262 to \$32,352. Both of which can be absorbed in the 2022 budget.

IMPLEMENTATION PLAN: Upon receiving approval, the job will be posted internally with the requirements.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the position of Leisure Services Project & Operations Supervisor and authorize the starting salary to be estimated based upon the minimum and maximum of grade 8 of the 2022 non-union classified employee salary grade system in the Merit Policy. The range approved is estimated between \$73,610 and \$95,693.

ATTACHMENTS:

Project & Operations Supervisor Job Description