

1. **Call to Order** - THE MEETING WAS CALLED TO ORDER BY CHAIRMAN LARRY FOX AT 7:00 PM

2. **Pledge of Allegiance**

3. **Roll Call**

PRESENT: Joe Colaianne, Thomas Murphy, Larry Fox, Jeff Newsom, Sue Grissim, Michael Mitchell, Keith Voight
ABSENT:

4. **Approval of Meeting Agenda**

Motion to Approved the Agenda

A Motion to approve the Meeting Agenda was made by Commissioner Mitchell and seconded by Commissioner Voight. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Mitchell, Commissioner
SECONDER:	Keith Voight, Secretary
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

5. **Approval of Meeting Minutes**

a. Planning Commission - Regular Meeting - Dec 20, 2018 7:00 PM

A Motion to approve the Meeting Minutes of December 20, 2018, was made by Commissioner Grissim and seconded by Commissioner Murphy.

Commissioner Mitchell offered the following corrections to the Minutes:

- Page 1 - The meeting was called to order by Larry Fox, not Tom Murphy.
- Page 3 - In the motion, condition #2 and the “seconded by” is stated twice.
- Page 3 - The length of driveway maximum is 600 feet not 660 as stated twice on this page.
- Page 4 - In Planner’s Report towards the bottom of the page the 660 foot comment is also mentioned.

The Maker and Seconder agreed. The Meeting Minutes of December 20, 2018 were unanimously approved as amended.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Sue Grissim, Commissioner
SECONDER:	Thomas Murphy, Commissioner
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

6. **2019 Annual Planning Commission Organizational Meeting**

a. Reaffirm Bylaws, Election of Officers & Committee Appointments

Director Langer offered a brief explanation of the By-Laws.

Commissioner Voight offered the following change:

6.0 ANNUAL ORGANIZATIONAL MEETING

An annual organizational meeting shall occur at the first regular meeting of ~~January~~ **the year** for election of a Chair, Vice-Chair and Secretary.

A Motion was offered by Commissioner Colaianne to reaffirm the Planning Commission By-Laws as amended. Seconded by Commissioner Voight. Motion carried unanimously.

2019 Planning Commission Election of Officers

A Motion was offered by Commissioner Colaianne to reaffirm the existing officers currently serving in those positions. Seconded by Commissioner Mitchell. Motion carried unanimously.

2019 Planning Commission Committee Appointments

Chair Fox reappointed Commissioner Grissim, Commissioner Murphy and Commissioner Voight to the Ordinance Review Committee.

Chair Fox appointed himself and Commissioner Colaianne to meet with staff to discuss lake lots.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe Colaianne, Trustee
SECONDER:	Keith Voight, Secretary
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

7. Call to Public

None

8. Old and New Business

a. Site Plan #19-002, Panda Express

Director Langer gave an overview of the request stating the following:

- Located on vacant land Outlot 8 and is part of Hartland Towne Square.
- Site Plan approval is granted by the Planning Commission.
- Request for a drive-through window requires an amendment to the Planned Development and needs a recommendation from the Planning Commission but the Township Board gives the final approval.

Amy Conti, RA, Studio Manager, NORR; Dina Mekawy, Project Manager, NORR; Michael McPherson, PE, Civil Engineer, Atwell; introduced themselves representing the Applicant for the project and stated the following:

- Site Plan complies with the requirements of the PD, with the exception of the drive-through request which they are hoping will ultimately be approved.
- Described the building materials.
- Site was created and prepared previously for a commercial use.

Chair Fox reiterated the process for this site plan and asked Director Langer about the future land division.

Director Langer stated the following:

- Land divisions are handled administratively through the Assessor and the Planning Director.
- Panda Express intends to use only a portion of Outlot 8 requiring a land division.
- Staff has presented concerns with the way land divisions have previously been completed where the right-of-way area for Hartland Square Drive and Rovey Drive appear to be excepted from ownership of the adjacent parcels.
 - Concerned that eventually those roads would be split off entirely from all other parcels and become their own separate parcel.

- There would be no single business or entity responsible for the long term maintenance of these roads.
- No desire to hold up the current project. Must find a way to resolve to ensure the roads are maintained in the future.
- Desire here is to make both the Applicant and the Planning Commission aware of the issue.
- A condition was added to the Amendment to the PD Motion to note these concerns.
- Staff recommends that prior to any other future developments, an amendment to the PD, or some other document is performed that would establish a requirement for all properties to be liable for their share of private roadway maintenance and repair.

Chair Fox continued with the review letter.

Loading - Loading area is in the drive aisle which is consistent with other approved sites in the PD.

Dumpster Enclosure - materials must match the building which is brick, plans do not reflect that but an email was received from the Applicant stating they would comply. The Applicant verbally confirmed the enclosure will be brick and shown as such on the construction drawings.

Lighting - Fixture types do not comply with the Pattern Book as new more efficient fixtures are now being used.

Commissioner Voight opened a brief discussion as to whether the Planning Commission should be regulating the type of parking lot lighting fixtures for uniformity purposes. The Planning Commission generally agreed this is a good thought but there are already business operating with various styles that do not seem to be noticeably different. The consensus of the Planning Commission was the proposed fixtures are acceptable.

Landscaping - Commissioner Grissim mentioned the following:

- Screening is required for the transformer near the bike rack.
- River stone requested in the parking lot landscaping instead of shredded hardwood mulch does not comply. The Applicant stated Panda Express uses river stone in all of their stores for uniformity and ease of maintenance. Chair Fox stated the reason mulch, sod and plantings are used is to break up the expanse of hard surfaces in a parking area. Commissioner Grissim concurred stating the Planning Commission would prefer the mulch with the plantings; stone is really hard and heats up the parking lots. Mulch and plantings are a softer look.

Commissioner Grissim also stated the following:

- A couple of the islands do not quite have 50% shrub/planting coverage and need to be increased.
- Recommend moving the shrubs and plant material to the center away from the curb area to avoid conflicts with customers, cars and salt in the winter.
- Suggested trading off a couple of tall shrubs for trees and possibly relocating some for better growing opportunity.
- Around the foundation, asked for more living material rather than just the tall grasses and stone.

Chair Fox asked if the landscaping modifications could be put in the Motion as a condition. The Applicant and the Planning Commission agreed.

Architecture / Building Materials - the Applicant requested a waiver to exceed 10% coverage for Fiberon siding on the north, south, and west façades. The Planning Commission agreed to add it in the Motion as a condition.

Director Langer pointed out the Applicant has added bike racks to the Site Plan even though there is no requirement to do so.

Commissioner Voight asked about the Fire Authority's requirement for a ladder to the roof. The Applicant confirmed it will be added to the construction drawings.

Commissioner Mitchell asked about tree species. Commissioner Grissim stated she was fine with the species proposed.

Commissioner Mitchell offered the following Motion:

Move to approve Site Plan Application #19-002 a request to amend the previously approved plans for Hartland Towne Square Planned Development, to construct an approximate 2,300 square foot Panda Express restaurant with one drive-through window, including approval of the architectural and lighting waiver requests, with the following conditions:

1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated February 7, 2019, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.
 2. The applicant shall change the building materials of the dumpster enclosure to match the building elevations. Revised plans shall be submitted as part of a land use permit.
 3. The applicant shall eliminate the proposed stone in the landscape beds and replace it with either lawn, mulch, or another acceptable material. Revised plans shall be submitted as part of a land use permit.
 4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, and Hartland Deerfield Fire Authority Fire Marshal.
 5. The proposed building materials offered on the Site Plan are acceptable to the Planning Commission as presented.
 6. The Landscape Plan shall be amended to address the concerns noted in the meeting.
- Seconded by Commissioner Voight. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Mitchell, Commissioner
SECONDER:	Keith Voight, Secretary
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

Motion to Recommend Approval of the Amendment to the PD

Commissioner Voight offered the following Motion:

The Planning Commission recommends to the Township Board, to approve Site Plan Application #19-002, a request to amend the previously approved plans for Hartland Towne Square Planned Development, to permit up to three (3) drive-through restaurants in the Hartland Towne Square Planned Development (PD) and a total of eight (8) drive-through businesses, with the following conditions:

1. The Planning Commission has determined the proposed amendments to permit an additional drive-through restaurants/business within the Hartland Towne Square Planned Development (PD), would still be consistent with the original intent to limit the number of drive-through businesses within this development.
2. The Planning Commission has determined that the amendment will promote an additional restaurant development within the PD that is desirable and a good fit for the community and will add to the overall appeal of the Planned Development.

- 3. The Planning Commission has determined that the proposed amendment will permit a restaurant business that will help contribute to the needs and desires of the entire community.

Approval is subject to the following condition:

- 1. Prior to any future development in the Hartland Towne Square Planned Development, the developer shall establish adequate standards to ensure for the long-term maintenance and repair of Hartland Square Drive and Rovey Drive, subject to acceptance by the Township Attorney.

Seconded by Commissioner Newsom. Motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Keith Voight, Secretary
SECONDER:	Jeff Newsom, Vice Chairman
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

9. Call to Public

None

10. Planner's Report

Director Langer stated the Admin Committee requested more information detailing the Ordinance Amendments being considered.

Chair Fox summarized the following:

- Outdoor Storage Display and Commercial Developments: there were two applicants that wanted to stretch the screening walls across the entire front of the facility. It should be an evaluation with consideration given to what should be the maximum amount of screening wall/outdoor storage display in front of stores.
- Sign Regulations Enforcement - neutral content on signage.
- Private Road Shared Driveway Ordinance Section 5.23 - staff met with area developers to gain insight, some items were able to be dealt with administratively to assist them, some concerns were related to the cost of having the Township Engineer on a site inspecting. there was no formal decision to remove it; staff has focused on making sure the engineers are on site only when needed, which seems to be acceptable to the developers. There are private roads going in now and he is not hearing any negative comments. Chair Fox stated there are two things written that allow flexibility from the standard: the maximum length with Fire Marshal approval can be extended beyond 600 feet (i.e. rolled curbing); if the extension of a private road does not meet the standards, it allows for the road to be evaluated by an engineer to see if it can hold the weight of a fire truck and/or the anticipated proposed traffic.
- Light Industrial/Industrial Architectural Standards - the Ordinance Review Committee (ORC) has nearly finished this review and it will be coming to the Planning Commission soon.
- Single Family Minimum House Size Requirements - our minimum size is larger than many communities and maybe it should be evaluated by comparing to other communities.

The Planning Commission briefly discussed Minimum House Size and various locations where sizes might be limited.

- Lake Lots - building on them, setbacks, lot coverage, garages on parcels across a road.
- Accessory Building on Vacant Land - there has been requests to build a pole barn for secure storage of building materials prior to constructing a principal structure. Staff has been able to work with people through an escrow process but if one of those projects did not progress the Township would be in the difficult position to require a structure be demolished to gain compliance. Commissioner Mitchell

suggested looking at Milford Township’s ordinance where the applicant is required to have an approved building permit for the principal structure.

- Lot Coverage - numerous lots in existence exceed the permitted lot coverage, increasing it in the Zoning Ordinance is tricky as it will apply to all land in that zoning category. Commissioner Mitchell asked if we are in line with neighboring communities. Director Langer stated it depends on how the coverage is calculated and what is included.

The Planning Commission briefly discussed the Lot Coverage issue and the recent PD Amendments.

Director Langer stated 5G Small Cell Networks are poised to come into our area. Is this something the Planning Commission wants to discuss?

The Planning Commission briefly discussed the following:

- Can local municipalities regulate
- If they are in the right-of-way do we have any juris
- Should they be screened if on a rooftop
- Should the number of units be limited in one location
- What if they are on light poles in a private parking area

The Planning Commission agreed they need more information and should probably discuss the findings.

Director Langer stated the ORC reviewed the Industrial/Light Industrial Architectural Standards and ultimately did not change the building percentages or materials but rather addressed concerns about large buildings with long expanses of a solid monotone wall; they wanted to explore materials and design options that would break that up. A draft will be coming to the Planning Commission fairly soon.

Director Langer shared the Retail Market Analysis will be presented by Gibbs Planning Group at the April 11, 2019 Planning Commission meeting. If there are any questions please let the Director know or be prepared for the meeting.

The Planning Commission briefly discussed whether the whole meeting should be dedicated to the presentation, how long it will take, and how in-depth the Planning Commission wants the presentation to be. Director Langer indicated he would follow up with Mr. Gibbs to find out more about the presentation.

11. Committee Reports

None

12. Adjournment

Motion to Adjourn

A Motion to adjourn was made by Commissioner Newsom and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 8:09 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Newsom, Vice Chairman
SECONDER:	Thomas Murphy, Commissioner
AYES:	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

Submitted by,

A handwritten signature in black ink that reads "Keith R. Voight". The signature is written in a cursive style with a horizontal line crossing through the end of the word "Voight".

Keith Voight
Planning Commission Secretary