

**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, Sue Grissim, Keith Voight

ABSENT: Jeff Newsom, Michael Mitchell

**4. Approval of Meeting Agenda**

Motion to Approved Meeting Agenda

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Colaianne, Trustee
<b>SECONDER:</b>	Sue Grissim, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Voight
<b>ABSENT:</b>	Newsom, Mitchell

**5. Approval of Meeting Minutes**

a. Planning Commission - Regular Meeting - Oct 25, 2018 7:00 PM

A Motion to approve the Meeting Minutes of October 25, 2018, was made by Commissioner Grissim and seconded by Commissioner Voight.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Grissim, Commissioner
<b>SECONDER:</b>	Keith Voight, Secretary
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Voight
<b>ABSENT:</b>	Newsom, Mitchell

**6. Call to Public**

None

**7. Public Hearing**

None

**8. Old and New Business**

a. Site Plan #18-005, Checkers Walk-In Freezer

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

- Recently opened next to BP gas station.
- Requesting a walk-in freezer behind the restaurant which typically must be either inside a structure or behind a screen wall that matches the building.
- Proposing to install a screen wall as the freezer is outside of the building.
- Primary building surface proposed is EIFS to match the building.
- Intend to re-install proposed landscaping there to another location on the site.

The Applicant, Seth Hursh, Marketing Manager for IB Corporation, owner of Checkers, introduced himself and offered more detail about the relocation of the landscaping materials stating they have been relocated to a couple of the nearby parking lot islands.

Chair Fox moved on to the staff review letter and touched on the high points.

Commissioner Murphy asked about the size of the freezer and how much space there will be between the freezer and the screen wall or building. The Applicant stated he knows the freezer will be attached to the wall with L brackets but he did not know how much space is in between the freezer and the wall. Commissioner Murphy stated he wants to confirm there would not be an egress or safety issue created. Director Langer gave the dimensions of the freezer and the slab concluding there would be a small space around the freezer and would most likely not create a safety issue.

**Commissioner Voight offered the following Motion:**

**Move to approve Site Plan Application #18-005 a request to install a walk-in freezer and screen wall to the rear of the existing Checkers restaurant with drive-through service, in an existing tenant space, at 10440 Highland Road. Approval is subject to the following conditions:**

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated December 13, 2018, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
- 2. Applicant complies with any requirements of the Department of Public Works Director and Hartland Deerfield Fire Authority, Township Engineering Consultant, and other applicable governmental agencies.**

**Seconded by Commissioner Colaianne. Motion carried unanimously.**

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

**b. Site Plan #18-006, Shared Driveway, Fenton Road**

Director Langer gave an overview of the request stating in order to divide the subject property into two (2) parcels and comply with the minimum zoning district standards for lot width and lot area, the applicant is proposing to establish a shared driveway easement that will provide the required access for each of the proposed parcels. He also stated the Applicants are requesting a six (6) inch gravel base rather than the eight (8) inches initially proposed.

The Applicant, Julie Diehl and her father, introduced themselves and explained they are looking to divide the property to build a home for the parents/grandparents and a shared driveway is a required component for access.

Chair Fox moved on to the staff review letter mentioning the various sections.

Director Langer stated the shared driveway is typically constructed prior to issuance of the Land Use Permit for the house which eliminates the need for taking escrow funds.

Chair Fox mentioned the Fire Authority has given their approval for the length of the driveway even though it exceeds 600 feet as it will have a “T” type turnaround.

Chair Fox stated the required Maintenance Agreement is currently being reviewed. Director Langer stated he used a previously approved agreement as a template for this agreement and does not anticipate any problems. It is currently under review by the Township Attorney.

Chair Fox briefly explained the purpose of a Maintenance Agreement stating it serves as a recorded legal document to ensure the shared driveway is adequately maintained for perpetuity regardless of who the property owners may be.

Commissioner Murphy asked about the 600 foot limit for shared driveways. Director Langer explained he does not know why that is the case here in Hartland Township but that number is very common in many communities. The thought behind it is from a fire safety standpoint, fire trucks have difficulty backing up long distances and going down that far creates some concern. The other reason is if one has a long cul-de-sac road and something happens where the access is blocked, it could create a problem for the property owners trying to exit or emergency services trying to enter. As long as a fire truck can turn around via a cul-de-sac or “T” turnaround, the Fire Authority does not typically have concerns.

The Planning Commission briefly discussed revisiting the 600 foot shared driveway length issue.

**Commissioner Grissim offered the following Motion:**

**Move to approve Site Plan #18-006, for a shared driveway on the property located at 5210 Fenton Road with the following conditions:**

- **The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated December 13, 2018, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
- **The applicant shall comply with any requirements of the Township Engineering Consultant, Department of Public Works Director, and Hartland Deerfield Fire Authority.**
- **The applicant shall revise the proposed maintenance agreement consistent with any recommendations of the Township Attorney.**
- **The applicant shall acquire the necessary permits from Livingston County, as well as any other governmental agency.**

**Seconded by Commissioner Colaianne. Motion carried unanimously.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Grissim, Commissioner
<b>SECONDER:</b>	Joe Colaianne, Trustee
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Voight
<b>ABSENT:</b>	Newsom, Mitchell

## **9. Call to Public**

None

## 10. Planner's Report

Director Langer reported the following:

- The Township is looking at installing a screen for the projectors and he has been charged with asking the Planning Commission on which side of the room should it be installed. The Planning Commission indicated the south wall.
- The Ordinance Review Committee has been meeting to discuss the Industrial and Light Industrial Architectural Standards. They would like to better identify what is the concern that needs to be addressed in this ordinance amendment; is it the cost, the construction, reducing the requirement for high cost materials that drive up construction cost, or something else?

Chair Fox replied his recollection is to make sure the Planning Commission is comfortable with what the standards are as they have not been reviewed for at least the 14 years he has been serving on the Commission. It was not the need to change them as much as it was the need to review them. If one looks at buildings constructed to those standards, is that what the Planning Commission wants future Industrial or Light Industrial buildings to look like: are the standards too high, too low, or about right? The Planning Commission is looking for pictures and examples of what the current standards are so they can decide if they are comfortable with those standards.

Director Langer went on to explain that as research is ongoing, they are finding many communities do not have architectural standards, for Industrial or Light Industrial structures, or if they do, they are very similar to the current Hartland Township standards.

The Director and the Planning Commission discussed the following:

- Metal siding on garage doors makes that elevation have more metal siding than might otherwise be permitted.
- It was proposed to exempt garage doors or require garage doors to be on elevations not visible from the street.
- There is concern about limiting the location of garage doors.
- Planning Commission would like examples of what is out there now, such as Clyde Road.
- In the past, one applicant was non-compliant due to the garage doors and was required to add more brick to offset the doors. Is that what the Planning Commission intends?
- Industrial vs. Commercial facilities are in different districts and have different requirements.

The Planning Commission briefly discussed the process for a fire department to extinguish a rural area house fire and the equipment used which may have helped to determine the 600 foot shared driveway limit.

The Planning Commission also briefly discussed the possible impacts of restaurants adding external freezer units, and the reasons for doing so.

## 11. Committee Reports

None

## 12. Adjournment

Motion to Adjourn

A Motion to adjourn was made by Commissioner Voight and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 7:38 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith Voight, Secretary
<b>SECONDER:</b>	Thomas Murphy, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Voight
<b>ABSENT:</b>	Newsom, Mitchell

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 through the middle of the last name.

Keith Voight  
Planning Commission Secretary