

1. Call to Order - THE MEETING WAS CALLED TO ORDER BY CHAIRMAN LARRY FOX AT 7:02 PM

2. Pledge of Allegiance

3. Roll Call

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

ABSENT: Thomas Murphy

4. Approval of Meeting Agenda

Motion to approve the Agenda

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

5. Approval of Meeting Minutes

a. Planning Commission - Regular Meeting - Feb 23, 2017 7:00 PM

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

b. Planning Commission - Regular Meeting - Mar 23, 2017 7:00 PM

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

6. Call to Public

a. **Update of the County Master Plan Process by Kathleen J. Kline-Hudson, Livingston County Planning Director**

Ms. Kline-Hudson introduced herself and her department at Livingston County Planning and Livingston County Planning Commission Chair, Brian Procuda. They shared the following:

- Have six to seven liaison communities they communicate with.
- Review rezoning and zoning text amendments.
- Want to connect with the Township.
- LCPC functions as an advisory board and a fresh set of eyes on rezoning and zoning text amendments but sometimes it is hard to determine the intent of an amendment.
- Requesting a representative from the Township come to the LCPC meeting to share the intent of any zoning text amendments.
- Ms. Kline-Hudson is the Hartland Township liaison.
- Sends out a communication telling the community about pertinent LCPC agenda items.

- LCPC is in the final phase of drafting and reviewing the Livingston County Master Plan and hopes to have a draft to the Township by the summer.

Director Langer explained the Public Comment form process to aid in the recording of the meeting minutes.

Richard Rowe of Deer Path Lane expressed concern about the Newberry project and privacy. Feels they need to have a privacy fence installed between the development and the existing homes.

7. Old and New Business

a. Site Plan #17-003, Amendment to Fiddler Grove Planned Development Agreement

Director Langer gave a brief overview of the request. The applicant is specifically requesting to adjust the footprints of 12 condominium units in order to accommodate a deck extension and stairs off the covered porch on the rear of each of 11 units. Director Langer indicated on the site plan Unit 21 as an example showing the deck addition with stairs. Fiddler Grove was approved with specific building footprints; in order to vary from the approved site plan there must be an amendment.

The Applicant, Brad Opfer, representative of Chestnut Development, stated the following:

- Rear covered porch is a deck; these decks are extensions of existing decks.
- Customer demand for decks is the driving force behind this request.

Chair Fox asked if there were any issues with the decks encroaching onto neighboring properties. Director Langer referred to the site plan and stated the ones proposed will not be closer than the existing units already approved.

Chair Fox asked about the egress window wells. Director Langer stated even though the egress window wells are not technically a structure, they wanted to have them on the site plan for clarity and informational purposes.

Commissioner Mitchell asked if the Planning Commission will be asked in the future to amend this site plan again if demand exceeds the number of units available with these deck additions. The Applicant stated no. Other units, such as Units 5, 6 & 7, would encroach on the setback if decks were added.

Commissioner Colaianne offered the following Motion.

Move to approve Site Plan Application #17-003, a request to amend the approved site plan for Fiddler Grove PD, to add a deck and stairs on the rear side of 11 condominium units; add a deck with no stairs on 1 condominium unit; and add an egress window well on all 25 condominium units. Approval is subject to the following conditions:

- 1. Approval is based on the site plan, Sheet 3, prepared by Livingston Engineering, and received by the Township on March 16, 2107.**

Seconded by Commissioner Newsom. Motion carried unanimously.

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

b. Site Plan Application #17-004, Settlers Park

Director Langer summarized the request. The applicant is requesting park improvements which include an open-sided pavilion building, approximately 2,400 square feet in size; restroom facility (separate building), approximately 340 square feet in size; three paved, van accessible barrier-free parking

spaces; internal gravel access drive; and sidewalks to provide access to the buildings, existing pathway, and barrier-free parking.

The Applicant, Bob West, Hartland Township Director of Public Works, stated this plan is the culmination of nine to ten months of planning with the Township Board and the Township's Park Site Plan Committee; the result is what you see before you. He is available for any questions.

Chair Fox referred to the staff report.

Off-Street & Barrier-Free Parking

Director Langer stated the following:

- Existing gravel parking lot.
- Parks may have gravel parking area with Planning Commission permission.
- Intend to install three Barrier-Free parking spaces, approximately 102 existing spaces.
- Typically five Barrier-Free spaces would be required but three would be a welcome addition.

Commissioner Grissim asked why all five Barrier-Free spaces are not being proposed. She also asked why the design shows them as larger than required: she suggested a redesign of the spaces to gain compliance or at least reduce the amount of paved area in the park. Director West stated they could.

Chair Fox asked what the size requirement for Barrier-Free parking is. Director Langer explained these three spaces were designed as the larger Van-Accessible size spaces. They could be redesigned with one Van Accessible space and the others standard Barrier-Free size spaces.

Chair Fox asked Commissioner Grissim if five spaces could fit in the allotted Barrier-Free parking area. Commissioner Grissim stated not quite; per the Barrier-Free code 58 feet would be required for all five, 46 feet is shown on the plan. She stated we require people to meet compliance; the Township try to meet the standard, if nothing else, build them per the code and not larger.

Commissioner Colaianne asked Director Langer to elaborate on his earlier statement about Barrier-Free parking. Director Langer stated the way the Barrier-Free requirements work is in an existing parking area with no Barrier-Free spaces, it is not mandated if you build one, you must build all that are required. Five spaces relate to the amount of existing parking spaces in the lot; three spaces move us closer to the requirement. He stated Commissioner Grissim is suggesting we try to get to five spaces.

Chair Fox asked if they could do four spaces within the area allowed. Commissioner Grissim stated they could. Director West stated they could get to five Barrier-Free spaces, if it is required; one Van Accessible and four regular Barrier-Free spaces.

Access

Director Langer referred to the letter from the Township Engineering consultant, HRC, and confirmed a permit may be required from Livingston County Road Commission to pave the existing driveway approach off of Clark Road. He does not foresee any problems but wanted to make the Planning Commission aware.

Landscaping and Screening

Chair Fox stated there is no additional landscaping proposed but plentiful natural vegetation exists in the area. Director Langer explained the standards are designed for commercial or multi-family sites, not a 118 acre park with an existing wooded area and natural landscaping. The Planning Commission must decide if what is proposed is acceptable for compliance given that sites can use natural vegetation to meet the requirements.

The Planning Commission briefly discussed Landscaping and Screening.

Commissioner Grissim commented she looked at the grading of the site and stated:

- Currently the parking area is naturally tucked in where the grade and vegetation screens the area from Clark Road.
- Paved access and Barrier-Free parking is planned on the hill with no screening.
- It would be better to relocate the Barrier-Free parking to the north side where it would not be so visible from Clark Road.

Chair Fox asked Director West if the Barrier-Free parking area was planned at that location for a reason. Director West stated those spaces were located by the Park Site Plan Committee in proximity to the restrooms to make the facilities more accessible as per ADA requirements. Chair Fox added there is no pavement between the facility and the gravel parking lot. Director West stated he understands Commissioner Grissim's concerns.

Commissioner Grissim stated:

- Having the Barrier-Free spaces up the hill requires people to travel down the hill to use the pavilion.
- Barrier-Free Accessibility requires parking spaces be located in the closest spot to the use and they will be using all of it.
- Locating them down the hill would still be ADA compliant; the way it is planned now will impact the look of the park.

Commissioner Colaianne suggested the following:

- Rather than relocate the spaces why not add some landscape screening.
- Project is on a tight time frame going out to bid.
- If more changes are made, it will not happen this year.

The Planning Commission briefly discussed the process, the project and landscape screening options.

Director West stated he feels some kind of landscaping could be added to help screen the area.

Architecture/Building Materials

Chair Fox stated the project is compliant other than a material not listed in the district, fiber cement siding. The Planning Commission must decide if it is appropriate for this project. Director Langer referred to the façade drawings showing the brick base with fiber cement siding located on the restroom facility. Chair Fox stated he thinks it looks fine. The Planning Commission concurred.

Director West displayed a materials sample board and stated the color scheme is intended to mimic the Township Hall. The intent is to create a cohesive campus look rather than an add-on.

Commissioner Mitchell offered the following Motion:

Motion to approve Site Plan Application #17-004, a request to implement site improvements to Settlers Park, 2835 Clark Road, which include the construction of an approximate 2,400 square foot open-sided pavilion building; restroom building, approximately 370 square feet; five paved barrier-free parking spaces; gravel internal access drive; sidewalks to provide access to the buildings and barrier-free parking; septic field; well; and electric services, with the following conditions:

1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum dated April 6, 2017 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, Township Engineering Consultant, and Hartland Deerfield Fire Department.

3. Additional landscape for screening to be determined.

Seconded by Commissioner Newsom.

Commissioner Voight offered a friendly amendment to have them add screening but not lock them into adding it around the parking spaces.

Maker and Seconded agreed. Motion carried unanimously.

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

c. Site Plan Application #17-005, Heritage Park

Director Langer summarized the request. The applicant is requesting park improvements which include the construction of a multi-purpose building with an attached open-sided pavilion. The proposed building and pavilion are located north of the parking lot. The building has restrooms, snack bar, and three storage areas, which can be accessed via three garage doors on the west side of the building. A proposed 12-foot wide gravel maintenance drive provides access to the storage areas. The storage areas could be rented out. Four paved barrier-free parking spaces are shown at the north end of the parking lot with a sidewalk that connects to the building/pavilion.

Director West stated the construction materials will mimic the project proposed for Settler's Park.

Chair Fox referred to the staff report.

Off-Street & Barrier-Free Parking

Director Langer stated the following:

- Less of an issue at this location.
- No new gravel driveway.
- Majority will be paved with asphalt or concrete.
- Small gravel surface drive is planned to access storage units.

Commissioner Grissim again recommended they meet compliance by adding six Barrier-Free parking spaces rather than the four shown on the plan. Seven additional feet of Barrier-Free parking area is needed to have all six. Director West stated they could meet the requirement.

Commissioner Grissim expressed concern about the walking access route from the parking area to the pavilion/restroom area. She recommended the structure be moved farther to the south near the parking lot and the Barrier-Free spaces be relocated to the right to eliminate having to walk through the Barrier-Free parking area and allowing better access to the future playscape area.

The Planning Commission briefly discussed the location of the structures and the options available.

Commissioner Colaianne supported Commissioner Grissim's recommendation.

Director Langer referred to the drawing Commissioner Grissim submitted with an alternate location for the structure. Director West stated he could take it back to the Township Board for their consideration.

Director West added they must be cautious as there is an access drive for overflow parking near that location; a limestone base with topsoil and seed was installed to support vehicles. He stated he thinks it still could be done.

Architecture/Building Materials

Director Langer referred to the façade drawings showing the doors to the storage area, the brick and fiber cement siding, and the open pavilion. The materials and color scheme will be the same as Settler's Park which match the Town Hall Building.

Commissioner Voight offered the following Motion:

Move to approve Site Plan Application #17-005 a request to implement site improvements to Heritage Park, 12439 Highland Road, which include the construction of an approximate 1,740 square foot building with restrooms, snack bar and storage rooms; an attached approximate 1,400 square foot open-sided pavilion building; six paved barrier-free parking spaces; gravel maintenance drive; sidewalks to provide access to the building and barrier-free parking; septic field; well; and electric services, with the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum dated April 6, 2017 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, Township Engineering Consultant, and Hartland Deerfield Fire Department.**
- 3. Follow the recommendation to move the building south as discussed.**

Seconded by Commissioner Newsom. Motion carried unanimously.

Director Langer summarized the request. The applicant is requesting park improvements which include the construction of a multi-purpose building with an attached open-sided pavilion. The proposed building and pavilion are located north of the parking lot. The building has restrooms, snack bar, and three storage areas, which can be accessed via three garage doors on the west side of the building. A proposed 12-foot wide gravel maintenance drive provides access to the storage areas. The storage areas could be rented out. Four paved barrier-free parking spaces are shown at the north end of the parking lot with a sidewalk that connects to the building/pavilion.

Director West stated the construction materials will mimic the project proposed for Settler's Park.

Chair Fox referred to the staff report.

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- 2. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, and Hartland Deerfield Fire Department.**
- 3. Follow the recommendation to move the building south as discussed.**

Seconded by Commissioner Newsom. Motion carried unanimously.

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

d. Newberry Place Planned Development Site Plan #535

Director Langer gave a brief overview of the project and history. This concept plan indicates a desire to locate all of the apartment buildings to the south side of the project with additional residential on the north side.

The Applicant's representative, Gary Markstrom of Tetra Tech, introduced himself and provided a more detailed plan for viewing. He stated:

- Mayberry came to them with a new concept plan.
- Can make the dimensions work but maybe not with all of the lots previously planned.
- North side plan shows:
 - Same senior housing, same commercial, 2/3 of the parcels would be single family lots.
 - Less grading required without the apartments, more varied topography.
 - Puts single-family home units near existing single-family homes.
 - Some are quad cluster-style homes which are four units accessed by one driveway, still single-family detached homes.
 - Still have a detention basin in the center; instead of having detention on the far west side, more detention in the front.

- Working with MDOT and the Road Commission regarding access.
 - No access to Fenton Road due to a sight distance limitation.
 - Looking at a drive entrance into the commercial zone for secondary access.
 - Eliminate the back to back crossovers, and create a single crossover near the west side with a signal.
 - Fenton Road and M59 would need a signal.
 - Crossover to the east would also need a signal.
 - The entrance drive is the same as before as a prominent entrance into the site branching out into the residential character on the north side.
- Existing sewer comes from the west and crosses to the south side. A community well is planned for water.
- South side plan shows:
 - Existing commercial in the northwest corner of Fenton and M59 is the same.
 - Entrance drive is in same location.
 - West side and center portion is now planned for apartments - Big House apartments 200 - 300 units proposed.
 - Access would be via the new boulevard & two access points out to Pleasant Valley Road.
 - Southern portion of the site would be large lot residential developments.
 - One of the drives will be moved farther south to avoid a backup onto M59.
 - One site is still being preserved for a possible fire station.
 - Detention basin is in the low area on the west side.
 - Eliminated some the commercial previously shown.
 - Apartment developer has requested a prominent site along M59 for the clubhouse and swimming pool.
 - Overall number of units is less than originally proposed; 100 - 120 single family sites.

Commissioner Grissim asked about the proposed parking for the apartment complexes. Mr. Markstrom stated there are garages, parking outside the garages and some on-street parking.

Chair Fox stated they do not look like apartments, they look like mansions. Mr. Markstrom agreed; this style is called Big House Apartments.

The Planning Commission briefly discussed other developments with similar styles.

Chair Fox commented the previous plan was tight on the setbacks from M59 with the commercial on the south side; he hopes future plans will return to the type of setbacks they were looking at initially.

Commissioner Newsom commented this concept is better than the original plan as it takes the high intense use of the apartments and buffers it from the surrounding area. This plan addresses those concerns.

Commissioner Voight stated reducing the number of units on the north side is positive and the elimination of the road off of Fenton Road was also concern for the residents. Mr. Markstrom stated the area can now be landscaped since there is an existing home very close to that location. Chair Fox agreed stating he too was pleased the Road Commission did not want that access as the Planning Commission had requested it be changed.

Chair Fox asked Mr. Markstrom to communicate the comment about screening and privacy on the north property line to the developer to see if something could be added. Mr. Markstrom stated he was sure there would be a landscape buffer added to screen the backs of the two-story homes. They are

trying to keep residential next to residential to lessen the impact on existing homes. Commissioner Voight stated the homeowners concern was for security more than screening. Chair Fox stated if the developer adds something it would be uniform and of the same material; if nine homeowners did something, it might not all look the same.

The Planning Commission and Mr. Markstrom briefly discussed the timing for the return of the project and the road improvements:

- They intend to return as soon as possible.
- Six to eight month process after the Planning Commission approval.
- Hope to break ground next year.
- Long process with MDOT.
- Must still draw up plans and apply for MDOT permit.
- Road improvements will be staggered as the project progresses.
- Commercial drive on the south side has been removed as the access point was too close to the intersection.

Chair Fox said he agrees with the single-family on the north side and also stated this is a far better plan than the one originally submitted. The Planning Commission generally agreed.

Commissioner Mitchell asked if the phasing was still in place. Mr. Markstrom stated:

- Initial phase was for the senior care facility and the boulevards on the north side.
- Discussion about the commercial on the south side coming next.
- Depending on the apartment management company and negotiations, the apartment portion may be moved up.
- Currently the intent is to construct the senior housing, the access road, do land balancing and install the infrastructure for the north side single family homes.
- MDOT asked for a phasing plan as well; it will be part of the site plan submittal.

Chair Fox thanked Mr. Markstrom for bringing the plan and wished him well for his upcoming meeting with the Township Board.

RESULT:	INFORMATIONAL
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8. Call to Public

None

9. Planner's Report

Director Langer reported the following:

- Ordinance Review Committee is continuing to move forward and is discussing the following items:
 - Draft Amendment for gas station canopies.
 - Scheduling a developer to come and discuss private road developments.
- Hartland Commerce Center intends to begin construction for the completion of the previously approved Phase II with no changes to the site plan on Bergin Road.

10. Committee Reports

Commissioner Colaianne mentioned a Joint Meeting of the Planning Commission and the Township Board is being planned. Director Langer stated he would be meeting with the Planning Commission Chair, the Supervisor and the Township Manager to come up with some dates. Commissioner Colaianne stated:

- Intend to discuss items from the retreat and the Strategic Plan.
- Examine information on trends over time and the Millennial factor.
- Future Housing Developments and Planning in light of those changing trends.

- Contiguous sidewalks/pathways.

11. Adjournment

Motion to Adjourn

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner Newsom. Motion carried unanimously. The meeting was adjourned at approximately 8:40 PM.

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

Submitted by,



Keith Voight
Planning Commission Secretary