

**HARTLAND TOWNSHIP PLANNING COMMISSION MEETING**  
**MARCH 10, 2011**  
**7:00 P.M.**

1. **CALL TO ORDER:** *Chairman Fox called the meeting to order at 7:00 p.m.*

2. **PLEDGE OF ALLEGIANCE:**

3. **ROLL CALL:**

**Present:** Chairman Fox, Commissioner Hopkins, Commissioner Grissim, Commissioner Crouse, Commissioner Newsom, Commissioner Summerfield and Commissioner Voight.

*Also Present: Mardy Stirling, Township Planning Director*

4. **APPROVAL OF THE MEETING AGENDA:**

Move to approve the March 10, 2011 Planning Commission Meeting Agenda.  
Motion Newsom. Second Voight. Voice Vote. Motion Carried. 7-0-0.

5. **APPROVAL OF THE MINUTES:**

Move to approve the January 27, 2011 Planning Commission Meeting Minutes.  
Motion Hopkins. Second Newsom. Voice Vote. Motion Carried. 7-0-0.

6. **CALL TO THE PUBLIC:** *No one came forward.*

7. **PUBLIC HEARING:** *None*

8. **OLD AND NEW BUSINESS:**

**A. SIGN PERMIT APPLICATION #763**

APPLICANT: THE SIGN WORKS

TENANT: DON & JEFF WALTER/XTREME POOLS

*Permit the installation of a wall sign for Xtreme Pools located in the Hartland Town Center shopping center at 1830 N. Old US 23 (Parcel ID: 08-28-100-027).*

**Planning Director Stirling:** Summarized her review letter dated February 28, 2011.

Move to approve the request for Sign Application #763 to permit the installation of a wall sign for Xtreme Pools, located at 1830 N. Old US 23, Howell (Parcel ID: 08-28-100-027).

**B. SITE PLAN APPLICATION #495**

APPLICANT: CHAMP TWO LLC

OWNER: K. HOVNANIAN OHIO REAL ESTATE

*Permit the conversion of a model home to general office and construct a surface parking lot located at 2121 Melody Place (Parcel: 08-22-301-095).*

**Jerrad Beauchamp and John Luke:** Were present on behalf of the applicant to answer any questions.

**Planning Director Stirling:** Summarized her review letter dated March 8, 2011 and explained additional recommended conditions regarding the use of the basement.

**Commissioner Hopkins** inquired if the applicant was made aware of the signage regulations that apply to this zoning district. Director Stirling explained that they were and had recently submitted their plans to change the panel on the ground sign.

**Commissioner Newsom** asked if the landscape plan could be adjusted to provide the required screening. The applicant stated that the identified landscape is existing ground cover and would not meet ordinance requirements.

**Commissioner Voight** expressed his pleasure that the Township could be flexible and put this site to use again.

The Commission discussed the need for a sidewalk connection and a loading space for the site.

Move to recommend approval of Site Plan Application #495 request to convert a model home to general office and construct a surface parking lot located at 2121 Melody Place (Parcel ID: 08-22-301-095) subject to the requirements contained in the Planning Department's memorandum dated March 8, 2011 and further conditioned as follows: a) The basement/lower level shall not be occupied until all necessary permits are granted and parking is provided to meet the minimum requirements of the ordinance. b) That the applicant work with the Planning Director to determine the location of the sidewalk connection to the public right-of-way. c) That the Planning Commission felt that the loading requirements should be waived for this applicant. Motion Hopkins. Second Newsom. Voice Vote. Motion Carried. 7-0-0.

9. **CALL TO THE PUBLIC:** *No one came forward.*

10. **PLANNER'S REPORT:**

**Director Stirling:** Indicated that there have been some inquiries about the requirements regarding access roads for parks and cemeteries.

11. **COMMITTEE REPORTS:** *None at this time.*

12. **RECESS OF REGULAR MEETING:** *Recess 7:36 p.m. to 7:41p.m.*

13. **WORK SESSION:**

**PLANNING COMMISSION 2011 GOALS**

**Planning Director Stirling** outlined the goals information that had been distributed to the Commission in their packets. It was decided that the Ordinance Review Committee would meet with the Planning Director to determine the priority of their work and bring those back to the PC for concurrence.

The WMP Committee is awaiting further action by the DEQ or the Township Board prior to formulating a further action plan.

The Village Subcommittee is continuing their work as planned.

**Chairman Fox** asked that if anyone is interested in joining the Ordinance Review Committee to let him know. The committee is in need of one more member.

14. **ADJOURNMENT:**

Move to adjourn the Planning Commission Meeting at 8:24 p.m.  
Motion Hopkins. Second Voight. Voice Vote. Motion Carried. 7-0-0.

**This is a Draft until Final Approval.**

Respectfully submitted by,

Larry J. Hopkins  
Hartland Township  
Planning Commission Secretary