

Larry Fox Chair	Roger Crouse
Larry Hopkins Vice-Chair	Jeff Newsom
	Alex Rataj
Laura Killinger Secretary	Keith Voight

**PLANNING COMMISSION - REGULAR MEETING  
DECEMBER 4, 2008 at 7:00 PM  
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF DECEMBER 4, 2008 MEETING AGENDA
5. APPROVAL OF NOVEMBER 20, 2008 MEETING MINUTES
6. CALL TO PUBLIC

Call to the public participants should proceed to the front desk when addressing the Commission. The Commission will not debate or respond at this time. Please clearly state your name and address for the public record. **(Note: 3-MINUTE TIME LIMIT)**

**PUBLIC HEARING**

## **7. SPECIAL USE PERMIT AND SITE PLAN APPLICATION #475**

APPLICANT/OWNER: Hidden Creek Adult Foster Care Home

*Proposed conversion of an existing Adult Foster Care Family Home with up to six (6) residents to an Adult Foster Care Small Group Home with up to twelve (12) residents and construction of a 1,512 square foot one-story addition located at 2848 Hartland Road.*

## NEW BUSINESS

## 8. SIGN PERMIT APPLICATION #679

APPLICANT: Walgreens

*Proposed two (2) monument signs including one sign for Walgreens (fronting Highland Road/M-59) and one sign for Walgreens and Chase Bank (fronting Old US 23) located at 10081 E. Highland Road.*

**9. SIGN PERMIT APPLICATION #680**

APPLICANT: Walgreens

*Proposed wall sign (one sign) for Walgreens located at 10081 E. Highland Road.*

10. PLANNING COMMISSION BYLAWS
11. CALL TO PUBLIC (Note: 3-MINUTE TIME LIMIT)
12. PLANNER'S REPORT
13. COMMITTEE REPORTS
14. ADJOURNMENT

**NEXT MEETINGS:**      DECEMBER 18, 2008 @ 7:00 PM  
JANUARY 8, 2009     @ 7:00 PM

**HARTLAND TOWNSHIP PLANNING COMMISSION MEETING**  
**DECEMBER 4, 2008**  
**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 (*Vice-Chair*), Commissioner Killinger (*Secretary*), Commissioner Crouse, Commissioner Voight and Commissioner Rataj.  
**Absent:** Commissioner Newsom.  
  
*Also Present: Mardy Stirling, Township Planning Director*  
*Leslie Sauerbrey, Recording Secretary*
4. **APPROVAL OF DECEMBER 4, 2008 PLANNING COMMISSION MEETING AGENDA**  
Move to approve the Planning Commission Meeting Agenda for December 4, 2008.  
Motion Killinger. Second Rataj. Voice Vote. Motion Carried. 6-0-1.
5. **APPROVAL OF NOVEMBER 20, 2008 PLANNING COMMISSION MEETING MINUTES**  
Move to approve the Planning Commission Meeting Minutes for November 20, 2008.  
Motion Killinger. Second Voight. Voice Vote. Motion Carried. 6-0-1.
6. **CALL TO THE PUBLIC:** *No one came forward.*

**PUBLIC HEARING:**

7. **SPECIAL USE APPLICATION AND SITE PLAN APPLICATION #475**  
**APPLICANT/OWNER: HIDDEN CREEK ADULT FOSTER CARE HOME**  
*Public Hearing on proposed conversion of an existing "Adult Foster Care Family Home" with up to six (6) residents to an "Adult Care Small Group Home" with up to twelve (12) residents and construction of a 1,512 square foot one-story addition located at 2848 Hartland Road.*  
  
**Present:** Rita Zumbrunnen, Zumbrunnen Properties, LLC. (*Facility owner/operator*)  
*Kirk Yuhasz, Architect*

**PUBLIC HEARING OPENED AT 7:03 P.M.**

For Applicant: Hidden Creek Adult Foster Care, Tax ID #08-21-100-031. The applicant is requesting "Special Use" approval to permit the conversion of an existing "Adult Foster Care Family Home" with a State licensed capacity of six (6) adults to an "Adult Care Small Group Home" with a State licensed capacity of twelve (12) or fewer adults.

For the record, all public notice requirements for this Public Hearing have been met.

**Ms. Stirling:** Explained why the applicant is here requesting a "Special Use" and refers to her letter dated November 25, 2008.

**Ms. Zumbrunnen:** Described the current facility and its operation.

**Mr. Yuhasz:** Explained further the business and how the foster care home is operated. He asked the PC to take affirmative action this evening.

**PUBLIC COMMENTS:**

**Angela Leick, 2860 Hartland Road:** She has concerns with the drive and the amount of traffic that would be generated with the increase of residents. The speed has been an issue for the last two years. This is a driveway and it is not a road. Kids play in the area. The dumpster location is an issue; the noise created during trash pick-up will be loud. This operation runs all day and all night. She believes her property value will decline.

**Christine Brimer, 2808 Hartland Road:** Her main concern is for the safety of the children and pets on this road, especially with the increase in traffic. The current condition of the road is also a concern, the road is rutted and washed out and it cannot handle the traffic that it has now.

**Michael Leick, 2860 Hartland Road:** He opposes this "Special Use" request. This is a neighborhood and this is a driveway with many kids in the area. He is concerned for their safety.

**PUBLIC HEARING CLOSED AT 7:26 P.M.**

**PLANNING COMMISSION QUESTIONS & COMMENTS:**

*The Planning Director's Special Use and Site Plan review letters of November 25, 2008 were used as an outline. Item numbering below corresponds with the corresponding review letter. Any item number not included in these minutes indicates that no additional comment was necessary from the PC or the applicant.*

**SPECIAL USE REVIEW:**

• **Item 4. Access Drive:**

**Commissioner Crouse:** Requested a description of the proposed road improvements.

**Mr. Yuhasz:** We are proposing to rebuild the road with a suitable base and width to allow two-way traffic to meet the requirements of the Fire Marshal. It has not been decided if the road will be paved or be an aggregate base.

**Commissioner Crouse:** Asked what plans there are for controlling the speed.

**Mr. Yuhasz:** They are also concerned with speed. An aggregate base could help keep the speed down. We will pursue any mechanisms available to control the speed.

**Commissioner Crouse:** Asked about the garbage pick-up times.

**Ms. Zumbrunnen:** Nothing has been scheduled yet. We will request a late morning pick-up.

**Commissioner Hopkins:** Asked if the home was originally built for this use.

**Ms. Zumbrunnen:** Yes. We are the second owner.

**Ms. Stirling:** They are currently licensed for six (6) residents.

**Commissioner Voight:** Asked about staffing now and after the expansion.

**Ms. Zumbrunnen:** We currently have one (1) employee per shift plus one (1) split-shift person. With the expansion we will add one (1) additional person per shift.

**Commissioner Voight:** Supports the Fire Marshal request for an upgrade to the road due to emergency access issues.

**SITE PLAN REVIEW:**

**Commissioner Hopkins:** Concerned with the increased intensity and access issues brought up this evening along with the other topics discussed during the "Special Use" portion of the review.

**Commissioner Crouse:** Concerned with the shared driveway seeing increased traffic due to this becoming more of a business with the increased number of occupants.

**Chairman Fox:** Would like to see a road maintenance agreement between all of the parties that are using this access.

**Ms. Zumbrunnen:** Currently we pay for snow plowing and salting when necessary.

**Commissioner Voight:** Supports six (6) residents but is concerned with the increased intensity to twelve (12) residents when surrounded by the single-family homes in the area.

Move to postpone action on Special Use Application and Site Plan Application #475 to the January 8, 2009 Planning Commission meeting per the Planning Director's letter dated November 25, 2008.  
Motion Rataj. Second Hopkins. Voice Vote. Motion Carried. 6-0-1.

**8. SIGN PERMIT APPLICATION #679**

APPLICANT: WALGREENS

*Proposed two (2) monument signs including one sign for Walgreens (fronting Highland/M-59) and one sign for Walgreens and Chase Bank (fronting Old US 23) located at 10081 E. Highland Road.*

*Present: Wayne Wilsey, Signs by Crannie*

Ms. Stirling: Landscaping has been added to the monument sign fronting M-59. The same planting materials as the monument sign fronting Old US 23 will be used.

Commissioner Hopkins: Asked about the appearance of the sign at night.

Mr. Wilsey: The red is opaque and will not be visible at night.

Move to approve Sign Permit Application #679, to permit the construction of two (2) monument signs as submitted, located at 10081 E. Highland Road, Tax ID #08-21-305-001.

Motion Killinger. Second Rataj. Voice Vote. Motion Carried. 6-0-1.

**9. SIGN PERMIT APPLICATION #680**

APPLICANT: WALGREENS

*Proposed wall sign (one sign) for Walgreens located at 10081 E. Highland Road.*

*Present: Wayne Wilsey, Signs by Crannie*

Move to approve Sign Permit Application #680, to permit the installation of one (1) wall sign on the south building façade of Walgreens, as submitted, located at 10081 E. Highland Road, Tax ID #08-21-305-001.

Motion Rataj. Second Killinger. Voice Vote. Motion Carried. 6-0-1.

**10. PLANNING COMMISSION BY-LAWS**

Commissioner Killinger: The PC is required to review, amend if necessary and adopt the PC By-laws annually. The first paragraph has been adjusted to agree with the latest adopted "Public Acts" which govern the PC. Also the duties of the Township Planner have been updated.

Commissioner Hopkins: He feels that any PC member can request a verbal vote not just the Chairman and would like to change the verbiage of the last sentence on page 4 to reflect this.

Move to adopt the "Hartland Township Planning Commission Rules and Procedures" otherwise known as the "By-laws" as presented and amended this evening.

Motion Killinger. Second Rataj. Voice Vote. Motion Carried. 6-0-1.

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

**12. PLANNER'S REPORT:**

Ms. Stirling: Questions regarding the site plan review process and whether monument signs should be returning to the PC for separate approval if the signs are identical to what was approved with the site plan or PD.

Commissioner Hopkins: Stated his feeling is that as long as the monument sign complies with the approved site plan or PD, the Planning Director may issue permits for monument signs without coming back to the PC for further approval. He felt all wall signs would need to be reviewed and approved by the PC even if they were shown as a "block" sign area on the façade of the proposed or approved building.

*The PC agreed with Commissioner Hopkins comments.*

Ms. Stirling: There are no applicants for the December 18th PC meeting.

Chairman Fox: The December 18, 2008 PC meeting is cancelled.

**13. COMMITTEE REPORTS:**

Commissioner Hopkins: The Board adopted the Capital Improvement Plan at their last meeting with some minor amendments.

**14. ADJOURNMENT:**

Move to adjourn the Planning Commission Meeting at 8:12 p.m.

Motion Hopkins. Second Crouse. Voice Vote. Motion Carried. 6-0-1.

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

Submitted by,

Leslie M. Sauerbrey  
Recording Secretary

Laura J. Killinger  
Planning Commission Secretary