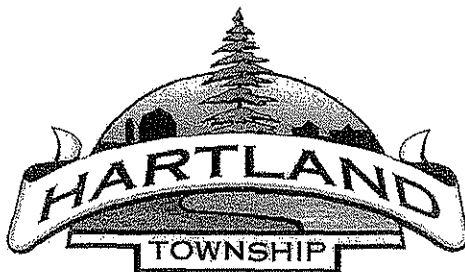


Hartland Township
2655 Clark Road
Hartland, MI 48353
(810) 632-7498
FAX (810) 632-6950
www.hartlandtwp.com



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

**PLANNING COMMISSION - REGULAR MEETING
APRIL 10, 2008 at 7:00 PM
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF APRIL 10, 2008 MEETING AGENDA
5. APPROVAL OF MARCH 13, 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.

3-MINUTE TIME LIMIT

PUBLIC HEARING

OLD AND NEW BUSINESS

7. **SIGN APPLICATION #650**
APPLICANT: DR. NASIR ALI
Proposed ground sign for "Advanced Urgent Care" located at 11554 Highland Road.
8. **SIGN APPLICATION #654**
APPLICANT: T.J. TWYDELL SIGNS / TOM TWYDELL
Proposed wall sign for "Country Lane Flowers" located in Hartland Pointe Plaza at 11325 Highland Road.
9. **SIGN APPLICATION #656**
APPLICANT: CENTRAL ADVERTISING / JEFFREY LORRENCE
Proposing a wall sign "Verizon" in the Hartland Pointe Plaza located at 11341 Highland Road
10. **SITE PLAN APPLICATION # 454**
APPLICANT: BAILEY CUSTOM HOMES / JOEL & MADELYNE BAILEY FAMILY LP
Construction of three office buildings located on north side of M59, east of Bullard.
11. **DISCUSSION ON SITE PLAN CONSTRUCTION OBSERVATIONS**
HEATHER MCPHAIL, MCKENNA ASSOCIATES, INC. / JON BOOTH, HUBBEL, ROTH, & CLARK
12. **CALL TO PUBLIC**
3-MINUTE TIME LIMIT
13. **PLANNER'S REPORT**
14. **COMMITTEE REPORTS**
15. **ADJOURNMENT**

**NEXT MEETINGS: APRIL 24, 2008 @ 7:00 PM
 MAY 8, 2008 @ 7:00 PM**

HARTLAND TOWNSHIP PLANNING COMMISSION MEETING

APRIL 10, 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: Heather McPhail, McKenna Associates
James Wickman, Township Manager
Denise Lutz, Deputy Zoning Administrator
Leslie Sauerbrey, Recording Secretary
4. **APPROVAL OF APRIL 10, 2008 PLANNING COMMISSION MEETING AGENDA**
Move to approve the Planning Commission Meeting Agenda for April 10, 2008.
Motion Killinger. Second Rataj. Voice Vote. Motion Carried. 6-0-1.
5. **APPROVAL OF MARCH 13, 2008 PLANNING COMMISSION MEETING MINUTES**
Move to approve the Planning Commission Meeting Minutes for March 13, 2008.
Motion Killinger. Second Hopkins. Voice Vote. Motion Carried. 6-0-1.
6. **CALL TO THE PUBLIC:** *No one came forward.*
7. **SIGN PERMIT APPLICATION #650**
APPLICANT: DR. NASIR ALI
Proposed monument sign for "Advance Urgent Care" located at 11554 Highland Road.
Present: Jason Wallace, Desine, Inc.

Move to approve Sign Permit Application #650 for "Advance Urgent Care".
Motion Rataj. Second Voight. Voice Vote. Motion Carried. 6-0-1.
8. **SIGN PERMIT APPLICATION #654**
APPLICANT: T.J. TWYDELL SIGNS / TOM TWYDELL
Proposed wall sign for "Country Lane Flowers" located in Hartland Point Plaza at 11325 Highland Road.

Present: Tom Twydell, T.J. Twydell Signs

Move to approve Sign Permit Application #654 for "Country Lane Flowers".
Motion Rataj. Second Voight. Voice Vote. Motion Carried. 6-0-1.
9. **SIGN PERMIT APPLICATION #656**
APPLICANT: CENTRAL ADVERTISING / JEFF LORENCE
Proposed wall sign for "Verizon" located in the Hartland Pointe Plaza at 11341 Highland Road.

Present: Dick Lorence, Central Advertising

Chairman Fox: Stated the neon signs currently in the window need to be removed when the wall sign is installed. They are not permitted by Ordinance.

Move to approve Sign Permit Application #656 for "Verizon".
Motion Rataj. Second Voight. Voice Vote. Motion Carried. 6-0-1

10. SITE PLAN APPLICATION #454

APPLICANT: BAILEY CUSTOM HOMES / JOEL & MADELYN BAILEY FAMILY LP

Construction of three office buildings located on the north side of M-59, east of Bullard Road.

Preliminary Review

Present: Rick Bailey, Bailey Custom Home, Inc.

Jason Wallace, Desine Inc.

Tom Parshall, IMC, LLC.

Mr. Wallace: Presented an overview of the site plan.

Ms. McPhail: Touched on the main points of the McKenna review letter dated March 11, 2008 that will need PC discussion and direction; these items include setbacks, the elimination of loading spaces, landscaping and screening issues and a façade waiver.

The McKenna site plan review letter dated March 11, 2008 was used as an outline for discussion. Only those items that included PC discussion are included below.

- **Use:** (Item #1-Page 2)

Mr. Bailey: The actual uses are unknown at this time but the intent is to have office and medical use.

The applicant must come before the PC if a "Special Use" permit is required.

- **Site Condominium:** (Item #2-Page 2)

This is a two-step process consisting of Preliminary and Final review.

- **Comparison Chart (Setbacks):** (Item #3-Page 2)

Mr. Wallace: Reviewed the reduced setbacks proposed and stated that their development will line up with the front of the neighboring development.

The PC discussed setbacks along with landscaping later in the meeting.

- **Parking and Loading:** (Item #4-Page 3)

Mr. Bailey: Anticipates UPS and FedEx deliveries only. He states that he does not need two (2) loading spaces.

Commissioner Hopkins: Would like the loading spaces eliminated, as it would be used infrequently and landscaping could be increased.

Commissioner Crouse: Would like to see the entire loading space green.

Commissioner Voight: Would like to see at least part of the loading area green.

Commissioner Killinger: Agreed with Commissioner Crouse and Commissioner Hopkins that the loading space should be all green.

The PC discussed options with the applicant and decided not to require any loading spaces due to the irregularity and small trucks used for deliveries for the office type uses proposed for the site. The PC would like to see the two spaces currently proposed for loading converted to more green space.

- **Landscaping:** (Item #5-Page 3)

- **Item 5a:**

Chairman Fox: He would be willing to work with the applicant on the setbacks along M-59 in return for an upgrade in landscaping. He suggested foundation plantings be added along the south side of buildings "A" and "C". Currently none is shown on the plan.

Commissioner Hopkins: He would like to see more creative landscaping in the berm area along M-59. The proposed plan looks like the plant material is scattered, if the plantings are revised or better grouped, this may provide better screening of the parking lot and therefore do a better job of meeting the intent of the Ordinance. He would also like to see foundation plantings along the front of all three buildings.

Commissioner Killinger: Stated that foundation plantings are definitely needed.

Mr. Bailey: Is planning on having foundation plantings in the fronts of all of the buildings. They are not on the plan at this time. He supports the comments made regarding additional landscaping on the south side of the buildings. They will revise the plan accordingly.

Commissioner Hopkins: Supports removing the grass from the parking lot islands and replacing it with evergreens. Maintenance will be easier because no mowing will be required.

Mr. Wallace: Explained they can rearrange the plants in the berm to improve the screening of the parking lot along M-59.

Commissioner Crouse: How tall is the berm?

Mr. Wallace: Approximately two (2) feet. The parking lot and M-59 are at similar elevations. Reviewed the perimeter screening being proposed. We are intending to use some of the natural vegetation on site in the northwest corner to help screen the project from the residential development.

Commissioner Hopkins: Felt credit should be given for the trees that they save. He wants the applicant to identify the trees to be saved in this area in order to determine what credit should be given and if adequate screening is being provided.

- **Item #5b:**

The PC accepts the spacing and location of the evergreens along the perimeter as presented with the understanding that the applicant will identify the trees currently on the site that will remain and that when combined with the evergreens being planted, adequate screening is accomplished.

- **Item #5c:**

Mr. Wallace: We can add landscaping around the dumpster located on the north side of building "C". The landscaping proposed around the transformer for building "B" will be relocated to allow servicing and shrubs will be added to the transformer servicing building "A".

- **Item #5d:**

Mr. Bailey: We will remove the grass and add shrubs around the parking lot landscaping islands.

- **Item #5e:**

Mr. Bailey: We will add foundation plants.

- **Item #5f:**

Mr. Bailey: We are going to re-evaluate the proposal.

- **Item #5g:**

Mr. Wallace: We are going to revise the plan.

- **Architecture:** (Item #6-Page 4)

The PC discussed the building materials being proposed. The PC would like to see the EIFS removed and replaced with another material.

Mr. Bailey: Suggested horizontal plank, cement board could be used.

The PC is willing to consider the façade waiver if an acceptable material is proposed for the gables of the buildings.

- **Fence:** (Item #8-Page 5)

Commissioner Hopkins: Would like the applicant to use a decorative fence around the entire retention basin.

It is a consensus of the PC to require the applicant to use a black ornamental fence versus a chain link fence around the entire retention basin.

- **Stormwater System:** (Item #10-Page 6)

Mr. Wallace: Explained the retention system. There is an emergency spillway into two areas northwest of the pond that will hold water. The retention pond capacity is designed with the "100-Year Storm" plus an additional three (3) feet of depth. The soils in the area are good and the groundwater will be three (3) feet below the bottom of the pond.

Chairman Fox: Would like to see a cross access agreement included with this project. The site to the west has a natural connecting point.

Mr. Bailey: Will agree to a cross access agreement in writing.

- **Signs:** (Item #11-Page 6)

Mr. Bailey: Showed the PC a proposed monument sign. He has not filled out an application yet.

The PC supports allowing the applicant to use the section in the Sign Ordinance that allows bonus square footage on monument signs when a single drive is used for multiple facilities within one complex.

Chairman Fox: Explained the Township eliminated the use of commercial signs in the Office Service District. The permitted wall sign in the "OS" district is defined in the Ordinance. Large lighted box signs or channel letters were intentionally deleted from use in this district. The intent was to differentiate commercial from office uses. Many communities were studied to see how they handle signage in an office setting. We did not find any that permitted a commercial sign in an office district.

Mr. Parshall: Questioned whether the PC would consider cutout aluminum letters that are back lit.

Commissioner Hopkins: Explained that the intent of the new Sign Ordinance was to permit a larger lit monument sign along the road. This is the sign that should draw customers to the office complex. Once in the complex, the smaller non-commercialized looking sign is used to direct the customer to a specific building.

Chairman Fox: A suggestion for this project that meets the requirements of the Sign Ordinance would be to install plaque type signs next to the door of each unit. Each front door is located under a covered porch area. The soffit of the porch will be lit, most likely with can lighting in the soffit. The same fixtures would also light these plaque signs. The Ordinance permits up to a twenty (20) square foot sign in this application. That may be too large for this application. We allowed up to a twenty (20) square foot sign because of larger office buildings that may come in to the community.

Mr. Bailey: We now understand better what you are looking for and can now go get it done.

- **Other Reviews:** (Item #13-Page 6)

Mr. Wallace: We will comply with the Fire Marshall's contingencies as noted in their March 17, 2008 review letter, HRC recommends approval per the March 11, 2008 review letter and MDOT's conditions have been met.

The applicant will revise the plans and get the condominium documents complete so they may be reviewed by the Township attorney before the next meeting. This may allow the PC to make a recommendation to the Board at the next meeting with this application.

11. DISCUSSION ON SITE PLAN CONSTRUCTION OBSERVATIONS

Present: Jon Booth, Hubbel, Roth & Clark

Joe Darga, Hubbell, Roth & Clark

Mr. Booth: The purpose of our proposal is to make sure we are giving the Township what it is expecting. These inspections are typically done in all communities that we represent. He believes that inspections are very important.

Ms. McPhail: Supports Mr. Booth's comments. Together with HRC, we can make sure the Township gets the projects that the Township approves.

12. CALL TO THE PUBLIC:

Mr. Booth: Is impressed with the ability of the Township's new technology to have applicant's present plans and have them displayed on the wall for all residents to see.

13. PLANNER'S REPORT:

Ms McPhail: The Michigan Legislature signed "Public Act 12 of 2008" (PA 12) which amends PA 110. PA 12 took effect February 29, 2008. The Zoning Ordinance does not have to be updated immediately, she recommends incorporating the amendments into the Ordinance in conjunction with other amendments over the next few months at the PC discretion.

14. COMMITTEE REPORTS:

Commissioner Hopkins: The new budget year started this month. There are educational opportunities coming and he encourages everyone to take advantage.

15. ADJOURNMENT:

Move to adjourn the Planning Commission Meeting at 8:40 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