

1. **CALL TO ORDER** – The meeting was called to order by Chairman Fountain.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL** – Secretary Kalenauskas called the roll. Members present: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Colaianne, Commissioner Phillips, Commissioner Germane and Commissioner Petrucci. Also present: David Nicholson of McKenna Associates and Deputy Planner Scott Barb.

4. **APPROVAL OF DECEMBER 11, 2003 PLANNING COMMISSION AGENDA** – Add as item #13a. Discussion on Hartland Glen Golf Course Sign Application # 431.
Move to approve the Planning Commission meeting as amended. Motion Phillips. Second Petrucci. Voice Vote. Motion Carried. 7-0-0.

5. **APPROVAL OF NOVEMBER 20, 2003 PLANNING COMMISSION MINUTES** – Move to approve the November 20, 2003 Planning Commission minutes as presented. Motion Kalenauskas. Second Colaianne. Voice Vote. Motion Carried. 7-0-0.

6. **CALL TO THE PUBLIC**

Tom Murphy – Mr. Murphy wished to address the Timberland Estates issues but was advised that it was agenda items # 10 and 11 and would be discussed at that time.

PUBLIC HEARING

7. **APPLICANT: MELODY PAIGE SPECIAL USE APPLICATION #215 IN CONJUNCTION WITH SITE PLAN #339 SECTION 8 FAMILY CEMETERY** - Ms. Paige was present. She reviewed the site on Cullen Road. Chairman Fountain called for questions from the audience.

A gentleman asked if only direct family would be allowed in the cemetery and what the maximum number of graves would be. Ms. Paige responded only direct family could be buried there and no site sold. The statute did not set a number but they estimated that 27 would probably be the number for their site. Perpetual care was established through Comerica Bank. Paths, drives, green space and the gate take up a percentage of the acre allowed for the family cemetery.

Commissioner Colaianne referenced Sections 10.02.i and 33.03.f for those with questions about the ordinance requirements for a family cemetery.

The public hearing closed at 7:50 p.m.

Move to place Special Use # 215 in conjunction with Site Plan #339 for Melody Paige Family Cemetery on the Planning Commission agenda for January 8, 2004. Motion Colaianne. Second Germane. Voice Vote. Motion Carried. 7-0-0.

OLD AND NEW BUSINESS

8. **SET A DATE FOR A PUBLIC HEARING: APPLICANT: JOHN DARR LLC / JOHN MATOUK SPECIAL USE APPLICATION #222 IN CONJUNCTION WITH SITE PLAN APPLICATION #357 HARTLAND BP GAS MART** – Move to set a public hearing for John

Darr/ John Matouk for Special Use #222 in conjunction with Site Plan #357 for Hartland BP Gas Mart on January 22, 2004. Motion Colaianne. Second Kalenauskas. Voice Vote. Motion Carried. 7-0-0.

9. APPLICANT: R & D HOMES L.L.C. / RIZZON AND DRAUGELIS SITE PLAN APPLICATION #349 SECTION 22 ZONED OS (OFFICE SERVICE) HARTLAND PROFESSIONAL OFFICES – Anthony Rizzo, Edward Draugelis and Uldis Vitins were present. Mr. Nicholson reviewed the McKenna letter concerning the site. The size of the site made it difficult to develop. The ZBA granted a variance for parking in the front yard setback on August 27th. Mr. Nicholson pointed out that the variance does not address the ordinance requirement for landscaping in the front. Commissioner Kalenauskas affirmed that landscaping was not part of the ZBA motion. MDOT had several items that needed resolution prior to issuance of a final permit for access.

Commissioner Douglass pointed out that landscaping should be present to screen the parking from the street, not just to decorate the front of the building.

There was discussion of possible options to make the most compliant use of the parcel. Trustee Phillips – The site will be used for modular home sales and Zoning and Planning would have to track any changes in use.

Commissioners requested more information on compliance with architectural standards as noted in the ordinance. It was suggested that some parking be moved to the rear to make room for the required landscaping.

Sewers are not currently available at the site but future inclusion in the system has been requested. The need for a septic system has contributed to the difficulties of the site.

Mr. Nicholson – Page 5.2 Section 5.01.B.6 – deferred parking text could be considered.

Applicants were advised to show photometric information, the percentages of the various exterior materials, samples of the materials if possible and resolve the parking / landscape issue.

Move to table Site Plan Application #349. Motion Kalenauskas. Second Colaianne. Voice Vote. Motion Carried. 7-0-0.

10. APPLICANT: DONALD WAINIO / KEN TYLER / DONALD ANTON METES AND BOUNDS #684 SECTION 35 TIMBERLANDS DEVELOPMENT / WILLIAM SOPISCH –

Mr. Sopisch was present representing Timberlands with Mr. Wainio, the adjacent property owner. Mr. Nicholson stated that he had conversations with the Township Engineer, Steve Williams, concerning this application. They maintained the prior recommendation that the entire road should be improved to contemporary standards before more homes are added. This recommendation did not address and would not address the question of who would pay for the improvements.

Move that Metes and Bounds #684 be considered a complex land division and have a written report from the consultants per Section 31.08. Motion Phillips. Second Kalenauskas. Voice Vote. Motion Carried. 7-0-0.

Commissioner Colaianne – There are serious issues with roads and easements that need resolution and should be decided with input from the residents. The ordinance requirement for a maintenance agreement should be addressed in the consultants review. There is no requirement for the residents to receive notification from the Township concerning a metes and bounds.

Commissioner Phillips – There are long standing issues between the developer and the residents as well as the road questions.

Commissioner Kalenauskas – Mr. Sopisch and Mr. Wanio are notified that they will be required to escrow \$850.00 for the consulting fees for this application.

Move to table Metes and Bounds #685 based on the determination to refer Metes and Bounds #684 back to the planners as a complex metes and bounds. Motion Kalenauskas. Second Douglass. Voice Vote. Motion Carried. 7-0-0.

12. DISCUSSION ON RESIDENTIAL RECREATION (RR) DISTRICT – Chairman Fountain distributed information on the discussion and denial of the RR section of the ordinance. Questions from Board members were included. One of the main items was removing the language allowing “large scale institutions”. It was not clear what other changes the Board reached consensus on. Eliminate RR? Go back to 1984 wording? Go back to 1998 wording? There are other options as well such as designating Waldenwoods as a special planning area or determining the density for the entire parcel.

Commissioner Phillips – Lack of an overall plan to support PD zoning has been an ongoing issue. Mr. Nicholson repeated his consistent recommendation against the RR district and some of the uses that were granted including intensive uses. At the same time, he respected the PC opinion that the 1984 commitment should be honored.

Mr. Crouse agreed to removing the wording on large scale institutions. He is being pressured to make a commitment on the amount of sewer capacity he wants. He feels that open space requirements and acreage limits could be used to control density.

Mr. Nicholson repeated his advice that Mr. Crouse go with a PD for this property rather than continue to struggle with RR. Future Boards and Planning Commissions could change RR in spite of any work done at this time.

Mr. Crouse – The Crouse Family trust in the Township is currently at a low point over this issue. They would prefer to work out an agreement than going to court.

Mr. Nicholson read Section 11 of the Township Zoning Act to the PC.

Commissioner Colaianne will attend the next Board meeting and present the concept of a committee of Board and PC members working on a resolution of the issues with the proposed RR section of the ordinance.

Move to authorize Commissioner Colaianne to write a report to the Township Board pursuant to Section 11 of the Township Zoning Act. This is regarding concerns raised by the Board to eliminate the wording for “large scale institutions”. Motion Phillips. Second Germane. Voice Vote. Motion Carried. 7-0-0.

The consultants are advisors to the Township, not decisions makers.

Commissioner Petrucci – Go back and redo the section addressing the standards needed for others to use this zoning. Address all issues at this time.

Mr. Nicholson noted that it would be April 2004 before they would again be ready for a Board vote if changes were made that required another public hearing.

Recess : 10:15

Resume : 10:20

13. DISCUSSION ON THE COMPREHENSIVE PLAN – The Board needs to approve the distribution of this draft of the plan to other entities for review.

Move Planning Commission Resolution 03-12-01 to Submit the Comprehensive Plan to the Township Board. Moved by Phillips. Second by Germane. Roll Call Vote.

Fountain – yes

Phillips – yes

Germane – yes

Colaianne – yes

Petrucci – yes

Douglass – yes

Kalenauskas – yes Resolution Carried. 7-0-0.

Copies of the County Comprehensive Plan have been requested but so far not received.

13a. HARTLAND GLENS SIGN APPLICATION #431 – The original date for the application was February 13, 2003. The new plans address three of the four issues listed with the original concept for the sign. The ground lighting is shown on the current plan shining up. The requirement was for a goose neck style light that would shine down on the structures. Commissioner Germane will contact Mr. Yaldo on this.

14. CALL TO THE PUBLIC – There being no response, the call to the public was closed.

15. COMMITTEE REPORTS

Fountain – Information on capital improvement plans (CIP) was distributed for review. The committee of Colaianne, Petrucci and Fountain should meet after the first of the year.

Petrucci – If a special use lapses and a second application is made for the same use, does the Planning Commission have to consider it? Mr. Nicholson has been advised in the past by legal counsel that the lapsing of the special use approval is the penalty for lack of action on the approved special use.

Kalenauskas – Some PC members are up for reappointment. The Board should be advised that this Commission should remain intact to continue work and the current members should be reappointed.

Douglass – Nothing.

Colaianne – Read draft of report to the Board on RR. Members approved the wording.

Germane – Was the expansion adjacent to Cobblestone Preserve approved? Yes with buffering to be done.

Add “micromanagement” to the December 18, 2003 agenda.

Phillips – Parking criteria was distributed for consideration. The PD amendment to the ordinance was passed. Open Space was denied. Amendment #305 was tabled over questions about emergency shelter. Place Amendments #305 and #306 on the December 18, 2003 agenda.

Douglass – Architectural standards will be an issue with the proposed Target store. The plans were to have been at the Township for review but are not here. Mr. Nicholson – There are still negotiations on the style of the building.

16. ADJOURNMENT – The meeting was adjourned at 10:55 p.m.

These minutes are a preliminary draft until final approval.

Submitted by,

The block contains two handwritten signatures. The first signature, on the left, is 'Christine A. Polk' written in cursive. The second signature, on the right, is 'D. Kalenauskas' written in cursive. Both signatures are in black ink.

Christine A. Polk
Recording Secretary

D. Kalenauskas
Planning Commission Secretary

Next Meeting - December 18, 2003 @ 7:30 p.m.

ACTIVE ISSUES LIST

1. 7-12-01 Review size allowed for wall signs based on linear feet.
2. 2-21-02 Review Temporary Accessory Endeavor Permits – operating on private property.
3. 3-14-02 Review and revise subdivision regulations
4. 10-24-02 Accessory structures on stacked lots
5. 11-4-02 Discussion on Lighting Ordinance
6. 3-13-03 Speed Limits
7. 9-11-03 Accessory Buildings on parcels created without a principal structure
8. 10-9-03 Review and revise Article. 9 of the Zoning Ordinance
9. 11-13-03 Review height of temporary signs (post height)
10. 11-13-03 Review LI including buffering requirements for adjacent residential