

1. **Call to Order** - THE MEETING WAS CALLED TO ORDER BY TRUSTEE JOE COLAIANNE AT 7:00 PM

2. **Pledge of Allegiance**

3. **Election of Chair Pro Tem**

Motion to Elect Chair Pro Tem

A Motion to have Commissioner Colaianne to serve as Chair pro tem for the evening was offered by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously.

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

4. **Roll Call**

PRESENT: Joe Colaianne, Thomas Murphy, Sue Grissim, Michael Mitchell

ABSENT: Larry Fox, Jeff Newsom, Keith Voight

5. **Approval of Meeting Agenda**

Motion to Approve Meeting Minutes

A Motion to approve the Meeting Agenda was made by Commissioner Mitchell and seconded by Commissioner Grissim. Motion carried unanimously.

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

6. **Approval of Meeting Minutes**

a. Planning Commission - Regular Meeting - Feb 14, 2019 7:00 PM

A Motion to approve the Meeting Minutes of February 14, 2019 was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried unanimously.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sue Grissim, Commissioner
SECONDER:	Thomas Murphy, Commissioner
AYES:	Colaianne, Murphy, Grissim, Mitchell
ABSENT:	Fox, Newsom, Voight

7. **Call to Public**

Brian Prokuda, Chair of the Livingston County Planning Commission and Robert Stanford, Livingston County Principal Planner, shared the process and implementation of the new online, interactive Livingston County Master Plan (2018). Chair pro tem Colaianne suggested a link to the plan be added to the Hartland Township website.

8. Old and New Business

a. Site Plan 19-001, Hartland Sports Center

The Applicant, property owner Mark Schaffer, and Brent LaVanway of Boss Engineering introduced themselves.

Director Langer gave an overview of the request stating the following:

- Hartland Sports Center is located at 2755 Arena Drive, which is north of Highland Drive (M-59).
- Requesting to construct an approximately 8,064 square foot addition to the existing Hartland Sports Center.
- Purpose for the addition is to provide dedicated locker rooms for Cleary University and their proposed men's and women's dedicated college hockey teams. In addition, there will be a sports training facility. It's anticipated that Cleary University will participate at the Division 3 level in both men's and women's hockey.
- Additional parking is proposed and will be constructed on the recently acquired parcel, south of the current site. Some existing parking areas will be reconfigured due to the building addition.
- The two parcels will not be combined as part of the proposed project. The applicant is providing a shared parking agreement as a requirement of the proposed expansion, to allow for reciprocal access and parking rights for the parking areas on each parcel. The agreement has been reviewed by the Township Attorney.

Mr. LaVanway offered additional information on the proposed parking.

The Applicant mentioned the difficulty in reproducing a matching concrete exterior due to the different interior uses: the existing portion does not need to be insulated as it is an ice rink. The addition will be heated locker rooms requiring a higher R-value, so they had to find products that would be compatible with what is there now. He displayed and explained the proposed masonry product, siding materials and aluminum extrusions.

Commissioner Murphy stated the proposed siding materials and colors for the exterior are slightly different than what is there now. The Applicant concurred. Commissioner Murphy asked if the Architect tried their best to match what is existing so that it would look compatible. The Applicant stated he believed they had. He also stated the roof pitch will be the same as the ice rink helping it blend in. Commissioner Murphy asked if the front of the expansion is a flat plane as are the other walls. The Applicant stated it is.

Chair pro tem Colaianne directed the Planning Commission to the staff memo.

Chair pro tem Colaianne asked about the note regarding Building Setbacks. Director Langer explained with this site, it is difficult to determine which façade is a front, side or rear and the staff merely wanted to call attention to that fact.

Off-Street Parking

Director Langer stated the following:

- One of the most difficult issues they encountered with this request.
- Calculations are a set formula that can be calculated different ways; by number of seats or based off the square footage. The standard that requires the greatest amount of parking should be used. The Applicant expressed a concern that a large number of parking spaces would be installed and never used. Not enough parking spaces forces parking along Arena Drive which is undesirable but the installation of large areas of concrete that are rarely if ever used are also undesirable.
- The Applicant indicated some of the parking in the back is underutilized. Staff suggested the Applicant encourage the employees to park in the rear to open up the other areas for players and patrons.

- The Applicant submitted a letter outlining his experience and observations with parking over the last 16 years.
- The Planning Commission can take other items under consideration and modify the number of parking spaces required.

Commissioner Mitchell stated the difference in the number of spaces required and the number proposed is approximately 70 spaces. He continued stating the numerous times he has visited the area in the past, he was unaware there was additional parking in the rear. He also stated there are a limited number of times the facility would max out the parking such as special events as described in the Applicant's letter. He recognizes it does not seem natural to require additional parking for a few days a year. When the parking is pushed out onto the roadside, the width of the road is greatly reduced creating a difficult situation for drivers and pedestrians trying to access the arena. He would suggest directional signs be installed directing patrons to the additional parking in the rear.

Commissioner Mitchell also mentioned the existing parking area in the rear does not appear to have much lighting. There are lights on the structure but he is unsure if they are lighting the rear sufficiently. He does not want to encourage parking in a dark, poorly area. He is unsure if the existing lighting in the rear is adequate or not. Chair pro tem Colaianne mentioned there are also screening requirements in the rear.

Chair pro tem Colaianne recalled when this project was first proposed, parking was a big issue and now there is a track record of parking issues. He inquired if there will there be Division 3 games at this location. The Applicant stated there will be practices and they will host their home games at this location. The Applicant stated they are required to add 30 parking spots for the new addition based on square footage counting the locker rooms and the dance area for the figure skaters. They have an extra 32 spaces on top of what was required for the addition due to the events that do need more parking. If they were not Division 3 which requires they have their own locker rooms, they could have accommodated them in the facility as it is; there is no extra ice being added. They are going to plug into a slot made for them. There will not be an additional burden on the existing parking lot. Ninety-percent of their usage of the ice will be for practice. The big benefit for is, due to their schedule, they will be able to use the ice for practices during the daytime hours up to 4:00 PM. It is more than likely the entire parking lot will be empty at that time. The parking spots added for this project will be available for the big events that occur occasionally.

Commissioner Murphy commented he agrees with Commissioner Mitchell that signage may help direct people to open parking areas: if the lighting is not there, it would be good to make it inviting with the feeling of being safe. He asked if people park on both sides of Arena Drive during large events. The Application stated one side for sure. He stated as with any unusually large sporting event, he hopes that people park responsibly and do not damage anyone's property. Due to the existing vegetation, there is only space for the lawn mowing crew to mow one strip on either side of the road. With the Township's approval, he would like to clear a larger area where cars could pull off the road and park side by side on the grass area. He stated they have never had the Fire Department tell them it is unsafe. Commissioner Murphy suggested that, since the property is there, if there were a future problem with available parking and safety, maybe additional parking could be added.

Chair pro tem Colaianne stated he thinks of the addition is a separate function of the existing use making the additional parking an improvement. He also stated he likes the idea of better directional signage and improved lighting for the rear parking area as well as encouraging staff to park in the back. He does not like the parking along Arena Drive: it has the potential of causing a safety problem for Fire Department ingress and egress. When it was first built, the parking was an issue and this is an improvement.

The Planning Commission briefly discussed parking.

Landscaping and Screening

Commissioner Grissim asked about the grading plan for the south island and the shrubs planned for that area. The Applicant stated they are creating a high point and the shrubs will not be located in a ditch.

Lighting

Director Langer explained lighting is tricky because it is desirable to light areas for safety purposes but the Planning Commission should be aware this property abuts a residential area where additional light trespass has the potential to create a nuisance situation.

Commissioner Mitchell asked about the type of lighting in the rear of the building. The Applicant confirmed they are down directed wall packs that intentionally do not put out a lot of light. He continued the parking lot lights never go more than a few days without someone complaining about the light. He stated they can be vigilant on making sure the wall packs are on but he is confident it meets the foot-candle requirement. Commissioner Mitchell pointed out if it is perceived as dark in the rear, people will choose to park along Arena Drive and not in the back.

Commissioner Grissim asked if the photometric plan indicated compliance in that area. Director Langer replied he could not say it is in that area as this request is only for the new addition areas.

Mr. LaVanway stated they did evaluate the wall packs. The foot-candle numbers on the site plan are representative of light from a wall pack and it does drop off to zero at the curb line. Commissioner Grissim commented that it is super dark. Mr. LaVanway continued it is greater at the drive aisle for pedestrians but it is not going to be bright light.

Director Langer stated if the Planning Commission desires to see more lighting in the back, they should make it a condition as part of the motion and the details can be worked out later.

The Planning Commission briefly discussed lighting.

Architecture / Building Materials

Chair pro tem Colaianne asked if the Planning Commission had any comments on the materials the Applicant presented earlier. Commissioner Mitchell stated in light of the situation, he feels what they have proposed is the most feasible at this point.

Commissioner Mitchell inquired about a tractor-trailer and boats currently located in the northwest portion of the parking area. The Applicant stated the trailer belongs to his partner in the property and is being used as temporary equipment storage. He has been given 30 days to remove it. The Township's Code Enforcement Officer will follow up to be sure the trailer and the boats are removed.

Commissioner Grissim offered the following Motion:

Move to approve Site Plan #19-001 a request to construct an approximate 8,064 square foot addition to the existing Hartland Sports Center and construct additional parking areas. Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated February 21, 2019, 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 Authority.**
- 3. The applicant shall comply with all other governmental agency requirements.**

The Planning Commission again discussed lighting and similar items discussed during the original approval process resulting in Condition #4.

- 4. **The applicant shall re-examine the lighting along the sides and rear of the existing Hartland Sports Center. A new lighting study shall be performed for these areas. If these areas are deemed to not have adequate and safe lighting, then additional lighting shall be installed in these areas.**

Seconded by Commissioner Mitchell. Motion carried unanimously.

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

- b. Ordinance Review Committee - Architectural Standards Industrial-Light Industrial

Commissioner Mitchell offered the following Motion:

Move to initiate a Zoning Ordinance Text Amendment for Industrial-Light Industrial Architectural Standards, as outlined in the staff memorandum dated February 21, 2019.

Seconded by Commissioner Murphy. Motion carried unanimously.

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

9. Call to Public

None

10. Planner's Report

None

11. Committee Reports

Director Langer stated the Lake Lots Subcommittee has received information and general outlines regarding procedure via email in preparation for meeting to discuss the various issues involved.

12. Adjournment

Motion to Adjourn

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 8:22 PM.

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

Submitted by,



Keith Voight
Planning Commission Secretary