

HARTLAND TOWNSHIP PLANNING COMMISSION MEETING
AT THE TOWNSHIP HALL

JULY 13, 2006

7:00 PM

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF JULY 13, 2006 PLANNING COMMISSION AGENDA
5. APPROVAL OF JUNE 22, 2006 PLANNING COMMISSION MINUTES
6. CALL TO PUBLIC

THE COMMISSION REQUESTS THAT CALL TO PUBLIC PARTICIPANTS PROCEED TO THE MICROPHONE ON THE FRONT DESK WHEN ADDRESSING THE COMMISSION. THE PLANNING COMMISSION WILL NOT DEBATE OR RESPOND AT THIS TIME.

3-MINUTE TIME LIMIT

PUBLIC HEARING

OLD AND NEW BUSINESS

7. APPLICANT: JAMES ROTH & LAUREL CASHERO **METES & BOUNDS APPLICATION #753** SECTION 27 ZONED SR
8. APPLICANT: MICHAEL & TERESA SIMONDS **METES & BOUNDS APPLICATION #754** SECTION 10 ZONED CA
9. APPLICANT: HARTLAND TOWNSHIP **SITE PLAN APPLICATION #421** SECTION 21 ZONED OS
HARTLAND TOWNSHIP HALL
10. DISCUSSION ON OUTDOOR DINING / SEATING
11. SUBDIVISION CONTROL ORDINANCE PROPOSAL FROM MCKENNA ASSOCIATES
12. CALL TO PUBLIC
3-MINUTE TIME LIMIT
13. COMMITTEE REPORT
14. ADJOURNMENT

NEXT MEETINGS

JULY 27, 2006 @7:00 PM
AUGUST 10, 2006 @7:00 PM
AUGUST 24, 2006 @ 7:00 PM

HARTLAND TOWNSHIP PLANNING COMMISSION MEETING
JULY 13, 2006
7:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL:** Present: Commissioner Rataj, Commissioner Hill, Chairman Fox, Commissioner Hopkins, Commissioner Crouse, Commissioner Newsom. Absent: Commissioner Voight.
- 4. APPROVAL OF JULY 13, 2006 PLANNING COMMISSION AGENDA**
Move to approve the Planning Commission Meeting Agenda for July 13, 2006.
Motion Hill. Second Rataj. Voice Vote. Motion Carried. 6-0-1.
- 5. APPROVAL OF JUNE 22, 2006 PLANNING COMMISSION MINUTES**
Move to approve the Minutes of the June 22, 2006 Planning Commission Meeting
Motion Hill. Second Rataj. Voice Vote. Motion Carried. 6-0-1.
- 6. CALL TO PUBLIC - *No one came forward.***

OLD AND NEW BUSINESS

7. APPLICANT: JAMES ROTH & LAUREL CASHERO
METES & BOUNDS APPLICATION #753

Present: James Roth, Applicant
Amy Chesnut, McKenna Associates

The Assessor has approved the application for legal description, landowner and land division eligibility requirements. Staff has reviewed the application and has verified the application meets the requirements of the State Land Division Act and the Township's Land Division Ordinance.

Ms. Chesnut: Explained that the existing accessory structure does not meet set back requirements. The applicant has already obtained a demolition permit and the accessory structure will be demolished before any assessment numbers will be assigned.

Move to approve Metes & Bounds Application #753 for James Roth and Laurel Cashero.
Tax ID #08-27-101-161 per Hartland Township Land Division Ordinance #57, on the condition that there will be no assessment numbers issued until the accessory structure is removed.
Motion Hill. Second Rataj. Voice Vote. Motion Carried. 6-0-1.

8. APPLICANT: MICHAEL AND TERESA SIMONDS
METES & BOUNDS APPLICATION #754

Present: Michael and Teresa Simonds, Applicant

The Assessor has approved the application for legal description, landowner and land division eligibility requirements. Staff has reviewed the application and has verified the application meets the requirements of the State Land Division Act and the Township's Land Division Ordinance.

Move to approve Metes & Bounds Application #754 for Michael and Teresa Simonds,
Tax ID #08-10-100-029 per Hartland Township Land Division Ordinance #57.
Motion Hill. Second Rataj. Voice Vote. Motion Carried. 6-0-1.

**9. APPLICANT: HARTLAND TOWNSHIP
SITE PLAN APPLICATION #421
CONSTRUCTION OF NEW TOWNSHIP HALL**

*Present: Brent LaVanway, Boss Engineering
Sal Perrera, Schonsheck Inc.
Amy Chesnut, McKenna Associates*

Mr. Perrera: Reviewed the site plan and architectural features of the building.

Mr. LaVanway: Reviewed the engineering of the site.

Ms. Chesnut: Summarized the McKenna review letter dated July 5, 2006 for plans dated June 26, 2006. In addition, she reviewed the McKenna memo dated July 13, 2006 for the plans date stamped received at the Township on July 11, 2006.

Chairman Fox: Stated the Williams & Works letter of July 11, 2006 recommends approval of the revised plans received at the Township on July 11, 2006 with a note stating the catch basin detail needs to be corrected. In addition, the Fire Marshall recommends approval in a review letter dated July 12, 2006 with the condition that the width of the loading dock meet their specifications. The Livingston County Road Commission has submitted a review received by fax at the Township dated July 13, 2006 which is not recommending approval at this time.

Ms. Chesnut: Explained that she spoke with Kim Hiller of the Livingston County Road Commission and they approve of the driveway location and geometrics of the driveway. They do not approve of some of the engineering issues with the site. She spoke with Frank Patrello of Williams & Works about the LCRC review. He believes the LCRC may have misunderstood some of the engineering. Frank believes the issues are of minor significance and can easily be addressed before the site plan goes to the Township Board. There will need to be a discussion between Boss Engineering and the Livingston County Road Commission. Any motion recommending approval should be contingent upon meeting the Livingston County Road Commission requirements.

Commissioner Rataj: Asked if the Planning Commission was comfortable recommending approval to the Board with conditions?

Commissioner Hopkins: Given the explanation of the engineering issues he is comfortable. The issues of sidewalk, road paving, irrigation and landscape/buffering modifications are issues that will be addressed tonight.

Commissioner Rataj: Asked if the windows will be tinted glass?

Commissioner Hopkins: Yes, they will be tinted with a level 1, minor tint which was discussed with the Building Committee.

Chairman Fox: Suggested that the Planning Commission review the open issues that need to be addressed. They are:

- **Landscaping on the north and west side of the property:** It is the consensus of the PC to accept the landscaping plan as submitted. By removing some of the screening requirements on the north and west side of the property, the Township Hall and the park property will be integrated into one site.
- **Sidewalk:** It is the consensus of the PC to require a 5' wide concrete sidewalk along the entire length of the site running parallel to Clark Road. Given the proximity of the park, shopping, residential and schools it was felt that a sidewalk is necessary to promote the walk-ability of the area.

- Irrigation: It is the consensus of the PC to accept the irrigation plan as submitted with the addition of irrigation being added to the seeded and landscape areas extending to the north and south property lines from the driveway entrance/sodded areas, defined by the east edge of the front parking lot and the west side of the sidewalk. It was felt that this would provide for a consistent green belt in front of the Township Hall by providing for even watering thus promoting a healthy lawn and landscape.
- Clark Road Paving: It is the consensus of the PC to require the paving of Clark Road from where the pavement currently ends south of the township property to the north property line of the Township Hall before occupancy in February 2007. This section of road is approximately 2/10 of one mile. The paving requirement can be found in Section 21.05.D of the Hartland Township Zoning Ordinance.

Commissioner Hill: Stated the Fire Marshall's first letter had concerns regarding parking. The second letter did not address these concerns, yet the parking did not change.

Ms. Chesnut: Stated she does not know what made his concern go away. The current plan meets the ordinance requirements.

Commissioner Hopkins: Stated at a Building Committee meeting he explained the Planning Commission wanted to limit the amount of asphalt in the Township. Therefore, the Building Committee went for the minimum amount of parking spaces allowable under the ordinance.

Commissioner Hill: Asked if the signs shown on the print are going to be approved along with the site plan.

Ms. Chesnut: Stated that the signs will come at a later date with a separate sign application.

Move to recommend approval of Site Plan Application #421 for Hartland Township, Tax ID #08-21-200-011, for the construction of the new Hartland Township Hall on the conditions that Clark Road is paved to the north property line before occupancy; the Fire Marshall's letter dated July 12, 2006 regarding loading zone width be corrected to show a 16' width; the Williams & Works letter dated July 11, 2006 is complied with; the comments by the Livingston County Road Commission are addressed and adhered to; a concrete sidewalk along the Clark Road frontage is included; the landscaping plan as presented is accepted with the modification of the screening requirements on the west and north property line; irrigation is added to extend from the north and south property line of Clark Road between the front edge of the parking lot to the sidewalk; the approval does not include signage and the revised plans are verified by staff before proceeding to the Township Board. Motion Hopkins. Second Newsom. Voice Vote. Motion Carried. 6-0-1.

10. DISCUSSION ON OUTDOOR DINING/SEATING

Commissioner Hopkins: Summarized the criteria for outdoor dining/seating that the Ordinance Review Committee had compiled. He stated that the ORC sees this as a use permitted by special approval and that this would be an accessory to a permitted use subject to a newly created sub-section in Article 10. The PC then discussed such issues as the location and how to define the outdoor area; screening; capacity; seasons and hours of operation; lighting; noise; furniture style and storage; parking; pedestrian circulation and public safety; trash; and food and beverage service.

The PC was favorable to all the suggestions that the ORC made, with the exception of the seasonal dates. It was the consensus of the PC to revise the seasonal dates to April 1st through November 15th yearly.

Move to have Rolly request McKenna to prepare a proposal for preparation of site design standards for outdoor dining
Motion Hopkins. Second Rataj. Voice Vote. Motion Carried. 6-0-1.

11. SUBDIVISION CONTROL ORDINANCE PROPOSAL FROM MCKENNA ASSOCIATES

Amy Chesnut, McKenna Associates: During the PC Goal Setting Session and a meeting with Mike Homier the PC requested a bid to update the Subdivision Control Ordinance. She summarized the McKenna bid dated July 6, 2006.

It is the consensus of the Planning Commission that while the Subdivision Control Ordinance may need to be updated, the time, cost and current economic conditions dictating there is a low potential for new residential development utilizing the Subdivision Control Ordinance, that such an update was not a high priority at this time. The PC felt this topic should be revisited and possibly included in the budget for next year.

12. CALL TO PUBLIC - *No one came forward.*

13. COMMITTEE REPORT

Amy Chesnut, McKenna Associates: Briefed the PC on the following:

- Alexis has resigned her position with McKenna. Her last day is July 19, 2006. Heather McPhail is her new assistant in Hartland Township.
- The Board has approved the estimates to begin the drafting of the ordinance for Conditional Zoning and the ordinance adjustments necessary due to Public Act 110 of 2006 (Enabling Legislation).
- Stated the ball field at the Lutheran Church on M59 was approved with set backs where they are today. It is being used by the Livingston Storm baseball team which is not a non profit organization. McKenna and Rolly Olney are working with them to complete what was approved. Right now it is not in compliance because the netting used to stop foul balls from leaving the site has not been installed.
- She brought one copy of the IESNA Lighting Standards that were discussed during our last meeting. After the PC reviews the standards we can complete our revisions to Article 7.09 (Lighting).

Commissioner Hopkins: Stated applications for minor/major changes need to include what is there now, what has been approved in the first place and how the request will comply or deviate from the Zoning Ordinance.

Commissioner Newsom: Asked if McKenna was working on the estimate for a build out/future growth analysis? Ms. Chesnut stated that they are working on it.

14. ADJOURNMENT

Move to adjourn at 9:05 p.m. Motion Newsom. Second Crouse. Voice Vote. Motion Carried.6-0-1.

This is a Draft until Final Approval

Submitted by,

Leslie Sauerbrey
Recording Secretary


Laura J. Hill
Planning Commission Secretary