

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

August 25, 2022– 7:00 PM

1. **Call to Order:** Chair Fox called the meeting to order at 7:00 p.m.

2. **Pledge of Allegiance:**

3. **Roll Call and Recognition of Visitors:**

Present – Commissioners Fox, Grissim, Mayer, McMullen, Mitchell, Murphy

Absent – LaRose (resigned)

4. **Approval of the Meeting Agenda:**

A Motion to approve the August 25, 2022 Planning Commission Meeting Agenda was made by Commissioner Grissim. Seconded by Commissioner Mitchell. The agenda was amended eliminating Item 8.a. and moving Item 8.b. to Item 8.a. Maker and Seconded agreed. Motion carried unanimously.

5. **Approval of Meeting Minutes:**

a. Planning Commission Work Session Meeting Minutes of July 14, 2022

A Motion to approve the Work Session Meeting Minutes of July 14, 2022 was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried unanimously.

6. **Call to the Public:**

None

7. **Public Hearing:**

a. **Site Plan with Special Land Use Application #22-008 (Morning Star Child Care Center)** a request to establish a child care center at 11750 Highland Road, in an existing professional office building.

Chair Fox opened the Public Hearing at 7:03 PM stating all public notice requirements for the Public Hearing have been met.

Director Langer gave an overview of the location and scope of the request stating the following:

- Existing building located 11750 Highland Road.
- Zoned both Office and Neighborhood Service Commercial.
- Applicants hope to eventually occupy the entire building.
- Proposing to add sidewalks, exit doors, and a fenced play area for the day care.

The Applicant, Carrie Anderson, owner of Morningstar Child Care introduced herself and her partners and stated the following:

- Has two centers in Dexter.
- Hopes to eventually use the whole building for child care.

- Until they are ready for that expansion, some of the suites will continue to be leased for office space.
- Mentioned there will be bollards between the parking area and the playground.
- Dumpster area will be relocated.

CALL TO PUBLIC:

None

Chair Fox closed the Public Hearing at 7:10 PM

Chair Fox referred to the staff memorandum dated August 18, 2022

SPECIAL LAND USE REVIEW – General Standards – The Planning Commission had no additional comments.

SPECIAL LAND USE REVIEW – Applicable Site Standards

Adult Care and Child Care Facilities (Section 4.12)

4. Fencing

Director Langer stated the Applicant is proposing a six (6) foot high commercial chain link fencing is shown around the playground, with three (3) child-proof gates.

Commissioner Grissim asked if the fencing could be coated and or colored black. The Applicant stated she had hoped for that as well but the commercial grade fencing, they will be using does not come with those options. Commissioner Grissim stated she does know of a commercial grade product with that feature and asked if the Applicant would look at the specifications. The Applicant agreed.

9. Outdoor recreation

Director Langer stated in the NSC, Neighborhood Service Commercial District, the outdoor recreation area for adult care centers, child care centers, preschool and day care centers shall be in the rear or side yard only. The outdoor recreation area is located in the side yard and complies.

Commissioner Murphy asked if two parking spots will be eliminated for the new dumpster location. The Applicant stated it will be an even swap as it is currently sitting on two spaces and will use two spaces in the new location. Also, the new location will aid in access for trash removal.

Commissioner Murphy asked about the existing surface. The Applicant stated it is asphalt, but the new parking area will be concrete.

SITE PLAN REVIEW – Applicable Site Standards

Dumpster Enclosure (Sec. 5.7)

Director Langer stated the Applicant has indicated the dumpster enclosure will be relocated but did not provide any details as to how it would be constructed. It will have to be shown later and typically, the materials used match the existing building. The Applicant agreed.

Off-Street Parking (Sec. 5.8.4.H. – Day Care Centers)

Director Langer stated the following:

- For a time, there will be existing office leases that will be using some of the parking.
- As the office leases expire, they would like to take over that space and convert that space into additional child care.
- Essentially two phases are planned:
 - Phase One – acquire the building continuing with other office users.
 - Phase Two – child care operates the entire building.
- Parking calculations are for when the entire building will be a day care facility and it complies for both phases of future use so that the Applicant will not have to return for further approvals in the future.

Commissioner Mitchell asked about the new doors and the existing layout. The Applicant explained current tenants use a stairwell to access both floors, but a day care room must have direct egress to the outside for safety thus the doors are being added. Half of the upper and lower levels will initially be the day care with office users in the other half.

Commissioner Mayer asked if there was additional information from the Fire Authority. Director Langer stated the Applicant is hoping to gain Planning Commission approval before using resources to create a construction plan with the level of detail the Fire Authority needs to see. The Applicant stated the State Fire Inspector had visited the site before she applied for Special Land Use Permit approval and they were given information how to meet the requirements without adding a costly fire suppression system. She also stated it will comply with the standards and also be completely fire monitored by an outside company at all times.

Commissioner Mayer asked if the State of Michigan will require an alarm on the egress doors. The Applicant stated it is not a requirement, they will not be alarmed, but also cannot be locked. It is something they teach the children and have never had an issue with. Commissioner Mayer suggested having an alarm.

Commissioner Mitchell offered the following Motion:

Move to recommend approval of Site Plan with Special Land Use Application #22-008, a request to establish a child care center as a special land use, at 11750 Highland Road. The recommendation for approval is based on the following findings:

- 1. The proposed special land use, child care center, meets the intent and purposes of the Ordinance as well as the specific Special Use standards outlined in Section 6.6 (Special Uses) and Section 4.12 (Adult Care and Child Care Facilities), as a child care center is permitted as a special land use in the OS (Office Service) zoning district.**
- 2. The proposed use is compatible with the existing and future land uses in the vicinity.**
- 3. The proposed use is compatible with the Hartland Township Comprehensive Plan, which designates this area as Office. The intent of this designation is to accommodate professional and medical office complexes, municipal buildings, and other low intensity commercial uses are accessory to office uses.**

4. The proposed child care center is located in an existing office building, which is currently served by private on-site well (water) and septic system. The proposed use will be adequately served by existing essential facilities and public services, and the Fire Department has no objection.
5. The proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, or the public welfare. The child care center is located in an existing professional building. The proposed outdoor playground will be fenced on all sides.
6. The proposed use will not create additional requirements at public cost for public facilities as the commerce center, where the proposed business is located, is currently served by private on-site well (water) and septic system.

Approval is subject to the following conditions

1. The proposed special land use, a child care center, is subject to approval by the Township Board.
2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated August 18, 2022. Revised plans, if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.
3. A land use permit is required for the proposed special land use.
4. The dumpster shall be screened in conformance with Section 5.7., with the enclosure to be constructed with using a masonry product that matches the building. Detailed plans of the enclosure shall be submitted with the land use permit application.
5. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (SDA), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.

Seconded by Commissioner Grissim. Motion carried unanimously.

There was a brief discussion regarding the materials required for the dumpster enclosure as the Applicant was exiting the meeting.

8. Old and New Business

- a. **Site Plan #22-011 Lake Walden Country Club** - a request to amend the original site plan and expand the off-street parking area, re-route golf cart paths, and add a berm with fencing along the parking area, at Lake Walden Country Club, 9600 Crouse Road.

Director Langer gave an overview of the location and scope of the request stating the following:

- Looking at the parking lot area, not the entire golf course facility.
- Request has four (4) parts:
 - Re-pave the existing off-street parking lot which is typically an administrative review item.

- Expand the off-street parking area. The applicant does not have a detailed plan to depict this. Instead, they are showing the 1992 site plan and claiming that a corner of this parking lot was never physically installed. The applicant is requesting to finish this portion of the parking lot.
- Re-pave the existing golf cart pathways. There are several golf cart pathways depicted on the site plan that would be re-paved. Normally, this request would be handled administratively by staff, as a land use permit.
- Install a split rail fence, approximately three (3) feet in height and a short berm around the perimeter of the new proposed off-street parking spaces. The existing golf cart path will be relocated on the outside edge of the berm and fencing. Normally, a fence and small berm would be approved administratively by staff, via a land use permit.

The Applicant, William Fountain, stated the purpose of the fence is to keep golf carts out of the parking area for safety reasons.

Director Langer stated the parking area approved on the original plan from the 1990s was not completed. They are requesting to complete that portion of the parking area.

Commissioner Grissim asked if this change would require the existing parking being brought up to current standards. Chair Fox stated it would not. The Applicant stated they intend to keep what is there now.

Commissioner Murphy asked if the portion on the left would include a berm or only a fence. The Applicant stated only a fence. The berm would begin farther down. They will install it if it looks right.

Commissioner Grissim asked if the parking lot has lighting. The Applicant stated it is currently lit and they do not plan on changing any of the lighting. They have just added some LED lighting and that should be enough.

Commissioner Grissim offered the following Motion:

Move to approve Site Plan Application #22-011, a request to amend the original site plan and expand the off-street parking area, re-route golf cart paths, and add a berm with fencing along the parking area, at Lake Walden Country Club, 9600 Crouse Road. Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated August 25, 2022, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
- 2. The proposed parking area shall be constructed to meet the requirements for off-street parking space dimensions and drive aisle width as outlined in Section 5.8 of the Zoning Ordinance (Off-street Parking Requirements).**
- 3. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, and all other government agencies, as applicable.**

Seconded by Commissioner Murphy. Motion carried unanimously.

9. Call to the Public:

None

10. Planner Report:

Director Langer reported the following:

- Multi-tenant building on at Hartland Road and Hartland Square Drive, Starbucks, currently under construction has encountered a problem with an existing AT&T box located where the drive was intended. They have been unsuccessful in contacting AT&T to relocate the box, so they are asking to adjust the location of the driveway farther to the east. There will need to be some minor adjustments to parking and landscaping; the Planning Staff is working with the Applicant administratively but the Director wanted to make the Planning Commission aware of the issue.

11. Committee Reports:

a. Resolution of Appreciation for Commissioner Michelle LaRose

Director Langer stated Commissioner LaRose has officially resigned her position as Planning Commissioner and will be leaving the area. She had many wonderful things to say about her time with the Planning Commission. She stated what she enjoyed the most was even when disagreements occurred among the Commissioners, it was always professional, never personal, everyone seemed to get along and work together in spite of any differences. This is Resolution of Appreciation for her time with the Planning Commission.

ROLL CALL VOTE:

YEAS: Commissioners Fox, Grissim, Mayer, McMullen, Mitchell, Murphy

NAYS: None

Chair Fox stated that with the addition of another new Planning Commissioner he feels the sub-committees would be better served with two experienced members on each. Currently the Ordinance Review Committee (ORC) has Commissioners Murphy, Grissim, and Mitchell; and the Site Plan Review Committee (SPRC) has Commissioners Fox, Mayer and LaRose. Chair Fox has asked Commissioner Mitchell to shift to the Site Plan Review Committee and then new Commissioner, when appointed, will serve on the Ordinance Review Committee to aid the balance of experience.

Commissioner Murphy asked about the invasive species Hartland was dealing with at Spranger Field. Director Langer replied Phragmites, and he can forward information from the DPW. Commissioner Murphy expressed concern about this issue as it is a problem throughout our state. and is interested to know what is being done by the Township and other organizations to address this issue.

12. Adjournment:

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner McMullen. Motion carried unanimously. The meeting was adjourned at approximately 6:58 PM.

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Submitted by.



Tom Murphy
Planning Commission Secretary