

# HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

SEPTEMBER 24, 2026– 7:00 PM

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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 Eckman, Fox, Grissim, Mayer, McMullen, and Mitchell  
Absent – Commissioner Murphy
4. **Approval of the Meeting Agenda:**  
Commissioner Eckman offered a Motion to approve the September 24, 2026, Planning Commission Meeting Agenda. Seconded by Commissioner Grissim. Motion carried unanimously.
5. **Approval of Meeting Minutes:**
  - a. Planning Commission Meeting Minutes of September 10, 2026. Commissioner Grissim offered a Motion to approve the Planning Commission Meeting Minutes of September 10, 2026. Seconded by Commissioner Mayer. Motion carried unanimously.
6. **Call to the Public:**  
None
7. **Old and New Business**
  - a. Site Plan Application #26-009 – Amended and Restated Eighth Amendment to Hartland Towne Square Planned Development Agreement  
  
Director Langer stated the following:
    - Gave an overview of the location and scope of the Hartland Towne Square Planned Development.
    - Developed as a PD Planned Development.
    - Pattern Book established specific regulations for this development which can vary from the Zoning Ordinance.
    - Amending those regulations involves a recommendation by the Planning Commission, and final approval from the Township Board.
    - This is the 8<sup>th</sup> Amendment restated; there was an 8<sup>th</sup> Amendment approved earlier by the Township and the HTS owners at that time, RAMCO, but Meijer would not sign the document.
    - This document includes those changes and some additional items.  
The Applicant, Steve Samona, representing Hartland Towne Square LLC, introduced himself and stated the following:
    - Purchased the property at the end of 2025 trying to breathe new life into the development.
    - They view Hartland as a thriving community with momentum.

- Have a desire to see this development succeed; they felt the need to modernize the Pattern Book to draw more interest and remove some items that may have been hampering projects from achieving success in the past.
- Applicant submitted the following items:
  - Exhibit A: “Land”
  - Exhibit B: “Purchased Property”
  - Exhibit C: “Existing Development Sign Improvements”
  - Exhibit D: “New Ground Signs”
  - Exhibit E: “New Development Signs”
  - Exhibit F: “LED Lights”
  - Exhibit G: “Landscape Modifications”
  - Exhibit H: “Current Site Plan”
  - Exhibit I: “New Sign Map”

Chair Fox referred to the staff memorandum dated September 17, 2026.

**Paragraph 6.2 of the Agreement (Internal Traffic Circulation) – (#2 and #3 on Page 2 of the Agreement)**

Director Langer stated the following:

- Hartland Road was reconfigured when Hartland Towne Square was planned and bisects a portion of the development.
- Two private roads, Hartland Towne Square and Rovey Drive, are also part of the PD.
- Land divisions occurred, whereby the right-of-way area for Hartland Square Drive and Rovey Drive appeared to be exempted from the ownership of the adjacent parcel(s).
- This presented potential future concerns with the ownership and maintenance of both Hartland Square Drive and Rovey Drive and was discussed in 2019.
- The 8th Amendment of 2019 provided proposed language to address this concern and is included in this amendment.

**Paragraph 3.1.16 of the Agreement (Drive Through Service) – (#4 on Page 2 & #5 on Page 3 of the Agreement)**

Director Langer stated the following:

- Previously, there was a cap on the number of drive-throughs for businesses and restaurants.
- After COVID, the restaurant industry changed and more drive-throughs were desired.
- The 8th Amendment from 2019 provided language to eliminate the restrictions on the number of drive-through establishments and the new owners have carried this forward.

**Sign Program Overview for Monument/Ground Signs**

Chair Fox stated the following:

- Indicated on their plans the signs they would like to have with red circles and have stated the reasons for them.
- Exposure to Highland Road is limited; the Applicant feels additional signage would help drive customer traffic to those sites.
- Commented this development could be forty percent (40%) of the retail space in Hartland Township.

Commissioner Eckman stated he supports the additional signage given the size of the parcel(s). He appreciates signage when he is navigating in an unfamiliar area.

Commissioner Grissim asked about sign number four (4) listed as Exhibit C. Chair Fox reminded the Planning Commission of an earlier discussion about a sign near the Starbuck's multi-unit building. Director Langer stated that sixteen-foot sign was proposed in the original 8<sup>th</sup> Amendment and was never constructed; the Applicant is proposing a new sign with multiple panels.

**LED Lights (Exhibit F) – (#9 on Page 4 of the Agreement)**

Chair Fox stated this change updates the Pattern Book with the new LED lighting options that many projects have used recently.

**Landscape Modifications (Exhibit G) – (#10 on Page 4 of the Agreement)**

Commissioner Grissim stated she visited the site; the evergreen trees that will be replaced have grown into the other trees. They intend to replace the older evergreen trees with a different variety that will be six feet (6') in height and will screen the parking areas; all the Landscaping Modifications are acceptable.

Commissioner Eckman inquired if this type of evergreen will stop growing at six feet (6') to avoid this issue in the future. Commissioner Grissim confirmed it is a salt tolerant, shrub-type of evergreen.

**Paragraph 3 of the Agreement (Permitted Uses, Limitations, and Prohibited Uses) – (#12-#16 on Pages 4 & 5 of the Agreement)**

Director Langer stated they are modifying the original list of uses and limitations, in particular, a gas station. The original plan allowed for a gas station on the Meijer property but nowhere else. Meijer is interested in a different location for their gas station. This change would permit them to pursue another location within the development.

Chair Fox continued the original uses were proposed by the developer and accepted by the Township; the proposed uses seem reasonable. The Applicant stated they are trying to adapt to the ongoing changes in retail.

**Modifications to the Façade Materials on Buildings – (#17 & #18 on Page 5 of the Agreement)**

Director Langer stated the following:

- Larger uses have a quick brick component which has improved over the last twenty years.
- Allowing this component on buildings larger than 5,000 square feet.
- Those buildings still must come before the Planning Commission for Site Plan Approval.

**Maximum Building Height – (#19 on Page 5 of the Agreement)**

Director Langer stated the building height limitation was put in place due to the limitation of the fire fighting equipment at that time; that has changed so they are asking to increase the height limitation.

The Planning Commission briefly discussed the new height limitation and the process for approval.

**Wall Signs**

Director Langer stated the following:

- Not part of the PD Agreement.
- Asked the Applicant to provide a chart to aid the Planning Commission in understanding the changes.
- Requesting more signage, larger signs, and multiple signs for larger tenants.

Chair Fox stated the Applicant also provided examples of larger buildings with the requested signage, and they looked about right. The Applicant offered some additional explanation.

The Planning Commission discussed the changes.

**Delivery of products, goods or merchandise – (#26 on Page 7 of the Agreement)**

Chair Fox explained there were some limitations in the original PD, this change will open this up.

The Planning Commission discussed truck idling and a past concern at Meijer around Thanksgiving.

**Amendment to Previously Approved Landscape Plans – Approval Procedure**

Director Langer stated this is a separate request, a Site Plan Amendment. It consists of a revised landscape plan for the roundabout and clock tower, Exhibit L-1.C.

Commissioner Grissim asked about the purpose. The Applicant stated it looked a little neglected and they intend to beautify the area with fresh landscaping.

The Planning Commission discussed the timing, the process and what has already been done.

**Commissioner Mitchell offered the following Motion:**

**Move to recommend approval of Site Plan Application #26-009, for the Amended and Restated Eighth Amendment to Hartland Towne Square Planned Development Agreement, as outlined in the staff memorandum dated September 17, 2026.**

**The recommendation for approval is based on the following findings:**

- 1. The Planning Commission has determined the proposed amendment provides clarification for the on-going maintenance of the private roads in the development.**
- 2. The Planning Commission has determined the proposed amendment to remove the limitation on the number of drive-through establishments, provides flexibility for existing and future businesses in the development.**
- 3. The Planning Commission has determined the proposed amendments to allow additional ground signs, make improvements to existing ground signs, and amend the wall sign standards improves the visibility for existing and future businesses in the development.**
- 4. The Planning Commission has determined the amendment to update the lighting standards to add LED light pole heads will be a benefit to the PD and the Township.**

5. The Planning Commission has determined the proposed landscape modifications and enhancements to certain landscaping areas will be a benefit to the development as well as for existing and future businesses.
6. The Planning Commission has determined the proposed amendment to allow for additional permitted uses by right provides flexibility for existing and future businesses in the development.
7. The Planning Commission has determined the proposed modifications in the façade material products for the buildings will allow for flexibility for future businesses.
8. The Planning Commission has determined the proposed modifications to the building height limitations will allow for flexibility for future businesses.
9. The Planning Commission has determined the proposal to modify the hours of delivery in the development will be of benefit to the businesses and the community.

Approval of the PD amendment language shall be subject to approval of the Township Attorney.

Approval is subject to the following conditions:

1. The proposed Amended and Restated Eighth Amendment to Hartland Towne Square Planned Development Agreement is subject to approval by the Township Board.
2. The proposed landscape plan for the roundabout and clock tower areas (Sheet L-C.1) shall be considered a site plan amendment to the previously approved landscape plans for the entire Planned Development and shall not be part of the Amended and Restated Eighth Amendment to Hartland Towne Square Planned Development Agreement.
3. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, September 17, 2026, prior to recording the Planned Development documents.
4. The proposed Amended and Restated Eighth Amendment to Hartland Towne Square Planned Development Agreement shall be in a recordable format and shall comply with the requirements of the Township Attorney.

Seconded by Commissioner Mayer. Motion carried unanimously.

8. **Call to the Public:**

None

9. **Planner Report:**

Director Langer shared the language in the zoning ordinance regarding tall grass is ambiguous and needs clarification. He asked if the Ordinance Review Committee could look at this issue and add some language to make it easier to apply.

**10. Committee Reports:**

None

**11. Adjournment:**

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner Eckman. Motion carried unanimously. The meeting was adjourned at approximately 7:39 PM.

Submitted by.



Tom Murphy  
Planning Commission Secretary