

HARTLAND TOWNSHIP PLANNING COMMISSION **DRAFT** MEETING MINUTES

February 22, 2024– 7:00 PM

1. **Call to Order:** Vice-Chair Mitchell called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
Present – Commissioners Eckman, Grissim, Mayer, McMullen, Mitchell, Murphy
Absent – Fox
4. **Approval of the Meeting Agenda:**
A Motion to approve the February 22, 2024, Planning Commission Meeting Agenda was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried unanimously.
5. **Approval of Meeting Minutes:**
 - a. Planning Commission Work Session Meeting Minutes of February 8, 2024
A Motion to approve the Planning Commission Work Session Meeting Minutes of February 8, 2024, was made by Commissioner Grissim and seconded by Commissioner Eckman. Motion carried unanimously.
6. **Call to the Public:**
None
7. **Old and New Business**
 - a. Site Plan Application #24-002 Amend Façade of British Petroleum (BP) Convenience Store at 10440 Highland Road

Director Langer gave an overview of the history of this application stating the following:
 - East of US 23 and south side of M-59.
 - Smoothie King on the east side of the building is not included in this request.
 - Upgrading BP portion with new façade materials.
 - Keeping existing rooftop units but new façade is higher.
 - Site Plan Approval is required to amend the existing site plan.
The Applicants, Karam Bahnam, President of USA 2 Go Gas Stations and property owner; and John Bahnam, Management Team Member of USA 2 Go, introduced themselves stating the following:
 - Purchased last year.
 - Intention is to renovate and renew the fuel station to make it look better on the outside and inside.
 - Changing out the pumps for new pumps.
 - Will look like a new fuel station when completed.

Vice-Chair Mitchell referred to the staff memorandum dated February 15, 2024.

Architecture / Building Materials

Commissioner Murphy asked if the colors are changing. The Applicant stated it will still be a BP fuel station so the BP colors will remain.

Vice-Chair Mitchell called attention to a standing seam metal awning over the entrance door on the north elevation confirming the awning will not be used per the applicant's email dated February 14, 2024. The north elevation illustration and Material List (Sheet A03) will be revised to reflect this change on the Construction Plan set.

He also stated the proposed façade renovations do not all comply with the requirements, but this proposal will bring the building closer to compliance. Director Langer added the current materials do not comply which is why staff added the note. The Planning Commission has some discretionary authority with a commercial property that is trying to move closer to compliance and maintain the property.

Commissioner Grissim asked if the Applicant brought a materials board; photos often do not do a façade plan justice.

The Planning Commission reviewed the materials board provided.

Commissioner Murphy asked to view the other elevations. Director Langer complied.

The Planning Commission reviewed the façade drawings and the rooftop screening.

Commissioner Mayer asked about the percentage calculations and where the shortfall is occurring.

Commissioner Grissim offered the following Motion:

Move to recommend approval of Site Plan Application #24-002, request to renovate exterior façade of BP convenience store, 10440 Highland Road, as outlined in the staff memorandum dated February 15, 2024.

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 15, 2024, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
- 2. All mechanical equipment located on the roof shall be completely screened on all sides of the equipment.**
- 3. A land use permit is required prior to commencement of the exterior façade renovations.**

- 4. 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 Mayer. Motion carried unanimously.

8. Call to the Public:

None

9. Planner Report:

None

10. Committee Reports:

None

11. Adjournment of Regular Meeting:

A Motion to adjourn was made by Commissioner Eckman and seconded by Commissioner McMullen. Motion carried unanimously. The Regular Meeting was adjourned at approximately 7:21 PM.

[Brief Recess]

12. Work Session

a. Draft Ordinance Solar Energy Panels

The Planning Director discussed the draft ordinance, as presented by the Ordinance Review Committee:

- Discussion on the location and system requirements for a solar energy system.
- Discussion on required lot size requirements, setback requirements, lighting standards, screening requirements.
- Discussion on storm water run-off requirements and have the Township Engineering Consultant review to provide comments.

13. Adjournment of Work Session:

A Motion to adjourn was made by Commissioner Grissim and seconded by Commissioner Mayer. Motion carried unanimously. The meeting was adjourned at approximately 8:11 PM.