

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

SEPTEMBER 25, 2025– 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 Eckman, Fox, Mayer, McMullen, Mitchell, and Murphy

Absent – Commissioner Grissim

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

A Motion to approve the September 25, 2025, Planning Commission Meeting Agenda was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously.

5. **Approval of Meeting Minutes**

a. Planning Commission Meeting Minutes of August 28, 2025

A Motion to approve the Planning Commission Regular Meeting Minutes of August 28, 2025, was made by Commissioner Eckman and seconded by Commissioner Mayer. Motion carried unanimously.

6. **Call to the Public:**

None

7. **Old and New Business**

a. Site Plan Application #25-016 Proposed Plaza at Cromaine Library at 3688 N. Hartland Road

Director Langer stated the following:

- Gave an overview of the location and scope of the project.
- Located in the Village of Hartland on Hartland Road, area in question is south of the Cromaine Library, lawn area and parking lot.
- Area is commonly utilized by the library for summer programming and outdoor activities. Proposing to create a permanent pavilion on the north end, add some landscaping, and improve the parking lot area.
- Considered a Site Plan Amendment and will be decided by the Planning Commission.

The Applicant, Sarah Neidert, Cromaine Library Director; and Tina Fix-Woodworth of Grissim Metz Andriese Associates, Landscape Architects; introduced themselves stating the following:

- Project came from an extensive input process during the 2023 Strategic Plan, received over 1,200 responses.
- Clearly expressed a desire for more flexible and family friendly outdoor spaces.
- Permanent open-sided pavilion would replace the tent currently being used.
- Improve landscaping and irrigation.
- Add patio pavers and sidewalk seating.

- Improved parking, sidewalks, fencing and lighting.
- Looking forward to making these improvements not just for the library but for the whole community.
- Intent is to enrich the existing library programming and create a cohesive connection between the library and the open space.
- Want to celebrate the existing building itself by pulling elements of the architecture into the proposed landscaping with the pavilion as the focal point.
- Pavers and sidewalks will connect access to all of the elements for the community as well as the library.
- Adding a striped crosswalk over Hartland Road for safer pedestrian access.
- Smaller gathering spaces are planned along the north-south walkways, alcoves with benches and picnic tables.
- Near Hartland Road, a pad will be used with flexible seating for slightly larger gatherings.
- Establish this outdoor space are part of the library with the addition of a picket fence with masonry piers.
- Intend to replace and relocate the monument sign.
- Submitted a revised photometric plan; the one change was under the center light in the pavilion, which is 11 footcandles, slightly exceeding the limit of 10 footcandles.
- Their engineer feels the comments from the Township Engineer can be managed during the construction phase of the project.

Chair Fox referred to the staff memorandum dated September 18, 2025.

Dimensional Requirements (STR – Settlement Residential; Section 3.1.4)

Chair Fox reminded the Planning Commission that there are no dimensional Requirements for the Settlement Residential (STR) Zoning District, one must build and be like what is existing.

Setbacks

Director Langer stated these setbacks relate to commercial accessory structures. For the most part, they are in compliance. The west setback is 56 feet, but the Planning Commission has the ability to reduce the distance when no parking is located in that area.

Impact on Surrounding Properties

Director Langer stated the activities are essentially the same so the impact will be the same as it is currently. Chair Fox asked if the Township receives any complaints about the library activities. The Director stated no.

Parking

Director Langer stated it appears the parking lot is used during school hours by the school, he does not know what the arrangements are, but there is also on-street parking and parking on the north side of the building.

Lighting (Sec. 5.13)

Director Langer stated the comments in the staff memorandum were based on the previous submission. Submitted and distributed is a revised photometric plan that complies except for the one light under the canopy.

Architecture Comments

Chair Fox confirmed asphalt shingles are proposed for the roof of the pavilion.

[Director Langer displayed an image of the proposed pavilion.]

Monument Sign (Sec. 5.26) – Identity Sign

Director Langer stated the following:

- Current sign is located at the corner of School Road and Hartland Road; however, the library is a distance away from the sign.
- Replacing and relocating the monument sign.
- Height and size comply with the requirements.

Commissioner Mayer stated he loves the project but expressed concern about the location of the monument sign as it relates to other elements planned for the site. The Applicant explained the topography and that they would adjust the fence piers if needed.

Commissioner Murphy inquired about the lighting for the sign. The Applicant stated the sign will be lit with a ground mounted fixture.

Commissioner McMullen inquired about the future maintenance of the landscaping. The Applicant stated they have a lawn service and a full-time maintenance staff member; they budget each year for maintenance. Also, the local garden club manages the gardens in front of the building. They tried to plan for perennials and plantings that do not require much maintenance.

Commissioner Mitchell offered the following Motion:

Move to approve Site Plan Application #25-016, proposed landscape upgrades and construction of a community pavilion on the south lawn of Cromaine Library, 3688 N. Hartland Road, (Parcel ID #4708-16-101-117 & 4708-16-101-126), as outlined in the staff memorandum dated September 18, 2025.

Approval is subject to the following conditions:

1. **The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum dated September 18, 2025. Revised plans, if necessary, shall be subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
2. **A land use permit is required prior to construction.**
3. **Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, Hartland Deerfield Fire Authority, Livingston County Road Commission, and all other government agencies, as applicable.**

Seconded by Commissioner Mayer. Motion carried unanimously.

8. Call to the Public:

None

9. Planner Report:

Director Langer brought forward a slight change to the Redwood Phase I site plan. Redwood has discovered the Township water is harder than anticipated and intends to add water treatment systems to the Phase II buildings. They intend to add a bump out on each building to accommodate the additional equipment rather than eliminate a pantry area. It is a slight deviation from the approved plan and he wanted to make the Planning Commission aware of the change.

10. Committee Reports:

None

11. Adjournment:

A Motion to adjourn was made by Commissioner Eckman and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 7:33 PM.

Submitted by.



Tom Murphy
Planning Commission Secretary