

HARTLAND TOWNSHIP PLANNING COMMISSION REGULAR MEETING APPROVED MINUTES
December 19, 2019 – 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, Colaianne, Mitchell, Murphy, Newsom, Voight

Absent – Commissioner Grissim

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

A Motion to approve the December 19, 2019 Planning Commission Meeting Agenda was made by Commissioner Newsom and seconded by Commissioner Mitchell. Motion carried unanimously.

5. **Approval of Meeting Minutes:**

a. Planning Commission - Regular Meeting – November 7, 2019

A Motion to approve the Meeting Minutes of November 7, 2019 was made by Commissioner Voight and seconded by Commissioner Murphy. Motion carried unanimously.

6. **Call to the Public**

None

7. **Public Hearing**

a. Rezoning #19-004 Handy Lake Office

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

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

- A request is to rezone approximately 42 parcels from OS (Office Service) to SR (Suburban Residential), located in Section 22 of Hartland Township.
- This came to the attention of the Planning Director when a resident wanted to build an addition but could not as the zoning would not allow a residential addition.
- Office zoning does not permit residential use; dwellings and structures are considered non-conforming and improvements are not permitted.
- Approached the Planning Commission with this information. Received permission for the Township to be the applicant.
- Rezoning from OS Office Service to SR Suburban Residential would make the zoning compatible with the existing residential use and better align with the Comprehensive Plan.
- The parcels are as follows:

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Tax parcel #	Address
4708-22-301-005	2111 Birch
4708-22-301-009	2071 Birch
4708-22-301-010	2061 Birch
4708-22-301-068	2060 Birch
4708-22-301-069	2070 Birch
4708-22-301-070	2080 Birch
4708-22-301-073	2110 Birch
4708-22-301-074	2120 Birch
4708-22-301-080	2090 Birch
4708-22-301-084	2095 Birch
4708-22-301-085	2081 Birch
4708-22-401-023	Broadview - vacant
4708-22-401-024	2083 Melody Place
4708-22-401-025	2084 Melody Place
4708-22-401-026	11517 Broadview
4708-22-401-027	11523 Broadview
4708-22-401-029	11535 Broadview
4708-22-401-030	11547 Broadview
4708-22-401-032	11553 Broadview
4708-22-401-034	11565 Broadview
4708-22-401-037	11583 Broadview
4708-22-401-038	11589 Broadview
4708-22-401-039	11603 Broadview
4708-22-401-040	11609 Broadview
4708-22-401-042	11621 Broadview
4708-22-401-043	11588 Broadview
4708-22-401-044	11580 Broadview
4708-22-401-045	11578 Broadview
4708-22-401-046	11572 Broadview
4708-22-401-047	11566 Broadview
4708-22-410-048	11560 Broadview
4708-22-401-049	11556 Broadview
4708-22-401-050	11552 Broadview
4708-22-401-052	11536 Broadview
4708-22-401-053	11530 Broadview
4708-22-401-056	11512 Broadview
4708-22-401-057	11488 Broadview
4708-22-401-059	11460 Broadview
4708-22-401-063	11577 Broadview
4708-22-401-064	11518 Broadview
4708-22-402-044	11639 Norway
4708-22-402-052	11657 Norway

Public Comment:

- Josh Morlan, Hartland Township, stated he was the resident interested in making the improvements and he supports the rezoning.

Chair Fox closed the Public Hearing at 7:09 PM.

The Planning Commission examined the review criteria in the staff report dated December 12, 2019.

Commissioner Voight offered the following Motion:

The Planning Commission recommends approval of the rezoning, based on the following findings:

- 1. The requested rezoning of the subject property to the SR (Suburban Residential) zoning classification is consistent with the Township's Comprehensive Development Plan, which indicates the property should be developed as Medium Urban Density Residential.**
- 2. The subject property is currently developed and used in a single-family residential use; and the rezoning will permit those property owners to use their property in a more conforming manner.**
- 3. The requested rezoning of the subject property to SR (Suburban Residential) zoning classification is compatible with the surrounding uses and zoning and is more appropriate than the current OS (Office Service) zoning classification.**

Seconded by Commissioner Colaianne. Motion carried unanimously.

8. Old and New Business:

- a. Site Plan #19-013 Wings Etc.

Director Langer summarized the request and location stating the following:

- Wings Etc. is requesting to amend the approved site plan and install a walk-in cooler, walk-in freezer, and utility area with a ground-mounted compressor unit, all of which will be screened with a masonry wall enclosure on the rear of the building (east side of the building). Additionally, the applicant is proposing an outdoor seating/dining area on the south side of the building, at 1788 Old US-23.

The Applicants, Jim Luce and Todd Kirby, introduced themselves.

- Space is a tight, that is why they need the cooler located outside.
- Should not extend much farther than Mackle's in the rear.
- Franchise out of Fort Wayne, Indiana and has more than 90 stores.

The Planning Commission examined the review criteria in the staff report dated December 12, 2019.

Screening

Director Langer stated there are no regulations for the type of fencing as the Planning Commission must approve of the type. It is the same as the outdoor seating area for Mackle's

The Planning Commission approved the type of fencing proposed.

Waste Disposal

Chair Fox confirmed the Applicant's intent to use the existing on-site dumpsters with permission of the property owner. Director Langer noted in the event those dumpsters will not work and they need to add some, it would have to be screened by an enclosure and match what is out there.

Commissioner Voight asked if there is going to be a grease trap. The Applicant replied yes, outside underground on the east side of the sewer line.

Commissioner Murphy asked if there was currently outdoor seating. The Applicant stated no, there is not. Commissioner

Murphy asked about the awning labeled as temporary. The Applicant stated it should not be labeled temporary, it will be the same as Mackles', a black canvas awning.

Architecture / Building Materials

Director Langer stated he type of walk-in cooler, walk-in freezer utility area proposed must be in an enclosure screened with materials that match the building. Director Langer displayed a sample of the proposed materials board indicating samples that match.

Commissioner Murphy commented on some of the plan sheets, north is pointing to the east.

Commissioner Murphy offered the following Motion:

Move to approve Site Plan Application #19-013, a request to amend the approved site plan and install a walk-in cooler, walk-in freezer, and utility area with a ground-mounted compressor unit, all of which will be screened with a masonry wall enclosure on the rear of the building (east side of the building). Additionally, the applicant is proposing an outdoor seating/dining area on the south side of the building, at 1788 Old US-23. Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated December 12, 2019, on the Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.**
- 2. Specification sheets for all furnishings for the outdoor seating/dining area shall be submitted with the land use permit application and are subject to the requirements outlined in Section 4.47 of the Township Zoning Ordinance.**
- 3. Applicant complies with any requirements of the Department of Public Works Director and Hartland Deerfield Fire Authority and all other government agencies, as applicable.**

Seconded by Commissioner Mitchell. Motion carried unanimously.

- b. Site Plan #19-010 Waldenwoods Campground Improvements

Director Langer summarized the request and location stating the following:

- Waldenwoods is requesting to amend the original site plan with the following improvements: construct 76 new campsites, with a total of 409 campsites; construct

additional internal access roads; construct a new emergency access drive; provide a new dry hydrant; construct new sanitary service lines, water services, and utilities to provide service to for proposed and existing camp sites; reconfigure the landscape berm; and construct detention basins for stormwater management for the proposed site improvement.

- Safety improvements encouraged by the Township are part of this request such as the secondary emergency access and the dry hydrant for fire protection.

The Applicant, Wayne Perry of Desine Inc. and Brian Crouse representing Waldenwoods introduced themselves stating the following:

- Expansion and improvements are in five different areas.
 - Emergency access drive.
 - Dry hydrant will replace an existing dry hydrant in the detention basin installed many years ago.
 - North expansion will accommodate the cabin/cottage style units.
 - South expansion will accommodate cabins that were originally planned but never constructed.
 - East expansion will accommodate additional campsites.
- Section of the berm on the south end needs to be relocated to the east property line. The majority of the berm will conform to the 4:1 slope, but to keep the height of the berm at six feet, the slope will be 3:1. This is not a typical maintained landscaped berm but one intended to separate the different uses of the campground and important that it keep the same height.
- A small sedimentation basin along the west side of the drive has a slope of 3:1. Making it 4:1 would require the whole basin be moved to the west resulting in more disruption of soil and tree removal which they are trying to avoid.

The Planning Commission examined the review criteria in the staff report dated December 12, 2019.

Additional campsites

Chair Fox stated currently have 333 campsites and intend to add 76. Commissioner Colaianne asked the number of cabins proposed. The Applicant stated 28. Director Langer further explained the cabins proposed are more like a manufactured or mobile home trailer that can be rented.

Reconfiguration of the existing berm

Chair Fox stated the visual and safety are his concerns regarding the berm. Director Langer stated slopes for detention basins can be a safety issue but typically 4:1 relates to a four-foot high landscape berm, this berm is six feet high and 180 feet long. On the back side, the campground side, it is 3:1. Chair Fox stated there are portions that are very steep 1:1. Commissioner Murphy asked if they intend to re-work the whole berm. The Applicant stated no, just the southern portion; the remainder of the berm that continues to the north will remain untouched. Commissioner Voight stated his concern was storm water runoff and that seems to have been managed. The Applicant stated all the storm water in the campground remains in the campground; when they rework the berm, the storm water flowing into the golf course, will be contained internally within the campground.

Proposed Detention Areas

Chair Fox asked about the eastside of Detention Basin B and the 1:3 slope. The Applicant stated this is truly a sedimentation basin, not a detention basin. It is about three feet deep and is intended to collect sediment from storm water run-off before it runs into the lake using an existing low area adjacent to the road. The 1:3 slope fits with the existing contours, existing road location and the existing hillside. They can do 1:4 but again it would be more soil disturbance and the loss of mature trees.

The Planning Commission discussed the slope at this location.

Chair Fox stated most of that pond is not 1:3 and there is not always water there. If someone were to fall in, they could walk out another side. The Planning Commission agreed.

Proposed Emergency Access Drive

Commissioner Murphy asked if a Knox box is a lock box. The Applicant stated it is.

Dry Hydrant

Commissioner Murphy stated if the Fire Marshall asked for the dry hydrant at this location will it serve the whole campground. The Applicant explained the dry hydrant allows the fire department to fill their pumper truck and move the truck to take action against a fire on the property. Commissioner Voight asked who will be responsible for the maintenance on the dry hydrant. The Applicant stated unlike the existing dry hydrant this will be in a stone filter above the lake bottom and should not accumulate sediment.

Utility Capacity

Chair Fox stated asked if the new site will be connected. The Applicant stated the new ones are all connected to the system. There are existing sites in the campground that are not connected.

Commissioner Murphy asked about the surface of the new roads, if they will be gravel. The Applicant stated they will. Commissioner Murphy asked if the existing roads are paved or gravel. The Applicant stated the majority of the roads are gravel.

Commissioner Mitchell offered the following Motion:

Move to approve Site Plan Application #19-010, a request to amend the original site plan with the following improvements: construct 76 new campsites, with a total of 409 campsites; construct additional internal access roads; construct a new emergency access drive; provide a new dry hydrant; construct new sanitary service lines, water services, and utilities to provide service to for proposed and existing camp sites; reconfigure the landscape berm; and construct detention basins for stormwater management for the proposed site improvement. Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated December 12, 2019, on the**

Construction Plan set, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.

- 2. Applicant complies with any requirements of the Township Engineering Consultant and Hartland Deerfield Fire Authority and all other government agencies, as applicable.**

Seconded by Commissioner Newsom. Motion carried unanimously.

- c. 2020 Planning Commission Meeting Calendar

Commissioner Voight offered a Motion to approve the 2020 Planning Commission Meeting Calendar as presented. Seconded by Commissioner Murphy. Motion carried unanimously.

9. Call to the Public

None

10. Planner Report:

Director Langer mentioned LED menu boards have been proposed by one of the local restaurants which are currently not allowed per the ordinance. In January, he will provide more information regarding a possible ordinance amendment regarding LED menu boards.

The Planning Commission briefly discussed permitting LED menu boards but not allow the other signs to change.

11. Committee Reports:

Chair Fox thanked Commissioner Newsom for his years of service.

12. Adjournment:

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

Submitted by,



**Keith Voight,
Planning Commission Secretary**