

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED REGULAR MEETING MINUTES

October 14, 2021 – 7:00 p.m.

1. **Call to Order:** Vice-Chair Mitchell called the meeting to order at approximately 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
Present – Commissioners Grissim, LaRose, McMullen, Mitchell,
Absent – Commissioners Fox, Murphy, Voight
4. **Approval of the Agenda:**
A Motion to approve the October 14, 2021 Planning Commission Regular Meeting Agenda was made by Commissioner LaRose and seconded by Commissioner Grissim. Motion carried unanimously.
5. **Approval of Meeting Minutes:**
 - a. **Planning Commission Meeting Minutes of July 8, 2021**
A Motion to approve the July 8, 2021 Planning Commission Meeting Minutes was made by Commissioner Grissim and seconded by Commissioner LaRose. Motion carried unanimously.
 - b. **Planning Commission Meeting Minutes of September 23, 2021**
A Motion to approve the September 23, 2021 Planning Commission Meeting Minutes was made by Commissioner LaRose and seconded by Commissioner McMullen. Motion carried unanimously.
6. **Call to Public:**
None
7. **Old and New Business:**
 - a. **Site Plan #21-014 Multi-tenant building with drive-through window (Hartland Towne Square PD)** a request to amend the previously approved plans for Hartland Towne Square Planned Development (PD), to construct an approximate 7,980 square foot multi-tenant building with one (1) drive through window.

Director Langer summarized the location and scope of the request stating the following:
 - Two parcels at the NW corner of M-59 and Hartland Road.
 - Multi-tenant building with one drive-through.
 - No named tenants at this time.
 - Eighth Amendment to the Planned Development (PD) removed limit on drive-throughs so a Special Use Permit is not required.
Susan Bowers, of Bowers+Associates, Inc. representing the Applicant, Thomas Hannawa, DPS Development, LLC , introduced herself and stated the following:
 - Anticipated drive-through tenant is a coffee shop.
 - Project originally conceived in 2019; did not progress but has now come forward.
 - Displayed a sample materials board.

The Planning Commission discussed the following:

- Off-Street Parking (Per Final Plan & current Ord. standards for retail use) - The requirement is 27 parking spaces; however, the applicant is providing 51 spaces, which exceed the required amount by 24 spaces. There is no requirement regarding a maximum number of parking spaces. The landscape island in the parking area north of the building has one (1) parking space. Since there are extra parking spaces, staff would suggest this parking space be eliminated and a sidewalk be added to align with the sidewalk by the building. Lawn should be added on either side of the sidewalk in this island. The Applicant agreed adding the extra spaces was the request of the owner and will serve all of the tenants.
- Loading (Per approved Pattern Book – Page 41) - Planning Commission determined a dedicated loading area is not required.
- Dumpster Enclosure (Per approved Pattern Book - Page 41) - The dumpster enclosure walls as shown do not comply and as the enclosure walls are required to be comprised of masonry products to match the brick on the building. Landscape materials shall be provided. Revised drawings of the dumpster enclosure (brick to be used in place of CMU) will be required as part of the construction set of plans. The Applicant agreed.
Commissioner LaRose asked if another drive-through lane was pictured. The Applicant clarified what is shown is an escape lane.
- Outdoor Eating Areas (Per approved Pattern Book – Section 3.6, Pages 39-41; Planned Development Agreement, Section 3.1.15; and Section 4.47 of Zoning Ordinance)
 - The seating plans will be required and reviewed with the construction set of plans.
 - A detail drawing of the fence will be required and reviewed as part of the construction set of plans.
 - The seating arrangement plan will be required and reviewed with the construction set of plans.
 - Furniture and other furnishings will be reviewed under the land use permit application.
- Lighting (Per approved Pattern Book – Pages 23 and 44 and Section 5.13 of Zoning Ordinance)
 - Sheet SL 1.1 should be revised to state the correct “Average Illumination Levels” in the Site Photometric Data chart. The correct average levels are between 2.4 and 3.6 footcandles. The revised plan shall be submitted as part of the construction set of plans.
 - Photometric plan is to be revised to include all wall-mounted light fixtures in the calculations, and a cut sheet is to be provided for the decorative wall-mounted fixture. The revised photometric plan and cut sheet can be submitted with the construction set of plans. The Applicant agreed.
- Landscaping (Per approved Pattern Book – Pages 10, 42, and 43 as well as approved Final Plan/Landscape Plan for Development Area ‘E’, for reference of existing plant materials)
 - Parking Lot - The landscape plan should be revised to state the correct formula for “Parking Lot Landscaping” which is stated above in this section; a plan should be provided to show areas counted as parking lot landscaping and open space landscaping; and the river rock shall be replaced with shredded hardwood mulch or plant material. The revised landscape plan shall be submitted as part of the construction set of plans. The Applicant agreed.
 - Open Space Landscaping - Staff would suggest using a narrow habit conifer tree in place of 3 proposed Norway Spruce trees in the west landscape area due to spatial constraints. The Applicant agreed.
 - Foundation Landscaping - There is an approximate 5.5 foot wide area along the north side of the building which is not clearly labeled as sidewalk or landscape planter. Per the Applicant this area will be landscaped. The landscape plan shall be revised to show plant material for this area as part of the construction set of plans. The Applicant agreed.

stating she needs to confirm with their Landscape Architect the material chosen will be hardy enough to endure the site conditions.

- Landscaping Species - Plant diversity can be beneficial and can provide seasonal interest. Planning Commission determined the proposed plant material meets the intent of the plant list provided in the Pattern Book and are appropriate for the overall development.

Commissioner Grissim added, for visibility, the plantings on the tips of the parking islands do not need to be there; they typically do not do well with the parking area salt and make it difficult to see when backing out. The Applicant concurred.

- Architecture / Building Materials (Per approved Pattern Book, Pages 24, and 36-38)
The Applicant displayed the materials sample board, and the Planning Commission reviewed the façade.
 - Roof appurtenances - Revised plans shall be submitted as part of the construction set of plans to address the items noted, including screening of roof appurtenances and updating the Façade Materials Calculations drawings and material summary charts. The Applicant agreed.
- Other Comments
 - Transformer – If a transformer is proposed, the unit should be shown on the plans and all required screening. The Applicant agreed and stated they did not have that yet, but she imagines it will be near the dumpster.
 - Bike Racks – A detail drawing of a bike hoop is provided on Sheet SP 1.01 however the bike hoop is not shown on the plans.
 - Signage – A monument sign is shown on the plans. The Pattern Book provides design standards for a monument sign regarding size, height and type of building materials (Page 27A of the Pattern Book). A monument sign, if proposed, will be reviewed as part of a sign permit application. Wall sign standards are provided in the PD Agreement (Section 6.6). Signs will be reviewed as part of a sign permit application.

Director Langer mentioned there is no size requirement for brick; however, the 2.5 inch brick proposed may be more expensive to install than the 4 inch brick other recent projects have used. The Applicant stated she does not think they are going to use the 2.5 inch brick but will use the 4 inch size. The Planning Commission agreed.

Commissioner LaRose proposed adding Condition 6, referring to the removal of the parking space in the island and adding sidewalk.

Commissioner LaRose offered the following Motion:

Move to approve Site Plan Application #21-014 a request to amend the previously approved plans for Hartland Towne Square Planned Development (PD), to construct an approximate 7,980 square foot multi-tenant building with one (1) drive through window. Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated October 7, 2021, 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 applicant shall change the building materials of the dumpster enclosure to match the building elevations. Revised plans shall be submitted as part of a land use permit.**

3. The applicant shall eliminate the proposed river rock in the landscape beds and replace it with either lawn, shredded hardwood mulch, or another acceptable material. Revised plans shall be submitted as part of a land use permit.
4. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, and Hartland Deerfield Fire Authority Fire Marshal.
5. Applicant shall secure a letter of authorization from all applicable property owners prior to issuance of a land use permit for the project.
6. Applicant shall eliminate the single parking space on the landscape island north of the building, shall replace this parking space with lawn, and shall add sidewalk on the island to align with the sidewalk by the building.

Seconded by Commissioner Grissim. Motion carried unanimously.

8. **Call to Public:**

None

9. **Planner's Report:**

None

10. **Committee Reports:**

None

11. **Adjournment:**

A Motion to adjourn was made by Commissioner Grissim and seconded by Commissioner LaRose. Motion carried unanimously. The meeting was adjourned at approximately 7:59 p.m.

Submitted by,



Michelle LaRose
Planning Commission Secretary