

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

AUGUST 28, 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, Grissim, Mayer, McMullen, and Murphy

Absent – Commissioner Mitchell

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

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

5. **Approval of Meeting Minutes:**

a. Planning Commission Regular Meeting Minutes of July 24, 2025.

A Motion to approve the Planning Commission Regular Meeting Minutes of July 24, 2025, was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried unanimously.

6. **Call to the Public:**

Michael Cain, Hartland Township; not opposed to the proposed projects but has concerns about traffic in the community, especially the intersection at Old US 23 and M-59.

7. **Old and New Business**

a. Site Plan/PD Application #25-015 Chick-fil-A Planned Development (PD) Concept Plan at 10587 Highland Road (former Big Boy)

Director Langer stated the following:

- Gave an overview of the location and scope of the project.
- East of US 23, north side of M-59.
- Proposing to tear down existing building, former Big Boy restaurant, and build a new Chick-fil-A restaurant with a drive-through.
- Plan to utilize the existing parking lot and add the drive-through lanes.
- Requesting a Planned Development for this project.
- Approval of a Planned Development is a three-step process. A Concept Plan, Preliminary Plan, and Final Plan are all reviewed by the Planning Commission and the Township Board, with the Planning Commission making a recommendation and the Board having final approval at each step.
- Tonight is the Conceptual Review where the Applicant receives comments only. This proposal will proceed to the Township Board for their comments as well.

The Applicant, Leslie Accardo, Senior Project Manager of PEA Group, representing Chick-fil-A stated the following:

- Thinks this is a great location for Chick-fil-A.
- Intend to reuse as much of the exterior site as possible, including some of the curbing, and storm water if possible.
- Looking forward to making a needed visual improvement to that site.

Chair Fox referred to the staff memorandum dated August 21, 2025, and stated the following:

- 5000 square foot building
- 16 seats for outdoor seating, 70 interior seats
- 69 parking spaces
- 49 stacking spaces in the drive-through lanes
- Two flat-roofed canopy structures for employees in the drive-through lane area

Zoning Information

Director Langer stated the following:

- Property is currently zoned GC (General Commercial).
- Applicant could have applied for a Special Use Permit as is required in GC for a restaurant with a drive-through; however, the Applicant chose to use the Planned Development process for their approval.

Parcel Size – PD Requirements

Chair Fox stated the following:

- Minimum size is twenty (20) acres; this site is 1.65 acres.
- Township Board can approve a project with less than 20 acres with a recommendation from the Planning Commission as there are several in the Township.

Site Layout and Circulation

Chair Fox stated the following:

- Three (3) access points: M-59, Hartland Road and Rovey Drive. No changes are proposed to any of the driveways or access points.
- Two (2) canopy structures are proposed; one is for ordering and the other for payment and food pick up. Often Chick-fil-A employees are assisting customers outside facilitating the ordering process.

[Director Langer displayed an image of the canopies from a similar site.]

Commissioner Murphy asked where they anticipate most cars will exit the site. The Applicant stated she is unsure but assumes most will exit onto Hartland Road. Commissioner Murphy inquired about the northern exit island and the turning radius. The Applicant stated they have only viewed the site via GIS at this point. Chair Fox stated that information will come at the Preliminary review level, this is just the Conceptual review.

Chair Fox continued stating the parking is on the northern side of the building, retaining walls along M-59 and Hartland Road will remain with some freshening of the landscaping.

Parking

Chair Fox stated there are 69 spaces planned but he is still looking for them to be ten feet by twenty feet rather than nine feet by twenty feet; if the plan is to recycle the existing parking the original layout was for ten feet by twenty feet parking spaces.

Building Elevations

Director Langer shared the elevations submitted by the Applicant and stated the exterior is largely brick as was the earlier design but a slightly different shape than the previous proposal.

Setbacks

Director Langer stated the following:

- PD Planned Development process allows flexibility to grant some waivers.
- Big Boy did not conform to the setback from M-59, and the Applicant is proposing a building in the same location.
- Some canopies may encroach slightly.
- Generally, it complies.

Traffic Generation

Director Langer stated the following:

- In the ITE (Institute of Transportation Engineers) Manual, Big Boy would have been classified as a sit-down restaurant.
- Chick-fil-A is a fast-food restaurant with a drive-through which would generate more traffic than a sit-down restaurant.
- Both the Township and the Applicant have been in preliminary discussions with Michigan Department of Transportation (MDOT) as to whether any improvements would be required on M-59 or if any improvements would be required by Livingston County Road Commission (LCRC) for Hartland Road. There is no information at this time.
- Applicant will need to continue to work with those agencies.
- Intend to use existing curb cuts and driveways to M-59, Hartland Road, and Rovey Drive, which is a private road, and are not proposing any changes at this time.
- Will continue to work with those agencies and if modifications are needed for any of the access points, it will be discussed at the Preliminary Review.

Chair Fox quickly noted the other items listed in the staff memorandum.

Commissioner Mayer asked about the stacking; 49 spaces are proposed; the requirement is ten (10). He asked what the average number of stacking spaces is for Chick-fil-A. The Applicant stated the sweet spot is 35. Commissioner Mayer asked how many stacking spaces were proposed previously.[The Planning Commission briefly discussed their recollections of the number of spaces previously proposed, 50 spaces.] Commissioner Mayer asked about the store located in Shelby Township. The Applicant stated she recalls twenty-five (25) stacking spaces which was a problem initially. Commissioner Mayer stated it was a problem for three or four weeks but then dissipated. The Applicant confirmed.

Commissioner Mayer asked about traffic circulation stating he believes most people will be coming from US 23, leaving the drive-through, if they proceed north, they will have to choose right or left

but cannot turn left back onto Hartland at that location. He requested some directional signage to aid customers unfamiliar with the area in how to return to the expressway. The Applicant stated they can.

Planning Commission Comments

Commissioner Grissim stated the following:

Planning Commission is excited Chick-fil-a is looking at this site, it feels like it fits so much better. She is looking forward to seeing the Preliminary Plan.

Commissioner Mayer stated it is the perfect fit for the site.

Commissioner Murphy stated he agrees and is glad they want to come to Hartland. The old Burger King site did not work out for whatever reason and feels it is great to use this site.

Commissioner Eckman stated it is a great layout. He is glad there are three entrances and exits especially for local people getting around. Appreciates the number of jobs it will bring to Hartland. This site has five times the stacking typically required for a commercial drive-through use is fantastic as that is one of the concerns people have with stacking traffic spilling over.

Commissioner McMullen stated she has basically the same comments as the other Planning Commissioners.

Chair Fox stated if one wanted a Chick-fil-A in Hartland it is great, because it is here. If you did not want it at the previously proposed location, it is great, because it is here.

- b. Site Plan Application #25-005 – Request to amend the approved Final Planned Development (PD) Site Plan for 10081 Highland Road and Amend Planned Development Agreement (Sheetz Fuel Station/Convenience Store)**

Director Langer stated the following:

- Gave an overview of the location and scope of the project.
- North side of M-59, east of Old US 23.
- Two properties, the former Walgreens and Chase Bank, were previously approved as a Planned Development (PD) but only for those two uses.
- Two-part request: Site Plan approval for a new commercial structure, Sheetz; and a Planned Development Amendment for the fuel station convenience store use.
- Site Plan portion is under the jurisdiction of the Planning Commission.
- PD Amendment is ultimately decided by the Township Board with a recommendation from the Planning Commission.
- Applicant intends to use the existing driveway access points to M-59 and Old US 23.
- Existing building will be demolished, and the new building will be in a slightly different location on the site.
 - Gas canopies will be east of the building.
 - Parking throughout the site.
 - Connection to Chase Bank will remain.

The Applicant, Alex Siwicki representing Sheetz, Inc. introduced himself and stated the following:

- Located in several states, and now Michigan with two stores.
- Began in 1952 in Altoona, Pennsylvania, by Bob Sheetz. Originally a restaurant carry-out.
- Recently their 800th store opened in North Carolina.
- Still family owned and operated.
[Displayed an interior image of a store similar to the proposed Hartland store.]
- Seating for thirty (30) with an MTO Made to Order kitchen.
- Wide variety of food offerings 24 hours a day, 7 days a week with a specialty coffee/beverage bar.
- Convenience and grocery items are also available.
- Brick, stone and metal exterior, landscaped with irrigation, and well maintained.
- Have their own delivery for fuel, driven by Sheetz employees, do their own landscaping, and their own distribution centers for products they sell. They do their own Human Resources and Marketing. He is an employee of Sheetz. What that means for Hartland is, if there is ever an issue, one only needs to talk to the store manager, and Sheetz takes care of it. It is part of being family owned.
- Also known for being one of Fortune 500's top 100 best employers in the country for the last decade.
- People magazine published a list of top companies that care about their employees and the communities they are in. Sheetz was number 10.
- Offer training, tuition reimbursement, 401(k), bonuses, PTO, top notch health insurance. He started as an electrician,
[Mr. Siwicki shared a couple of personal stories of how the company has supported his career advancement and the excellent health insurance Sheetz offers.]
- Proposed building is 6,132 square feet restaurant and convenience store on 2.92 acres with 6 fuel pumps (12 stations).

Chair Fox referred to the staff memorandum dated August 21, 2025

Automobile Fueling and Convenience Station Standards (Section 4.58)

Frontage

Chair Fox stated the subject site complies with this standard, having access from Highland Road, which is a hard surfaced thoroughfare, and having access from Old US-23 which is also a paved thoroughfare.

Minimum Lot Width

Chair Fox stated the parcel is approximately 350 feet in width along Old US-23 and approximately 215 feet along Highland Road and complies.

Minimum Setbacks

Chair Fox stated the requirement is forty (40) feet, the proposed pump islands are approximately 137 feet from the ROW line for Highland Road. Overhead canopies are required to be setback at least twenty (20) feet; the proposed fuel canopies are 130 feet from the ROW of Highland Road.

Ingress and Egress

Chair Fox stated the minimum is thirty (30) feet and the maximum is forty (40) feet in width; the access drives are existing; no modifications are planned. Director Langer clarified both MDOT and LCRC sent emails approving the use of the existing access drives, but the Applicant will need to work with those entities for any required modifications within the ROW. Chair Fox summarized driveway location is good, traffic is not approved.

Layout

Chair Fox stated the proposed gasoline pumps are in the middle of the site and comply.

Screening

Chair Fox stated the site is surrounded by commercial uses and no screening is required.

Outdoor Storage

Chair Fox stated outdoor storage is not permitted unless it is a defined area. Director Langer showed an area on the south side of the building with some screening walls and indicated the area where there may be some outdoor displays. The Applicant stated they intend to have one ice chest and one propane chest inside the defined area.

Traffic Impact

Director Langer stated the Applicant provided a Traffic Impact Study, to MDOT and LCRC. As part of that they are proposing some changes to the signal timing during peak hours, which indicates the sort of changes that may occur. The Applicant will need to continue to work with those agencies for those approvals.

Lighting

Chair Fox indicated this will be discussed later.

Groundwater Protection

Director Langer stated with every proposed project the Township requires a detailed Pollution Incidence Protection Plan (PIPP); a plan to ensure in the case of a spill, the groundwater and drainage areas are protected. Most of the time the Planning Commission does not review the information. The applicant will be required to provide the PIPP as part of the land use permit for the construction phase of the project. The PIPP will be reviewed by the Hartland Deerfield Fire Authority and the Township's Department of Public Works (DPW) in coordination with State and County agencies.

Commissioner Mayer asked the Applicant if they are familiar with the location of the community well. The Applicant stated they are and that information informed their site plan design. The tanks are as far away from the well site as possible. They have already received approval from the Bureau of Fire Services and LARA (State of Michigan Licensing and Regulatory Affairs) for the fuel tank location. Commissioner Mayer asked about the distance from the tanks to the well. The Applicant stated he did not have that information. Commissioner Mayer asked what is the minimum required distance. The Applicant stated 2,000 feet and he estimates they are in the 1,900 range. Commissioner Mayer asked what agency grants the approval to be closer than 2,000 feet. The Applicant stated LARA and they already have that approval. It was critical for the project at this location, so they made sure to gain that approval ahead of time.

SITE PLAN REVIEW – Applicable Site Standards

Impact Assessment

Director Langer stated it was probably not fair to the Applicant just to state “An impact assessment was not provided.” An Impact Assessment is designed to address site issues for projects that may affect a wetland or wooded area. It also gets into traffic, site description and layout. They have provided much of that information through other means, and this site is a redevelopment project. Much of that information is not pertinent as it would be in an undeveloped site.

Traffic Generation

Director Langer stated the following:

- He is not a traffic engineer, but this topic is often thrust upon him.
- A Traffic Impact Study (TIS), dated December 9, 2024, was provided; only the Executive Summary was included.
- They rely heavily on the ITE (Institute of Transportation Engineers) Manual.
- Proposing some changes to the intersection of Old US 23 and M-59.
- Must have MDOT accept and approve those changes.

Dimensional Standards

Director Langer stated the following:

- Project will be located in the previously developed area of the site; the building will not be any closer to Old US 23 or M-59.
- Walgreens was approved as a PD (Planned Development.)
- Sheetz is using the same area; the building is shifting to the west, but it is within the existing developed area on the site.
- All of the building and parking setback distances are shown on page 8 of the staff report.

Building Height (Sec. 3.1.14)

Chair Fox stated the maximum is 35 feet, 20 feet is proposed. The Applicant offered a correction stating the height of the building at the top of the cupola is 29 feet.

Lot Coverage (Sec. 3.1.14)

Chair Fox stated the maximum is 75 percent, proposed is 4.8 percent for the structure.

Site Requirements

Outdoor Seating and Dining (Sec. 4.47)

Director Langer stated a small outdoor seating area is proposed on the north side of the building. Chair Fox mentioned a drive-through is not part of this project. The Applicant clarified that the umbrellas will be bronze and not green as shown on the rendering.

Dumpster Enclosure (Sec. 5.7)

Chair Fox stated the enclosure needs to match the building with the same materials. What is proposed seems to comply. Director Langer confirmed the location of the dumpster enclosure is on the northeast corner of the site.

Off-Street Parking (Sec. 5.8.4.H) – Automobile Fueling and Convenience Station; PLUS Restaurant w/carry out or delicatessen with less than 6 tables

Director Langer stated the bottom line is they comply. They have 48 parking spaces, 38 are required. Chair Fox mentioned this is not a truck stop so there will not be large trucks pulling in and having dinner. The Applicant concurred.

Barrier-Free Parking

Chair Fox stated they are required to have two (2) and they do.

Parking Lot / Driveway / Internal Roads Setbacks (Sec. 5.8.3.)

Director Langer stated they comply with the normal zoning district setbacks with the exception of the building in relationship to Old US 23, but it is consistent with the previously developed portion of the site.

Director Langer stated staff worked with the Applicant to tuck the fuel canopies on the east side of the building and dress up the “back” of the building, which is actually the front as it faces Old US 23, using some decorative window-like elements. Chair Fox stated it is obvious that it is a gas station, and he appreciates the gas canopies not being out front.

Loading (Sec. 5.9)

Chair Fox stated we have not seen one in a long time, but they actually have one.

Access Management and Non-Residential Driveway Standards (Sec. 5.10)

Chair Fox stated they are not moving the driveways.

Landscaping (Section 5.11 – Updated Landscape Ordinance version)

Commissioner Grissim stated the following:

- Appreciates the trees along M-59, currently there is nothing up to the parking lot.
- Foundation landscaping is TBD the requirement is 60 percent, but the important sides have been addressed.
- Appreciates the brick pavers instead of concrete which is a plus.
- Likes the narrow median between the parking lot and Chase Bank but is unclear of its purpose. The Applicant stated the tank system is near that location; the concrete is ten (10) inches thick and there are safety systems galore. If they can avoid having direct traffic over that area, they try so only their tanker can get to it and not ordinary traffic. Trying to direct incoming traffic from the Chase Bank access. Commissioner Grissim commented there is a great deal of concrete on the site and she is trying to understand their intent.
- Once the location for the ground equipment is determined, make sure it is screened.
- She appreciates when cars are pulling in, the plan leaves a little room for the car to overhang.

Commissioner Mayer stated the following:

- Likes the west side with the foundation plantings and trees to break up the straight line of the building.
- Asked if there will be lawn irrigation between the sidewalk and the curbs for both M-59 and Old US 23. The Applicant replied they cannot irrigate within the right-of-way but inside the property boundaries, yes, irrigation is planned.

- Landscape Plan shows eight (8) larger trees as existing that are not there. What is approved is what should be there. If they add trees they must be at least to the three (3) inch standard.

Chair Fox stated if the existing brick corner feature does not match the proposed building materials, it could be modified with brick that matches the building. The Applicant stated it actually very close to what they have planned, and they hope to retain it if it is in an acceptable condition. If not, it will be replaced.

Lighting

Director Langer stated the following:

- Average footcandle at the entrance is above the five (5) footcandle maximum so we will have to work with the Applicant during the Construction Plan phase to make sure it will comply.
- On the elevation drawing of the light pole, a height was not listed and will need to be added to the Construction Plan set. The Applicant stated it is 23 feet, but they will add that information.

Water Supply and Wastewater Disposal (Sec. 5.16)

Chair Fox stated the site will be served by municipal water and sanitary sewer.

Architecture / Building Materials (Sec. 5.24)

Chair Fox stated the Planning Commission could analyze every portion of the proposed structure, but he is more interested in if the Commission likes the way the building looks. According to the chart they exceed the requirements in almost everything in a good way.

Commissioner Eckman stated he likes the awning that give a three-dimensional look which is better than just siding and brick. He thinks it looks nice.

Commissioner McMullen commented on the lighting stating that some other fuel stations are darker and for single women getting off of the expressway brighter lighting makes it more visible for them, it is a safety concern. There is no residential area nearby to be concerned about. She would like to see it brighter as a safety concern for single drivers.

The Planning Commission briefly discussed other fuel station locations and the lighting.

The Planning Commission indicated they like the architecture as presented.

Fuel Island Canopy Design

[Director Langer displayed an image of the fueling station and canopy.]

Director Langer stated the canopy has brick columns with steel girders on the underside. The Applicant stated it is a flat deck canopy; most are pretty flat. They are proposing a bubble of translucent vinyl, a solid material on an angle, with decorative webbed trusses and brick all the way up to the trusses. It is a good-looking installation.

Commissioner Murphy asked how gray water is managed, and is it visible The Applicant stated it is not visible. The canopy is at an angle, so the gutter is integrated with the decking system on the low side. The system goes through the trusses and down through the brick columns into the storm water system.

Signage

Chair Fox stated staff handles signage. Wall signage is proposed.

Commissioner Murphy asked about the fuel pump configuration; the proposed distance between pumps is 21 feet. The Applicant confirmed it is 21 feet, the distance varies for some stores, but that distance seems to work. Commissioner Murphy expressed concern stating other stations have 20 feet in between pumps and it is too close. A more recent fuel station has 22 feet 10 inches which is ample. Twenty feet is too close.

Commissioner Mayer stated many Hartland residents are concerned about traffic, and this will bring additional traffic. Only 12 pump stations are proposed, which is smaller than other stores proposed in the metro area. The Applicant stated the first store in Romulus is a truck stop, which represents less than seven (7) percent of their business. Most of their businesses are smaller establishments like this. Commissioner Mayer stated he is hoping that having a fuel station option on the north side of M-59 for westbound traffic might help alleviate some of the congestion that occurs even with additional traffic.

Commissioner Eckman agreed there should be some alleviation of traffic turning into the fuel station across the street. A development is planned for the southwest corner of Old US 23 and M-59 so we still have more traffic issues that will come with additional improvements to the intersection. Traffic is always a problem, and he is glad it is a smaller station than it could be. He thinks the Planning Department and the Applicant did a great job on the layout which helps the cosmetics; we will have to wait and see what the outcome will be with the County and the State.

Commissioner McMullen asked how many employees are working per shift. The Applicant stated generally, there are about eight (8) per shift maximum, the store will employ between 30 and 35 employees, and they prefer full-time.

Commissioner Murphy stated traffic is always an issue for our residents, but another fuel station is not a bad idea, there has to be one somewhere. The traffic entering and exiting on the south side of M-59 is not always safe to navigate. It is a great-looking building. Employing 35 people is great for Livingston County a real positive for the area.

First Amendment to the Planned Development Agreement (Draft version)

Director Langer stated when creating a Planned Development, one is creating a new zoning ordinance and district for the properties included in that Planned Development. The one created for this property outlined the permitted uses but only permitted two uses. Sheetz was not one of those uses, so in order for this project to proceed, the PD must be amended to allow this new use. Currently, Walgreens and Chase Bank are the only permitted uses. The Applicant is requesting to amend the existing Planned Development to incorporate a Sheetz as a permitted use. The draft amendment has been reviewed by the Township Attorney who made some comments. Before you is the updated draft amendment incorporating those comments.

Chair Fox stated they are allowing a temporary sign while it is being built and permitting the use to be there. If any other use other than Walgreens or Chase Bank wanted to go there, the PD would have to be amended.

Commissioner Eckman offered the following Motion:

Move to approve Site Plan Application #25-005, a request to amend the previously approved Final Planned Development site plan, at 10081 Highland Road, as outlined in the staff memorandum dated August 21, 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 August 21, 2025, on the Construction Plan Set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.**
- 2. Prior to the issuance of a land use permit for the project, the applicant shall secure all applicable permits and approvals from the Michigan Department of Transportation and the Livingston County Department of Transportation.**
- 3. The First Amendment to the Planned Development Agreement shall be in a recordable format and shall comply with the requirements of the Township Attorney.**
- 4. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, the Fire Code requirements, and all other government agencies, as applicable.**
- 5. Applicant shall obtain all applicable approvals and permits from the Bureau of Fire Services and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding the proposed underground storage tanks.**
- 6. Applicant shall obtain all applicable approvals and permits from the Livingston County Road Commission (LCRC) and the Michigan Department of Transportation (MDOT).**

Seconded by Commissioner Grissim. Motion carried unanimously.

Commissioner Grissim offered the following Motion:

Move to recommend approval of the proposed First Amendment to the Planned Development Agreement, a request to amend the Planned Development Agreement, as outlined in the staff memorandum dated August 21, 2025.

The recommendation for approval is based on the following findings:

- 1. The Planning Commission has determined the proposed First Amendment to the Planned Development Agreement, outlines the revisions as related to the proposed project, as in the allowance for the development and use of Parcel A for the Sheetz fuel station, fast-food restaurant, and convenience store, operating twenty-four (24) hours per day; minor revisions to temporary signage allowances; and reference to the current Planned**

Development Ordinance provisions outlined in Section 3.1.18 of the Township’s Zoning Ordinance 76 (as Exhibit 7).

- 2. The proposed Amendment document shall be revised to address comments provided by the Township Attorney, as applicable.**

Seconded by Commissioner Murphy. Motion carried unanimously.

8. Call to the Public:

Brian Madden, Hartland Township; suggested Chick-fil-A use signage to direct traffic to Rovey Drive to Clark Road to M-59. Concerned about traffic turning left onto Old US 23 out of Sheetz.

Lloyd Rayburn, Hartland Township; concerned about traffic at the Old US 23 and M-59 intersection and at the Clark Road and M-59 intersection. Too many areas backup impeding traffic flow. Feels the overall traffic flow in Hartland should be addressed.

9. Planner Report:

None

10. Committee Reports:

Commissioner Murphy initiated a brief discussion by the Planning Commission about sidewalks in Hartland Township, requesting them earlier in the review process, closing gaps, exploring grants to fund additional construction.

11. Adjournment:

A Motion to adjourn was made by Commissioner Grissim and seconded by Commissioner Mayer. Motion carried unanimously. The meeting was adjourned at approximately 8:36 PM.

Submitted by.

A handwritten signature in blue ink, appearing to read "Tom A. Murphy".

Tom Murphy
Planning Commission Secretary