

1. **Call to Order** - THE MEETING WAS CALLED TO ORDER BY CHAIRMAN LARRY FOX AT 7:00 PM

2. **Pledge of Allegiance**

3. **Roll Call**

PRESENT: Joe Colaianne, Thomas Murphy, Larry Fox, Sue Grissim, Michael Mitchell, Keith Voight

ABSENT: Jeff Newsom

4. **Approval of Meeting Agenda**

Motion to Approve the Agenda

A Motion to approve the Meeting Agenda was made by Commissioner Grissim and seconded by Commissioner Colaianne. Motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Grissim, Commissioner
<b>SECONDER:</b>	Joe Colaianne, Trustee
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Mitchell, Voight
<b>ABSENT:</b>	Newsom

5. **Approval of Meeting Minutes**

a. Planning Commission - Regular Meeting - Jan 11, 2018 7:00 PM

A Motion to approve the Meeting Minutes of January 11, 2018 was made by Commissioner Voight and seconded by Commissioner Mitchell. Motion carried unanimously.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith Voight, Secretary
<b>SECONDER:</b>	Michael Mitchell, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Mitchell, Voight
<b>ABSENT:</b>	Newsom

6. **Call to Public**

None

7. **Old and New Business**

a. Site Plan #17-019, Flagstar Bank

A request to amend the previously approved site plans for Hartland Towne Square Planned Development (PD) and construct an approximate 2,900 square foot Flagstar Bank with three drive-through windows.

Director Langer explained the location and the request stating the following:

- Part of the Hartland Towne Square PD Pattern Book.
- Previously approved in 2008 but never constructed.
- New plan is slightly different.
- Typically in the Commercial district, drive-through windows require a Special Use Permit but since the PD Final Plan included a bank with drive-through windows located on Outlot #10, an SUP is not required but Site Plan approval is.

The Applicant, Michael Boggio of MBA Architects, introduced himself and stated this is very close to the same plan that was previously approved. He provided some architectural samples for review.

Chair Fox proceeded to the review.

#### Access and Circulation

Director Langer stated during the review of the previous application for Flagstar Bank (SP #469) copies of an unexecuted egress/ingress easement were provided to the Township, with the document to be recorded prior to approval of the construction plans. The easement has not been recorded but a similar recorded document will be required for the current Flagstar Bank project prior to approval of the construction plans.

#### Site Requirements - Off-Street Parking

Director Langer referred to the site drawing showing the five parking spaces in question:

- Generally 20 feet is the required length of a parking space.
- At this location 18 feet is the same as shown in the previous plan.
- Adjacent sidewalk is 7 feet and will accommodate any vehicle overhang that may occur.

The Planning Commission had no issues.

#### Loading

Chair Fox mentioned the site plan is consistent with other uses that have limited loading needs. The Planning Commission had no issues.

#### Lighting

Chair Fox stated they are meeting the requirements. The Pattern Book calls for a different type of fixture but with the advance of LED lighting, the Planning Commission previously determined they meet the intent of the requirement and are an improvement over the older fixtures. The Planning Commission had no issues.

#### Other Requirements

Chair Fox mentioned the plan includes a 35-foot tall flagpole but no schematics were provided. Director Langer stated he wanted to call attention to the flagpole as there are ordinance requirements that pertain to flags and flagpoles so that both the Applicant and the Planning Commission would be made aware. Flagpoles are limited to 35 feet in height and flags no larger than 40 square feet.

Commissioner Murphy inquired if the flagpole would be lighted. The Applicant stated it would.

Chair Fox asked if there were any other comments or questions.

Commissioner Voight stated he might have an issue with the 18-foot parking spaces if this were not in a PD but since it is a PD he does not have a problem with it.

The Planning Commission briefly discussed parking requirements and the Ordinance Review Committee items for discussion.

Commissioner Voight offered the following Motion:

**Move to approve Site Plan Application #17-019, a request to amend the previously approved plans for Hartland Towne Square Planned Development, to construct an approximate 2,900 square foot Flagstar Bank with three drive-through windows. Approval is subject to the following conditions:**

1. Applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated January 18, 2018, 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 shall provide a shared driveway easement which is subject to Township approval.
  3. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, and Hartland Deerfield Fire Authority Fire Marshal.
- Seconded by Commissioner Mitchell. Motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Keith Voight, Secretary
<b>SECONDER:</b>	Michael Mitchell, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Mitchell, Voight
<b>ABSENT:</b>	Newsom

**8. Call to Public**

None

**9. Planner's Report**

Director Langer reported there have been meetings with the developers of the Newberry project regarding water systems. We still are in the process of reviewing the plans. This is a big project with many pieces. It is not ready to come back to the Planning Commission yet but it is still moving forward.

The Planning Commission briefly discussed the Newberry project and the possible addition of the 40 acre parcel to the west.

**10. Committee Reports**

Ordinance Review Committee - Commissioner Grissim reported they have been working on the Landscape Ordinance revisions. She stated the following:

- Making effort to simplify for better clarity for reviewing staff and the Planning Commission.
- Studied other communities’ ordinances.
- Goal is to improve landscape diagrams; some are not shown correctly requiring additional review time.
- Reduce requirements that are beyond what is really needed i.e. foundation landscaping for monument signs and around dumpster enclosures.
- Eliminate the requirement to provide an extra 25% trees and shrubs, above and beyond the minimum required plants.
- Look at ways to avoid large mulched areas with few plants and the potential for weeds, especially in parking lot islands.
- Looking at the purpose of the plantings.
- Examine how to use fewer plantings but optimize them by locating them strategically for maximum effect and screening.
- Require landscape plans to be prepared by a Registered Landscape Architect (RLA), signed and sealed, in order to provide a professional level of expertise.

Commissioner Colaianne stated he anticipates the Township Board being concerned about placing an additional financial burden on the applications to hire yet another professional during the planning process.

The Planning Commission discussed the potential cost, cost saving through fewer revisions, and benefits of having a Landscape Architect produce the landscape plan. If the requirements are reduced, it may free up a developer’s resources to hire a professional RLA.

Director Langer stated the following:

- Staff spent a lot of time working on this ordinance amendment.
- They did site visits with Commissioner Grissim to see what was done.
- This process triggered a more technical review of the landscaping indicating that maybe some adjustments should be made.

Commissioner Colaianne asked if there are incentives for using such elements as rain gardens. Commissioner Grissim stated there is some language for those items and for how irrigation is planned.

The Planning Commission discussed other options to encourage good landscape planning concepts such as incentives for installing rain gardens, storm water runoff management and tree protection.

Commissioner Colaianne asked if the purpose of trees in a parking area is to provide shade, would requiring larger trees help to better accomplish that goal. Commissioner Grissim replied currently horticulturalists are saying the larger the tree, above three-inch caliper, the harder it is for that tree to adapt; generally the smaller trees move well and will grow better.

Chair Fox stated he recalls information from past training that one purpose of trees in parking areas is to cool the pavement. The memo suggests options for requiring the typical number of shrubs/canopy tree in the first row of parking islands closest to the commercial building and only requires lawn and trees for the interior parking islands for ease of maintenance. Some of those options were utilized for the Emagine Theatre project.

Commissioner Grissim concurred explaining the practice of using the perimeter landscaping for maximum screening of a parking area and allowing the interior islands to have fewer plantings; that will help minimize the view of the pavement in the parking area.

The Planning Commission discussed this practice as used in other communities.

Chair Fox stated he is looking forward to seeing these revisions as the Planning Commission has seen several proposals that seem over-landscaped.

Commissioner Grissim gave another example of trying to discern the purpose of the landscaping such as the entrance drive to a residential development; the boulevard is required to have scrubs and ground cover where it could be crowned lawn and some nice trees. They tried to examine what is really needed in those locations.

Chair Fox suggested they bring pictures to aid in understanding when they bring this amendment forward. Commissioner Grissim stated they would and they intend to improve some of the diagrams.

Chair Fox offered when this comes back to the Planning Commission it should be at a work session. Commissioner Grissim agreed stating there is a lot a material to cover.

The Planning Commission briefly discussed incentives for tree preservation, the practical difficulties and ramifications of trying to save specific trees.

## 11. Adjournment

### Motion to Adjourn

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner Colaianne. Motion carried unanimously. The meeting was adjourned at approximately 7:36 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Mitchell, Commissioner
<b>SECONDER:</b>	Joe Colaianne, Trustee
<b>AYES:</b>	Colaianne, Murphy, Fox, Grissim, Mitchell, Voight
<b>ABSENT:</b>	Newsom

Submitted by,



Keith Voight  
Planning Commission Secretary