

## PLANNING COMMISSION

Hartland Township  
2655 Clark Road  
Hartland, MI 48353  
(810) 632-7498  
FAX (810) 632-6950  
[www.hartlandtwp.com](http://www.hartlandtwp.com)



**Chairperson**  
Larry Fox

**Vice-Chairperson**  
Jeff Newsom

**Secretary**  
Larry Hopkins

Sue Grissim  
Michael Mitchell  
Kelly Summerfield  
Keith Voight

### PLANNING COMMISSION AGENDA October 10, 2013 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Recognition of Visitors**
4. **Approval of Meeting Agenda – October 10, 2013**
5. **Approval of Meeting Minutes – September 26, 2013**
6. **Call to Public**
7. **Public Hearing**
8. **Old and New Business**
  - A. **Hartland Village Conceptual Streetscape Improvement Plan**  
Discussion on the Hartland Village Streetscape Improvement Plan and consideration of recommending approval of that Plan to the Township Board
  - B. **Planning Department Draft Site Plan & Development Guidebook and Draft Residential Development Guidebook**  
Presentation and discussion of the drafts of the Site Plan & Development Guidebook and Residential Development Guidebook
9. **Call to Public**
10. **Planner's Report**
11. **Committee Reports**
12. **Adjournment**

## **Welcome to the Hartland Township Planning Commission**

For those in the audience who are not familiar with the operation of the Planning Commission, the following paragraphs provide some general information concerning the meeting procedures.

### **Procedure for Public Participation** (Section 4.0 of Bylaws)

A limit of three (3) minutes per participant during the call to the public shall be permitted for any written or oral statements. The unofficial policy of the Commission will be to accept public input during the meeting for topics under discussion. If necessary, the Chair may set time limits for public participation during any meeting to ensure an orderly meeting.

All public hearings must be held as part of a regular or special meeting of the Planning Commission. The following rules of procedure shall apply to public hearings held by the Planning Commission:

- Chair opens the public hearing and announces the subject.
- Chair summarizes the procedures/rules to be followed during the hearing.
- Township planner/engineer/consultant presents their report and recommendation.
- Applicant presents the main points of the application.
- Public at large is invited to speak in support or opposition to the application.
- Chair closes the public hearing and returns to the regular/special meeting. Except for unusual conditions, the Planning Commission will not deliberate and arrive at a decision on the evening of a Public Hearing.

To ensure everyone has the opportunity to speak, the Chair may elect to limit the time permitted to speak, except that the applicant may be permitted additional time as the Chairperson allows. The Chair may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chairperson, in his/her discretion, may permit additional comments.

All comments by the public, staff and the Planning Commission shall be directed to the Chair. All comments shall be related to the application under discussion; unrelated comments shall be ruled out of order.

### **Quorum** (Section 2.00 of Bylaws)

Four (4) members shall constitute a quorum for the transaction of business and the taking of official action. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.

### **Agenda Reports**

Written reports are available for all items on this agenda. Reports may be obtained from the Planning Department at Hartland Township Offices located at 2655 Clark Road, Hartland for copying charges. For further information regarding items on this agenda, including results of the Planning Commission action, please call (810) 632-7498 and ask to speak with the Planning Department or check for a meeting synopsis on the Township's website at [www.hartlandtwp.com](http://www.hartlandtwp.com).

### **Planning Department Staff**

David Campbell, Planning Director  
Denise Lutz, Planning Assistant II  
Nancy Blair, Planning Assistant I  
Tony Savoni, Ordinance Violation Officer  
Kim Scherschligt, Planner

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Hours 8:30 am - 6 pm Monday-Thursday