

**HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION**

**APRIL 21, 2005**

**7:30 PM**

**WORK SESSION AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF APRIL 21, 2005 PLANNING COMMISSION WORK SESSION AGENDA
5. CALL TO PUBLIC            **PLEASE APPROACH FRONT CENTER MICROPHONE**

**PUBLIC HEARING**

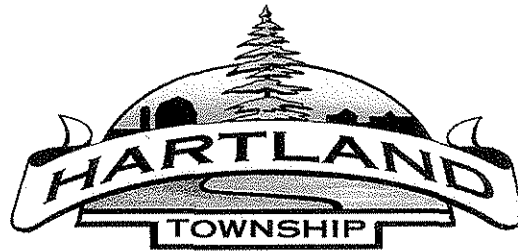
**OLD AND NEW BUSINESS**

6. DISCUSSION ON PLANNING COMMISSION BY-LAWS
7. DISCUSSION ON PRIVATE ROAD ORDINANCE
8. DISCUSSION ON SIGN ORDINANCE
9. CALL TO PUBLIC
10. COMMITTEE REPORT
11. ADJOURNMENT

NEXT SCHEDULED MEETINGS	APRIL 28, 2005	@ 7:30 PM
	MAY 12, 2005	@ 7:30 PM

<b>SPECIAL JOINT MEETING OF PLANNING COMMISSION WITH TOWNSHIP BOARD</b>	<b>MAY 5, 2005</b>	<b>@ 7:00 PM</b>
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3191 Hartland Road  
Hartland, MI 48353  
810.632.7498  
FAX 810.632.6950



Donald A. Rhodes  
Supervisor

Ann Ulrich  
Clerk

Kathleen A. Horning  
Treasurer

Joe Colaianne  
Trustee

Bill Fountain  
Trustee

Larry Hopkins  
Trustee

Joe Petrucci  
Trustee

## **ATTENTION**

**HARTLAND TOWNSHIP RESIDENTS**

**THE HARTLAND TOWNSHIP PLANNING COMMISSION  
HAS SCHEDULED A SPECIAL WORK SESSION**

**THURSDAY, APRIL 21, 2005  
7:30 PM**

**HARTLAND TOWNSHIP BOARD ROOM  
3191 HARTLAND ROAD  
HARTLAND, MI**

**DISCUSSION ON PLANNING COMMISSION BY-LAWS  
DISCUSSION ON THE PRIVATE ROAD ORDINANCE  
DISCUSSION ON THE SIGN ORDINANCE**

Denise Lutz  
Township Deputy Zoning

**DRAFT VERSION**

- ## 2. PLEDGE OF ALLEGIANCE

- #### 4. APPROVAL OF APRIL 21, 2005 WORK SESSION AGENDA

5. **CALL TO THE PUBLIC** – None.

## 6. DISCUSSION ON PLANNING COMMISSION BY-LAW REVISIONS

Commissioner Kalenauskas commented that the prime reasons for the revisions were two fold: 1) They hadn't been revised since 2000 and 2) the current version calls for the annual elections of PC officers in March, typically three months after new PC members arrive. He was alarmed at why so many revisions were proposed, but did understand why clarifications on the types of meetings the Planning Commission holds were added.

Page-by-page discussion of the document continued with various commissioners providing comments and suggestions. The primary changes agreed by a consensus of Commissioners are listed below:

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- Delete all references to an Annual Report prepared for the Township Board,
- Move the officer elections to January as recommended by the Subcommittee,
- Delete secretary duties to maintain an attendance record (this is already performed by the Chairman),
- In Section 2.0, replace all references to the Township Clerk with "Department of Public Services",
- Maintain the meeting order of business in its current format (a deviation from MTA recommendation),
- Modifications to the procedures for the conducting a public hearing,
- Add text to Section 6.0, Conflict of Interest, to include "family members" as a potential conflict of interest to be declared by Planning Commission members.

Subcommittee Chairman Germane will make the changes as discussed tonight and bring them to a future meeting for action.

**7. DISCUSSION ON PRIVATE ROAD ORDINANCE**

Chairman Fox also serves as Chairman of the Private Road Ordinance Subcommittee. He reported that comments had been received from both the Township Engineer (Williams & Works) and Township Planner (McKenna). In general, the comments from the outside consultants were favorable and did not conflict with each other. Consensus was to incorporate their comments so that the proposed Private Road Ordinance can be forwarded to the Township Board. Discussion occurred regarding whether the ordinance should remain in the Zoning Ordinance (where it is currently) or be separated as a stand-alone ordinance. A decision on this debate was not reached. As currently written, it is presented as a stand alone ordinance (which helps with enforcement issues). The Township Attorney says it can be written either way.

**8. DISCUSSION ON SIGN ORDINANCE**

Per Commissioner Rataj, comments from the Township Lawyer are still pending. Consequently, further discussion on this topic was tabled for a future meeting.

**9. CALL TO PUBLIC – None.**

**10. COMMITTEE REPORTS**

The joint meeting with the Township Board is scheduled for May 5, 2005 at 7:00 PM. Chairman Fox requested topics for the meeting. Among the various topics identified for discussion with the elected Township officers and trustees included the following:

- Update on the current plans of the Natural Features Subcommittee,

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- Discussion on how the Township wants to approve future land divisions,
- Updates to the current Architectural standards to provide specific requirements for "big box" construction, similar to the style of buildings constructed by Home Depot, Lowe's, Wal-Mart, etc.
- Create written policies and procedures for Planning Commissioner conduct (i.e., do we have authority to contact outside consultants),
- Pay issues (when, how much, multiple meetings in same day, etc.),
- Other subcommittee updates,
- Enforcement, and
- Discussion of the Planning Commission's 2005 Goals List as developed in early March.

It was recommended that a new subcommittee be developed to evaluate easement issues (setbacks from easements for public utilities).

**11. ADJOURNMENT**

The meeting adjourned at 10:35 PM.

Move to adjourn. Motion by Newsom, supported by Germane. Motion carried, 6-0-0 by voice vote.

*These minutes are a preliminary draft until approved by the Planning Commission at a subsequent meeting.*

Submitted by,

Matthew Germane, Secretary