

**HARTLAND TOWNSHIP PLANNING COMMISSION**

**JANUARY 6, 2005  
7:00 PM**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF JANUARY 6, 2005 PLANNING COMMISSION WORK SESSION AGENDA
5. APPROVAL OF DECEMBER 6, 2004 SPECIAL PLANNING COMMISSION WORK SHOP MINUTES
6. APPROVAL OF DECEMBER 16, 2004 PLANNING COMMISSION MINUTES
7. CALL TO PUBLIC           **PLEASE APPROACH FRONT CENTER MICROPHONE**

**PUBLIC HEARING**

**OLD AND NEW BUSINESS**

8. DISCUSSION WITH TOWNSHIP ENGINEER, STEVE WILLIAMS, OF WILLIAMS & WORKS AND OTHER FIRM EMPLOYEES  
TOPICS FOR DISCUSSION INCLUDE:
  - PROCEDURES FOLLOWED FOR REVIEWING APPLICANT DESIGNS,
  - PLANNING COMMISSION REQUEST FOR MORE PRECISE ENGINEERING RECOMMENDATIONS ON REVIEW LETTERS,
  - INTRODUCTION TO THE TOWNSHIP'S ENGINEERING DESIGN CRITERIA,
  - ENGINEER'S RECOMMENDATIONS FOR IMPROVEMENTS TO TOWNSHIP'S ENGINEERING DESIGN CRITERIA,
  - PLANNING COMMISSION REQUEST TO ADD STORMWATER QUALITY CRITERIA TO ENGINEERING DESIGN CRITERIA, AND
  - UPDATE ON THE SEWAGE SYSTEM IMPROVEMENTS AND EXPANSION.
9. CALL TO PUBLIC
10. COMMITTEE REPORT
11. ADJOURNMENT

NEXT SCHEDULED MEETINGS	JANUARY 13, 2005	@ 7:30 PM
	JANUARY 20, 2005	@ 7:30
	JANUARY 27, 2005	@ 7:30 PM

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** – Members present: Commissioner Germane, Commissioner Rataj, Commissioner Bickel, Commissioner Fox, Commissioner Hopkins and Commissioner Kalenauskas. Also present: Steve Williams and Jim Rozema of Williams & Works and Alexis Marcarello of McKenna Associates.

**4. APPROVAL OF JANUARY 6, 2005 PLANNING COMMISSION WORK SESSION AGENDA** – Move to approve the January 6, 2005 Planning Commission Work Session agenda as amended. Motion Fox. Second Hopkins. Voice Vote. Motion Carried 7-0-0.

Delete item # 6. December 16, 2004 Minutes  
Add Item # 8b. Planning Commission Vacancies

**5. APPROVAL OF DECEMBER 6, 2004 PLANNING COMMISSION WORK SHOP MINUTES** – Move to approve the December 6, 2004 Planning Commission minutes as presented. Motion Hopkins. Second Germane. Voice Vote. Motion Carried. 7-0-0.

**6. APPROVAL OF DECEMBER 16, 2004 PLANING COMMISSION MINUTES** – Delete.

**7. CALL TO THE PUBLIC** – There being no response, the call to the public was closed.

**PUBLIC HEARING**

**OLD AND NEW BUSINESS**

**8. DISCUSSION WITH TOWNSHIP ENGINEER STEVE WILLIAMS OF WILLIAMS AND WORKS INCLUDING OTHER FIRM EMPLOYEES.**

Topics for discussion include:

- Procedures followed for reviewing applicant designs
- Planning Commission request for more precise engineering recommendations in review letters
- Introduction to the Townships' engineering design criteria
- Planning Commission request to add stormwater quality criteria to engineering design criteria
- Update on the sewage system improvement and expansion

Commissioners reviewed a copy of the checklist used by Williams & Works when reviewing plans for the Township. There were virtually no changes in the checklist in the last year. Mr. Williams advised that changes could be made if desired by the Commission.

Jim Rozema – A list was compiled of the ordinance planning requirements from the zoning ordinance. Some of these items carry over into the engineering standards. On issues that are interrelated, the engineers will confer with McKenna. Tetra Tech MPS developed a design

standards manual for Township projects and transferred this to Williams and Works when they took over.

Commissioner Kalenaskas – This manual is not a Township approved and reviewed document?

Mr. Rozema – The standards in the book are commonly accepted engineering designs and standards and should not be in dispute.

Commissioner Germane – The Township can create a higher standard than the State or County, do many areas do this? Mr. Williams – Rural areas are more likely to accept the State or County standards while municipalities often create their own standards.

Commissioner Kalenaskas – Can the Township take any action to deal with issues on a State project? Mr. Williams – This is not an engineering issue but the State may regulate itself. The County may have more influence in this situation.

Deficiencies on incomplete plans cause a longer turn around time for reviews. A week in advance is usually enough. Staff at the Township have been doing a good job of getting plans to the engineers in good time. A clear definition in terms and applying them to the reviews is necessary. Define informal, preliminary and final and how they are used.

Commissioner Rataj – It would save time and probably money to have everything needed on the plans before they go out for review rather than doing the process over several times.

There is usually a lower level of detail at the informal since the applicant is usually looking for a response from the Township to the idea being presented. They want to gather as much information as possible before sinking money into plans and drawings. Mr. Williams indicated this was not unusual.

Ms. Marcarello – Some Townships do not allow incomplete plans to go on the agenda. This is a policy decision. Hartland allows mostly complete plans to be placed on the agenda.

Commissioner Fox – Applicants come in with support people when there are pages of issues from McKenna and Williams & Works without addressing those issues ahead of being on the agenda.

Mr. Callan suggested from the audience that an engineering checklist available to applicants would make the process more efficient.

Commissioner Bickel – Get the requirements out in a clean, clear, progressive format.

Deputy ZA Lutz – Applicants are not required to go through an informal meeting for site plans. PDs are handled differently.

After a discussion of the use of “preliminary”, “informal” and “final” it was suggested by Planner Barb to use “site plan approval” with no “preliminary” or “final” involved.

Katie Schlueter – References to “county standards” in the ordinance? Mr. Williams – It is the responsibility of the developer to know what these standards are and follow them. This could be part of the checklist if the Township so directs.

Commissioner Germane – It might be helpful to receive the reviews with a summary cover letter about the site plan recommendations with the details on the following pages.

There was a consensus of the Commission that the cover summary format be used in future reviews

Mr. Williams advised that some areas of the design standards need to be expanded and updated.

Commissioner Germane requested that they develop changes and additions to the design standards including input from the Commission.

The Commission requested an update on the sewer project. Mr. Williams gave a brief history of the project. The plans and specs have been submitted to Genesee County for review. DEQ permits, MDOT approvals for US 23 and M59 routes and advertising for bids are going forth. Construction

is planned for summer 2005. Trunks extend east and west on M59. It goes south to Bergin Road and then west to Cobblestone. There is also an extension at Clyde and US 23 for the master planned LI.

The current wastewater treatment plant is not at 100% use capacity but all the capacity is spoken for from SAD 1, SAD 2 and 2 with branches. There will be an SAD 3 and possibly SAD 4 with the expansion.

Commissioner Bickel – How do the engineers handle the situation of differing standards between Township and County or a lack of standards for a certain situation? Mr. Williams – Where standards are lacking, we apply good engineering standards in reviews. Commissioner Bickel – How can the Township go about increasing the standards and methods applied o developments? Does Williams & Works do site visits? Mr. Williams – The Township can revise their standards, do their own inspections and alert the County to problems to be followed up on. Staffing can be an issue in this situation. The engineers try to do a minimum of a drive by of the site.

Commissioner Kalenauskas – The Planning Commission can originate ideas for change, develop wording and submit it to the Board.

Commissioner Newsom – Are the sewer drawings / plans available? Mr. Williams – Yes. The timelines are being revised by the Township Attorney. Bonding and agreements are being developed. Director Olney can provide the Basis for Design for review.

Commissioner Hopkins – How are approved site plans check for compliance? Planner Barb – Self or Director Olney check for items as specified on the approved prints. The engineers check the underground engineering such as water, sewer, stormwater. Final inspection is for bond release.

Commissioner Kalenauskas – Opinion of Vortex system? Mr. Williams – It doesn't work as well in clay soils as in sandy. It has to be maintained in order to work well.

**8. VACANCIES** – A Chairman is needed to serve until the first meeting in March 2005.

Move to nominate Matt Germane to serve as PC chairman until March 2005. Motion Kalenauskas. Second Rataj.

Move to nominate Larry Fox to serve as PC chairman until March 2005. Motion Bickel. Second Hopkins.

4 votes for Germane

3 votes for Fox.

Mr. Germane will serve as Chairman.

Move to nominate Larry Fox as PC Vice Chairman until March 2005. Motion Bickel. Second Germane. 7 votes in favor.

Mr. Fox will serve as Vice Chairman.

## **9. CALL TO THE PUBLIC**

*Katie Schlueter* – Thanks to the Commission and Engineers for this informative meeting.

## **10. COMMITTEE REPORTS**

*Fox* – The Road Committee document should be coming out soon.

*Germane* – Planner Barb is working on the sign ordinance revisions.

*Hopkins* – The Township is seeking a volunteer to participate in the Emerald Ash Borer Project, attending a seminar and keeping the Township informed. Ongoing education is necessary. Consider dates for the seminar with Attorney Homier and a site plan review seminar with Ms. Hodges from McKenna.

*Newsom* – Good to work with PC.

*Bickel* – Highland and Rose Townships are revising their master plans. *Kalenauskas* – This notification has to be made giving adjoining Townships the opportunity to respond. Hartland will be reviewing their newly passed plan on a yearly basis.

*Germane* – The MTA classes offered January 26 and 27 are very informative and beneficial. The PC requests the Board to approve Commissioners to attend. The brochure is available on line.

*Kalenauskas* – The Riparian Rights Committee will meet Monday including members from the major lakes as well as Planner Barb.

*Bickel* – Need to develop a list of ongoing goals and issues.

**11. ADJOURNMENT** – Move to adjourn. Motion Germane. Second Bickel. Voice Vote. Motion Carried. 7-0-0.

The meeting adjourned at 9:35 p.m.

These minutes are a preliminary draft until final approval.

Submitted by,



D. Kalenauskas  
Planning Commission Secretary

Next Meetings – January 13, 2005 @ 7:30 p.m.  
January 20, 2005 @ 7:30 p.m.  
January 27, 2005 @ 7:30 p.m.