

**HARTLAND TOWNSHIP JOINT MEETING  
BETWEEN  
PLANNING COMMISSION, HARTLAND TOWNSHIP BOARD, AND ZONING BOARD  
OF APPEALS  
TOWNSHIP HALL  
MAY 3, 2001  
7:30 PM**

**AGENDA**

**PLANNING COMMISSION WORK SESSION AGENDA AS SUBMITTED**

**TOWNSHIP BOARD AGENDA**

- 1. APPOINT DEPUTY TREASURER**
- 2. APPOINT ZONING BOARD OF APPEALS MEMBER**
- 3. DISCUSS AND RECOMMEND SALARY COMMITTEE**

**NEXT REGULAR MEETING MAY 15, 2001 AT 7:30 pm**

Vicinia

Hartland Township Planning Commission/Board/Z.B.A./Building Authority Quarterly  
Work session  
May 3, 2001  
Hartland Township Hall  
7:30 p.m.

Agenda

1. Roll call.
2. Approval of May 3, 2001 Agenda
3. Call to the public
4. Review of what the Planning Commission has done.
  - a. Architectural Standards
  - b. Checklists
5. Discussion on training and job descriptions.  
5a DENSITY FOR SEWERS / RUD.
6. Master Plan.  
6a SIGNS
7. Sidewalks
8. Capital Improvement Plan
9. Economic Development
10. Z.B.A. Concerns
11. Building Authority Concerns
12. Other items
13. Call to the public
14. Adjourn

The next Planning Commission Meeting is May 10, 2001 at 7:30 p.m.

HARTLAND TOWNSHIP JOINT PLANNING COMMISSION / BOARD / Z.B.A./  
BUILDING AUTHORITY QUARTERLY WORK SESSION

MAY 3, 2001 - TOWNSHIP HALL - 7:30 P.M.

**1. ROLL CALL** - The meeting was called to order by Chairman Fountain.

**PLANNING COMMISSION** - Members present: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Petrucci and Commissioner Justin. Commissioner M. Germane arrived at 7:35 p.m. Absent: Commissioner Phillips.

**TOWNSHIP BOARD** - Members present: Clerk Ulrich, Treasurer J. Germane, Trustee Wyland, Trustee Hill and Trustee Kuhn. Absent: Supervisor Bogdanski and Trustee Phillips.

**Z.B.A.** - Angus McLarty.

**BUILDING AUTHORITY** - Bill Fountain and Joe Petrucci.

Zoning Administrator Christensen was also present.

**2. APPROVAL OF MAY 3, 2001 AGENDA** - Move to approve the May 3, 2001 Joint meeting agenda as presented. Motion Kalenauskas. Second Justin. Voice Vote. Motion Carried. 5-0-2.

**3. CALL TO THE PUBLIC** - Past Chairman of the Planning Commission Diana Sweeten was in the audience.

**4. REVIEW OF WHAT THE PLANNING COMMISSION HAS DONE** - Chairman Fountain reviewed the work on Architectural Standards. The rough draft is finished.

Vice Chairman Douglass stated that three upcoming applications have agreed to abide by the proposed standards. Commissioner M. Germane agreed that some developers have agreed to the standards even though they are not yet official. A public hearing has been held on the new standards.

Checklists are the other item nearing completion. The Planning Commission is seeking to have complete applications prior to an item going on the agenda. This item should be complete within several work sessions.

Trustee Wyland stated that there should no items left blank when the checklist is being used. Some notation such as N/A should be used so the Township knows it was considered and not just skipped.

Trustee Kuhn - The checklist should indicate the status of the payment of fees.

Clerk Ulrich - The new assessing company should check the applications for compliance with the State Land Division Act.

**5. DISCUSSION ON TRAINING AND JOB DESCRIPTIONS** - Chairman Fountain felt that the committees and commissions need direction to be more efficient and accomplish Township business. The Board and the PC need to maintain communication in order to be sure everyone has needed information. The Board members felt that the Planning Commission should be a little more aggressive in requesting information it needs. The Board / PC liaison person is not functioning well. Trustee Kuhn - The zoning map needs to be corrected, updated and expanded.

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Clerk Ulrich - If there is an issue the PC deems important, the Board agenda can be amended to include it. The liaison person needs to be more involved with getting issues from one body to the other.

Chairman Fountain - Answers to direct questions, written and spoken, have not been forthcoming.

Clerk Ulrich - On site training is available on municipal issues. The PC has the authority to contact the Township Attorney with their requests for legal advice.

Trustee Hill - The Township may want to consider a Township Manager. There may be too many demands on the Supervisor's time.

Commissioner M. Germane - The Township officials appear to need more support staff.

**5a. DENSITY FOR SEWERS / PUD** - Chairman Fountain requested clarification on the point of whether the open space is included in the lot size in order to determine the density need for sewers.

Clerk Ulrich - Resources are available from SEMCOG and MTA to help with informational issues.

Trustee Wyland - Communication meetings between the Board and PC are essential.

**6. MASTER PLAN** - Trustee Hill - The master plan needs to be refined, not reinvented.

Chairman Fountain requested that the Clerk set up a master plan seminar with an outside organization.

**6a. SIGNS** - Chairman Fountain - The Zoning Administrator needs help with ordinance enforcement. A deputy can be added and the ZA will train.

Trustee Wyland - Blight enforcement is essential.

ZA Christensen - Ordinance 28 has been submitted for review by the Township Consultant and the Township Attorney for blight relief.

Commissioner Douglass - Need current ongoing list of items that need action to keep things from being forgotten.

Recording Secretary can maintain a list of ongoing issues so members can keep informed of the status of these items.

**7. SIDEWALKS** - Chairman Fountain - Are sidewalks really necessary on M59? If required, who is going to maintain them or enforce maintenance of them? Forcing developers to cross wetlands can be very expensive.

Commissioner Douglass - The sidewalk issue should be determined at the time of site plan approval after an on site inspection of the location of the sidewalk.

Trustee Kuhn - Regulation makes for a more desirable community.

**8. CAPITAL IMPROVEMENT PLAN** - According to the Board, the Planning

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Commission is responsible for developing projects for the Township. This can be done in conjunction with the master plan update.

**9. ECONOMIC DEVELOPMENT** - Fred Dillingham is an excellent resource for information on attracting desirable business to the Township. Have him in to assist discussions on this issue.

**10. ZBA CONCERNS** - Commissioner Kalenauskas - The ordinance is doing a good job for the Township.

Mr. McLarty felt that there was still some ambiguity in the issues sent to the ZBA.

Trustee Kuhn - The ZBA is getting too lenient in its interpretations. In the past, practical difficulty was the only standard for a variance.

**11. BUILDING AUTHORITY CONCERNS** - Commissioner Petrucci - The Board needs to decide which of the activities allowed by statute will be the duties of the Building Authority for each bonding project.

**12. OTHER ITEMS** - Trustee Hill - The fence at MSI is down and there is a large pit. Who is liable for the site? This is a hazard for the community

Vice Chairman Douglass - Is in agreement with Trustee Wyland on not having grant money creating restrictions on Hartland's future decisions.

The Board is seeking to improve manpower and efficiency issues.

Chairman Fountain - Does the Board really want to set the example for the Township by employing mobile units?? Does this give other entities the go ahead to request similar methods of expansion?

Commission Petrucci - Feels frustration with the conditions in the Township offices. It is good to see the Board present and working together. The new Treasurer was an excellent choice.

**13. CALL TO THE PUBLIC** - Dale Brewer was present representing Howell and Oldford. He voiced several concerns with the ordinance.

1. Is a copy of the warranty deed required on the checklist?

2. The applicant should not be punished due to the lack of timeliness of the consultant.

3. May want to put the master plan review out for bids.

4. The master plan is the responsibility of the PC, funding is the responsibility of the Board.

5. Check with other communities for their ordinance language.

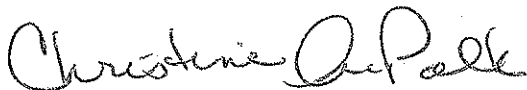
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*Scott Hinkle* - There are now 14 vehicles on the lot next to his. Two vehicles are causing sight distance problems when he tries to exit his driveway. The Zoning Administrator will check with the Township Attorney on the blight ordinance review.

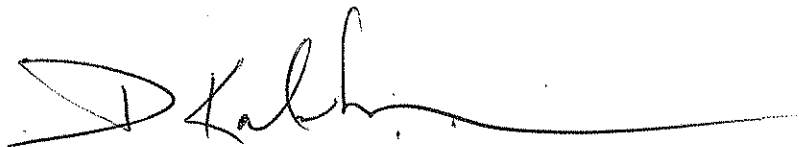
The meeting was adjourned at 9:53 p.m.

These minutes are a preliminary draft until final approval.

Submitted by,



Christine A. Polk  
Recording Secretary



D. Kalenauskas  
Planning Commission Secretary

Next Regular Planning Commission meeting - May 10, 2001

Hartland Township Planning Commission/Board/Z.B.A./Building Authority Quarterly  
Work session  
May 3, 2001  
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11. Building Authority Concerns
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13. Call to the public
14. Adjourn

The next Planning Commission Meeting is May 10, 2001 at 7:30 p.m.

HARTLAND TOWNSHIP BOARD SPECIAL MEETING AFTER THE JOINT MEETING  
MAY 3, 2001 - TOWNSHIP HALL - 9:55 P.M.

**MEMBERS PRESENT:** Clerk Ulrich, Treasurer J. Germane, Trustee Wyland, Trustee Kuhn and Trustee Hill. Absent: Supervisor Bogdanski and Trustee Phillips.

Move to approve the agenda as amended. Motion J. Germane. Second Wyland. Voice Vote. Motion Carried. 5-0-2.

Add item #4 as Right of Way Acquisition.

Add item #5 as Discuss Planning Commission issues with liaison.

**1. APPOINT DEPUTY TREASURER** - Treasurer J. Germane recommended Steve Scherfl at \$13.00/hr. starting rate.

Move to approve Steve Scherfl as Deputy Treasurer. Motion Wyland. Second Kuhn. Voice Vote. Motion Carried. 5-0-2.

**2. APPOINT ZONING BOARD OF APPEALS MEMBER** - Trustee Hill offered to sit on the ZBA.

Move to appoint Don Hill to the Zoning Board of Appeals to fill the vacancy left by the resignation of Treasurer Moravec. Motion Wyland. Second Kuhn. Voice Vote. Motion Carried. 5-0-2.

**3. DISCUSS AND RECOMMEND SALARY COMMITTEE** - The salary scale needs to be reviewed. Board members and commission members cannot serve on the salary committee. The committee should review all salaries, per diems and compensation including the fire department.

Move to advertise for applicants for the Salary Review Committee. Motion Kuhn. Second Wyland. Voice Vote. Motion Carried. 5-0-2.

**4. RIGHT OF WAY ACQUISITION** - Clerk Ulrich and Treasurer J. Germane met with land acquisition agents Hodges and Associates. They offered 2 people to work on the easements. It was suggested that the Board authorize 10 work days but review progress after 5.

Move to approve 10 work days and hire Hodges and Associates PLC as agents to acquire right of way easements for the water system. Charges are as described in the May 3, 2001 memo. Motion Kuhn. Second Germane. Voice Vote. Motion Carried. 5-0-2.

**5. DISCUSSION OF PLANNING COMMISSION ISSUES WITH LIAISON** - Clerk Ulrich - Trustee/Commissioner Phillips is carrying a heavy work load at this time. There is a question as to whether she is doing an adequate job of communicating between the Board and the Planning Commission. Concerns must be presented and solutions sought.



Clerk Ulrich - Mr. Crouse and the developers have requested another site for the water tower, in front of the treatment plant. The Board and the Township Attorney are working on the conditions of the sale of the property.

The operators of the treatment facility had to request Mr. Bulloch to leave the treatment facility after he was found wandering around.

The Clerk has requested that her staff not interfere with or cover for the new assessing company. It will be left to those responsible.

The meeting was adjourned at 10:20 p.m.

These minutes are a preliminary draft until final approval.

Submitted by,

Christine A. Polk  
Recording Secretary

Ann Ulrich  
Clerk

Next Regular Board meeting - May 15, 2001