



City of Hartford
County of Van Buren, State of Michigan

Planning Commission Business Meeting Agenda

Monday, June 08, 2026 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT

PUBLIC COMMENT

1. Discuss & Consider - A Proposed Amendment to Ordinance 151.56 Site Plan Approval

APPROVAL OF COMMISSION MINUTES

2. Discuss & Consider - May 11, 2026 Minutes

OLD BUSINESS

NEW BUSINESS

3. Discuss & Consider - Recommendation of Proposed Ordinance Amendment 347 - 2026 to City Council
4. Discuss & Consider - Training Opportunities

ADJOURNMENT

**CITY OF HARTFORD
VAN BUREN COUNTY
STATE OF MICHIGAN**

Proposed ORDINANCE NO. 347 - 2026

AN ORDINANCE TO AMEND ZONING SECTIONS 151.256 AND 151.257 OF THE HARTFORD CITY CODE TO ALLOW THE PLANNING COMMISSION TO EXTEND SITE-PLAN APPROVAL UPON A SHOWING OF GOOD CAUSE AND TO ALLOW THE ADMINISTRATIVE APPROVAL OF MINOR AMENDMENTS TO APPROVED SITE PLANS

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.256 and 151.257 of the Hartford City Code are hereby amended as follows:

Sec. 151.256. Conformity with Approved Site Plan Required.

- (A) The development of the subject parcel shall be in complete conformity with the approved site plan and any amendments thereto, approved by the Planning Commission. Approval of site plan shall be valid for a period of 1 year. If the building permit has not been obtained and the onset development begun within 1 year of the date of approval, the site plan approval shall become void and the developer shall make new application for the approval before proceeding.
- (B) The Planning Commission may, upon written application of the owner and a showing of good cause, extend the period of site plan approval. The application shall be accompanied by a fee in an amount established by the City Commission. In determining whether good cause has been shown, the Planning Commission may consider, among other factors, the diligence of the owner in pursuing development, the existence of circumstances beyond the owner's control that have delayed development, changes in market or financing conditions, and whether the approved site plan remains consistent with the zoning ordinance and other applicable regulations in effect at the time the extension is sought. An extension granted under this section shall not exceed 1 year, and no more than two extensions shall be granted for any single site plan approval. An extension may be granted whether the application is filed before or after the site plan approval has become void, and any extension granted shall run from the date the prior approval expired.

Sec. 151.257. Amendment to Site Plan.

- (A) A proposed amendment or modification to a previously approved site plan may be submitted for review in the same manner as the original site plan review, except that minor amendments may be approved administratively as provided below.
- (B) The Zoning Administrator may approve a minor amendment to a previously approved site plan administratively, without referral to the Planning Commission, provided that the proposed change does not alter the basic design or character of the approved site plan and does not modify any condition imposed by the Planning Commission as part of the original approval. The following changes may qualify as minor amendments:
- (1) A reduction in the size of a building, or an addition to a principal building, of not more than ten percent (10%) or 1,000 square feet, whichever is greater;
 - (2) A reduction in parking lot size, or an expansion of a parking lot by not more than ten (10) spaces;
 - (3) A change in the location of a proposed building or structure of not more than ten (10) feet, provided that all setback and other dimensional requirements of this chapter continue to be satisfied;
 - (4) Replacement of plant material specified in an approved landscape plan with comparable materials;
 - (5) A change in building materials to materials of comparable or higher quality;
 - (7) Other minor changes determined by the Zoning Administrator not to be material or significant in relation to the approved site plan as a whole or the use or uses covered by the approved site plan.
- (C) The Zoning Administrator may, in his or her discretion, refer any proposed minor amendment to the Planning Commission for review and decision in the same manner as the original site plan review, including, without limitation, where the proposed amendment, although otherwise meeting the criteria set forth above, raises substantial questions concerning compliance with this chapter, compatibility with adjacent properties, public safety, or the conditions imposed by the Planning Commission as part of the original approval.

(D) An application for administrative approval of a minor amendment shall be made in writing to the Zoning Administrator on a form provided by the City and shall be accompanied by a fee in an amount established by the City Commission. The Zoning Administrator’s decision shall be in writing and shall set forth the basis for the decision. A copy of the decision shall be provided to the applicant and shall be maintained in the City’s records together with the approved site plan. Any change to a previously approved site plan that does not qualify as a minor amendment under this section shall be processed as a major amendment in the same manner as the original site plan review.

Section 2. Effective Date. This ordinance shall become effective 7 days after its publication.

PC Hearing: June 8, 2026
Introduced: _____, 2026
Adopted: _____, 2026
Published: _____, 2026
Effective: _____, 2026

**City of Hartford
Planning Commission Meeting
May 11, 2026 Proposed Minutes**

Call to Order:

T. Kling, Chairman called the Planning Commission regular meeting to order at 6:00pm.

Pledge of Allegiance was said.

Members Present: Steve Ackerman, Dan Danger, Gage Gardner, Jenine Kling, Tim Kling,

Members Absent: Joseph Lehnert, Adolfo Morales

Staff Present: City Manager, Nicol Pulluam

Guests Present:

- Andrea Hendrick, McKenna

Approval of the Agenda:

Motion by Gardner, supported by Danger, to approve the agenda as presented.

Motion carried, 5 – 0

Public Comments:

- City Manager Nicol Pulluam provided an update on City projects and preparations for the Strawberry Festival, including the “250 Celebration” theme.
- Raymond Gardner, South Maple Street – expressed concerns regarding the condition of roads, 250 Celebration, and brining consumers from the highway into local businesses.
- Jeff Fuller, City resident, Mary Street – commented on the Master Plan

Public Hearing:

Motion by Danger, supported by Gardner, to recess the Planning Commission Meeting to hold a public hearing on the City of Hartford’s Master Plan.

Motion carried, 5 – 0

Comments: The Master Plan is required by the State and must be reviewed and considered every five years. Board Members were happy with the process to update the Master Plan.

Comments from the public:

- Several typographical errors were noted.
- Concerns were raised regarding outdoor seating on sidewalks and maintaining adequate ADA-compliant access.
- Encourage more home ownership and reduce rental properties.

It was noted that the Masterplan may be adopted by resolution with minor corrections. However, substantive language changes would require the plan to be brought back for further review. Discussion included setbacks in the downtown district. It was noted that setback requirements will be addressed within the Zoning Ordinance.

Motion by Ackerman, supported by Gardner, to close the public hearing and resume the Planning Commission Meeting.

Motion carried, 5 – 0

Approval of Commission Minutes:

Motion by Gardner, supported by Ackerman, to approve the April 13, 2026 minutes.

Motion carried, 5 – 0

Olds Business:

- Chairman T. Kling – Proposed Training Opportunities for Board Members. Further discussion will take place at the June meeting.

New Business:

- Discuss & Consider – Ordinance 151.256 Amendment – Extend Site Plan Approval
Discussion: Chairman T. Kling read the current ordinance. The Planning Commission will be reviewing all the zoning ordinances; however, a project with an approved site plan that has expired is requesting an extension while additional funding is being secured.
- Discuss & Consider – Set Public Hearing Date – Ordinance 151.256 Amendment
Discussion: A public hearing is required when amending an ordinance.

Motion by Ackerman, supported by Danger to set a public hearing date for June 8, 2026 at 6:00pm to consider an amendment to Zoning Ordinance 151.256.

Motion carried 5 – 0

Introduction of Resolution of Amendments

Motion by Ackerman, supported by Gardner to adopt Resolution 2026 – 019 Adopting the City of Hartford Master Plan.

Motion carried 5 – 0

Adjournment:

Motion by Gardner, supported by J. Kling to adjourn the meeting at 7:08pm

Motion carried 5 – 0

Respectfully submitted, Jenine Kling, Secretary

Details



[Larger Image](#)

Ethics and Equity: Lessons for Planners

Conversations and lectures on the planning codes of ethics (APA Ethics Statement and the AICP Code of Ethics) often focus on specific rules of conduct that govern behaviors and actions. This means we often miss the chance to challenge ourselves to discuss the “aspirational” piece of these codes, particularly in terms of equitable planning. In this interactive session, we’ll discuss the ethics of everyday behavior, administrative discretion, plans and policies, and the APA Equity Policy Guide and its relationship to the codes of ethics.

Christina Anderson, AICP, City of Kalamazoo, MAP Board of Directors, Professional Development Officer

Jill Bahm, AICP, Giffels Webster, MAP Board of Directors

Moderator: Wendy Rampson, AICP, MAP

1 Ethics AICP CM Credit

Price:

[Printer-Friendly Version](#)

Events

Upcoming Events

JUN
18

2026 JUNE MCP WEBINAR: DATA CENTER LAND USE CONSIDERATIONS: DO THEY COMPUTE FOR YOUR COMMUNITY?

June 18, 2026 6:30PM – 7:30PM Zoom

This webinar series is designed to offer continuing education for Master Citizen Planners in a convenient online opportunity and is open to all planning and zoning officials.

SEP
15

CITIZEN PLANNER BERRIEN COUNTY CLASSROOM PROGRAM 2026

September 15, 2026 – October 20, 2026 St Joseph City Hall in the Commission Chambers at 700 Broad St, St Joseph, MI

This six-session series covers land use education and training. The course is intended for local appointed and elected officials, zoning administrators and interested citizens.

SEP
17

2026 SEPTEMBER MCP WEBINAR: PLANNING AND ZONING TO ATTRACT AND RETAIN RESIDENTS

September 17, 2026 6:30PM – 7:30PM Zoom

This webinar series is designed to offer continuing education for Master Citizen Planners in a convenient online opportunity and is open to all planning and zoning officials.

OCT
15

2026 OCTOBER MCP WEBINAR: DEMYSTIFYING MUNICIPAL CIVIL INFRACTIONS: A TOOL FOR LOCAL COMPLIANCE

October 15, 2026 6:30PM – 7:30PM Zoom

This webinar series is designed to offer continuing education for Master Citizen Planners in a convenient online opportunity and is open to all planning and zoning officials.

Item 4.

extension.msu.edu

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EDUCATION PROGRAMS

The Michigan Association of Planning’s education programs equip participants with the skills to make better land use decisions.

Our workshops are designed to provide planning and zoning officials, including elected leaders and staff, with the information they need to understand their roles and responsibilities, and to introduce innovative planning and zoning best practices.

MAP’s workshops are a flexible, convenient, and affordable way to bring training to your community - whether it’s a city, village, township or county.


You pick the topic, date, location, format, and attendees - MAP delivers the instructor and the training materials. Collaborating with neighboring communities adds value to the workshop and helps cover costs.


Our knowledgeable and experienced instructors explain the fundamentals of planning and zoning, while sharing contemporary practices and techniques.

We make it easy for you to receive the training necessary to keep up with the ever-changing land use landscape.



AS ALWAYS, MAP MEMBER COMMUNITIES RECEIVE A DISCOUNT ON TRAINING.

In-person program pricing: program fee (the same price whether you have 8 or 800 people attend), material cost per participant for handouts, mileage reimbursement for the instructor, and a shipping fee. Content can be customized. Look for this  symbol to find in-person programs.

Recorded programs make a great addition to a meeting for continuing education for your board, commission, department, or just you. Look for this  symbol to find recorded programs that fit your needs. Prices vary based upon length of program and materials included. **Contact MAP staff for an estimate today!**

WHAT MAKES MAP'S WORKSHOPS USEFUL?

- Instructors are certified by the American Institute of Certified Planners (AICP).
- Attendees receive valuable resources and handouts for easy reference.
- Opportunities to network with fellow officials.
- MAP's credibility and reputation as a land use leader is widely recognized, assuring the highest quality educational experience.

Below is a comprehensive list of MAP's programs, and on the last page you will find suggested tracks centered on roles and topics. If you have questions about any of them, please reach out to MAP's Director of Information and Programs, Amy M. Vansen at avansen@planningmi.org.



Presented Live



Recorded Presentation

PROGRAMS OFFERED A-Z

Accessory Dwelling Units – 2 hours

This session dives into the five elements of ADUs (what, where, when, how, why), and includes several hands-on exercises. Softbound book and exercise materials included.

Advanced ZBA: Beyond the Fundamentals 2.5 hours

A high level, interactive session for ZBA members, where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. Softbound book included.

Asset Management – 40 minutes

This presentation includes an overview of the process, tools, and strategies for undertaking asset management on your own. This technical presentation is best for staff or officials who have a basic understanding of CIPs and asset management.

Capital Improvements Programs – 3 hours

This program explains everything you need to know to prepare and adopt a Capital Improvement Program including: who should be involved; the budgetary requirements of a CIP; how to tie the program into your infrastructure capacity; and how to handle controversial topics. Softbound book included.

Community Engagement – 3 hours

This interactive session offers best practices for engaging with community members and stakeholders in a more meaningful way. Softbound book included.

DDAs and TIFs – 30 minutes

During this presentation, you will learn: the different kinds of authorities available to government under state law; how tax increment financing works; and what types of projects are eligible.

Environmental Planning – 60 minutes

From brownfields, to rain gardens, to complete streets, and beyond; this deep dive covers the relationship between land use and the natural environment, the importance of environmental planning and current trends.

Form Based Codes – 30 minutes

This presentation gets to the heart of Form Based Codes, including how they are different from conventional zoning, when a FBC is appropriate, and how to incorporate FBC into your community's codes.

Getting the Development You Want

1.5 hours

In this workshop, participants will learn how the master plan and zoning ordinance inform the development review process, how a community can balance the needs of all actors and have a productive review process.

Housing – 60 minutes

Housing is a hot button issue in many communities. This presentation covers how a community should assess its housing needs as well as strategies for ensuring those needs are met. State and federal housing laws are also addressed in this comprehensive workshop. Next steps for implementation are also included.

Housing Supply, Choice, and Affordability

2.5 hours

A fast-paced program that reviews master planning for housing, community engagement around the issue of housing, zoning reforms that your community can do, including a deep dive into one missing middle type--(ADUs). We'll tackle the approval processes and meetings that can stop the development a community has planned for. Softbound book and exercise materials included.

The Master Planning Process – 3 hours 🗣️

Learn step-by-step more about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a comprehensive or master plan. Includes community-specific demographics discussion and brief overview of community engagement principles. Softbound book included.

Planning for Coastal Resiliency – 3 hours 🗣️

This interactive program introduces specific planning techniques and case studies for shoreline protection, urban waterfront redevelopment, and environmental policy and regulation at the local level, where the positive impact can be significant.

Planning for Housing – 2 hours ▶️ 🗣️

This workshop reveals what data must be considered and how to get your community on board from the beginning of the planning process, so that there is buy-in at the end for policies that embrace an appropriate mix of housing now and into the future. Softbound book included.

Nonconformities – 1.5 hour ▶️

Nonconformities can be vexing, the way planners have approached them has changed over time. This is a deep dive into all types of nonconformities. The latest case law on the subject is also covered.

Parking – 30 minutes ▶️

Parking can easily become the tail wagging the dog of downtown redevelopment. How can you ensure that parking remains the vital (but supporting) role in your downtown's present and future? This workshop explains the past, present, and future of parking, along with case studies from Michigan cities.

Planned Unit Development – 30 minutes ▶️

This workshop explains what exactly a PUD or Planned Unit Development is and how communities can leverage this powerful planning tool.

Planning and Zoning Essentials (Basic Training) – 4 hours ▶️ 🗣️

This program is perfect for new planning commissioners and zoning board of appeals members, but it's also a great refresher course for more experienced officials or elected officials looking to learn more about these boards. Roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, planned unit developments, and standards for decision-making are all on the agenda. Softbound book included.

Planning Commissioner Toolkit – 2.5 hours 🗣️

Learn all of the planning commission duties from the master plan to site plan review and everything in between. Softbound book included.

Risk Management – 2 hours 🗣️

Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer, and how your comprehensive plan can minimize risk. Softbound book included.

Site Plan Review – 3 hours 🗣️

This program demonstrates the site plan review and approval process and provides practical tools and techniques on how to read a site plan. This hands-on workshop is great for commissioners or staff—anyone who is performing development review. Softbound book and exercise materials included.

Stand By Your Plan – 2 hours ▶️ 🗣️

This workshop provides step by step guidance to anyone responsible for project approval for navigating the “hot seat” of public input. It includes research on public participation in development review, and presents strategies for laying the groundwork for future successful projects. Softbound book included.

Staying in Your Lane and Building Bridges 1 hour ▶️ 🗣️

This workshop reviews roles and responsibilities of various boards and positions, different levels of participation, the value of collaborating, and how different elected and appointed officials can be helpful in their roles.

Utility Basics – 30 minutes ▶️

Utilities are vital, but they are often mysterious and misunderstood. This presentation is a great primer for officials and non-engineering staff. It explains how utilities from sewers to electricity and everything in between work, how they show up on site plans, and what best practices should be utilized going forward with new development.

Zoning Administration – 4 hours ▶️ 🗣️

This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration. Softbound book included.

Zoning Administration 2.0 – 2.5 hours ▶️ 🗣️

MAP's 2.0 workshop is a fast paced, interactive session. The following topics are reviewed: roles, laws other than zoning that affect land use, enforcement, court cases, and trends in zoning. Experience in zoning administration and enforcement a plus. Softbound book included.

Zoning Board of Appeals – 2.5 hour ▶️ 🗣️

This workshop goes in depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. Softbound book included.

Zoning Ordinance: A to Z – 2.5 hours ▶️ 🗣️

This workshop provides local decision makers with everything they need to know about this important regulatory, police power tool. A brief history of zoning, alternative ways to zone, a tour of a typical zoning ordinance, zoning approval processes, and enforcement are all on the agenda. Softbound book and exercise materials included.

Zoning Reform for Housing – 2 hours 🗣️

MAP's Zoning Reform Toolkit for Housing Supply and Choice, completed in June 2022, was created to provide local regulatory solutions that can be implemented now, without changes to the State Zoning Enabling Act. This session provides background on the national housing shortage and its effects in our State, an overview of the 15 tools included in the Toolkit, insight about selecting the tools that match your housing market, and talking points to get you past common obstacles to implementing successful housing solutions. Softbound book included.

SUGGESTED WORKSHOPS

BY ROLE AND TOPIC

ROLES

Planning Commission

- Planning and Zoning Essentials (Basic Training)
- Planning Commissioner Toolkit
- Site Plan Review

Zoning Board of Appeals

- Planning and Zoning Essentials (Basic Training)
- Zoning Board of Appeals
- Advanced ZBA: Beyond the Fundamentals

Elected Officials

- Planning and Zoning Essentials (Basic Training)
- Getting the Development You Want
- Staying in Your Lane and Building Bridges
- Risk Management

Planning/Zoning/Development Staff

- Zoning Administration
- Site Plan Review
- Zoning Administration 2.0
- Utility Basics

TOPIC OF INTEREST

Comprehensive Planning

- The Master Planning Process
- Planning for Coastal Resiliency
- Planning for Housing
- Environmental Planning

Development/Planning Process

- Getting the Development You Want
- The Master Planning Process
- Capital Improvements Programs
- Zoning Ordinance: A to Z
- Site Plan Review

Meeting How To and Engagement

- Staying in Your Lane and Building Bridges
- Risk Management
- Community Engagement
- Making Good Decisions Together
- Stand By Your Plan

Housing

- Housing
- Housing Supply, Choice, and Affordability
- Planning for Housing
- Zoning Reform for Housing
- Stand By Your Plan
- Accessory Dwelling Units

Infrastructure

- Capital Improvements Programs
- Asset Management
- Utility Basics

Ordinance Deep Dive

- Zoning Ordinance: A to Z
- Zoning Reform for Housing
- Form Based Codes
- Parking
- Accessory Dwelling Units
- Planned Unit Development
- Nonconformities

Downtown Development

- DDAs and TIFs
- Form Based Codes
- Parking
- Planned Unit Development