



City of Hartford
County of Van Buren, State of Michigan

Planning Commission Business Meeting Agenda

Monday, August 11, 2025 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF COMMISSION MINUTES

1. March 10, 2025 Minutes

2. June 9, 2025 Minutes

PUBLIC COMMENT

OLD BUSINESS

NEW BUSINESS

3. Discuss & Consider - Proposed Home Occupation & Short Term Rental Regulations

ADJOURNMENT

**City of Hartford
Planning Commission Meeting
March 10, 2025 Proposed Minutes**

Call to Order:

T. Kling, Chairman called the meeting to order at 6:05pm.

Members Present:

Steve Ackerman, Dan Danger, Tim Gardner, Jenine Kling, Tim Kling, Joseph Lehnert, & Adolfo Morales

Note: Lehnert, newly appointed to Planning Commission, allowed to participate but not in any voting processes due to not being sworn in. Chairman Kling welcomed Lehnert and Danger to the Planning Commission and look forward to their contribution.

Also Present:

Nicol Brown, City Manager; Hilary Taylor, Sr Project Planner for McKenna & Assoc.; public Attendees: Jeremiah Smith, Alantis Goodwin, Sean Heil, Mike Jaeger, Spencer O'Dell, & Peter Ludeman

Approval of the Agenda:

Motion by Ackerman, supported by Gardner to approve agenda as presented for March 10, 2025 meeting as presented.

Motion carried, 6-0

Approval of the Minutes:

Motion by Gardner, supported by Morales, to approve the minutes of the December 9, 2024, meeting.

Motion carried, 6-0

Public Comments:

None initially- addressed later in the meeting

City Manager Comments:

Pulled Surf Internet project, they do not have water and sewer lines mapped out. Working to get another high-speed internet provider to come into town. Possibly find a company to come and map out the city's water and sewer lines.

Old Business:

- Discuss and Consider Election of Officers: T. Kling stated the current officer positions: T. Kling, Chairman; Ackerman, Vice Chair; and J. Kling Secretary. He asked members of the Planning Commission if they wanted to nominate someone new for those positions or keep them as is. Morales recommended keeping them as is.

The City Manager discussed the Secretary position & responsibilities, specifically the submission of the meeting minutes and the possibility of the Clerk or Deputy Clerk stepping in to take minutes at the meetings or complete them from the recorded meeting. This may require a slight change of the by-laws.

Motion by Morales, supported by D. Danger to keep Officers as is: T. Kling Chairman, Ackerman Vice Chair, and J. Kling as Secretary

Motion carried, 6-0

- Discuss & Consider 2025 Planning Commission Meeting Schedule: October 13th meeting City Hall will be closed due to Indigenous People's Holiday. Briefly discussed surrounding dates. T. Kling suggests moving the meeting to the following Monday, October 20th.

Motion by J. Kling, supported by Ackerman, to hold the October 2025 Planning Commission meeting on October 20th at 6:00pm

Motion carried, 6-0

New Business:

Discuss and Consider- Site Plan Review- 202 W Main, Coin Express Laundry Expansion.

Those in attendance for project: Hillary Taylor senior planner from McKenna; Jeremiah Smith, Owner; Alantis Goodwin, Business Partner; Shawn Heil, General Manager; Mike Jaeger, Butler Builders; and Spencer O'Dell, AR Engineering.

T. Kling went by the property to look at where the extension would be along the south side of the building. Smith is proposing a 4,400 sq ft addition to the existing building used as a laundromat. The site is .456 acres, and located at the corner of Franklin St. and West Main St. The property is currently zoned B-2 General Business. Smith stated the addition will be used for their commercial business only, to accommodate the need to service larger commercial jobs that can no longer be handled up front which is used by retail customers. He will be putting in 450lb washers and will offer 12 more jobs over the next 3 years, at \$17/hr. no experience needed.

Heil and Jaeger presented an overview of the site plan, along with input from Spencer, and answered any questions that were raised, such as water pressure issues, parking, etc. they confirmed that there will not be a water issue, bringing in an individual 4" water line to the new building and will not pose any pressure issues for the surrounding neighborhood.

Taylor gave a quick read through of the McKenna review & recommendations including the findings from Wightman's review. Wightmans had a total of 6 recommendations, one addressing the number of parking spaces required and McKenna has 3, one being the location of electric and gas service shall be shown on the plans. It was agreed that these conditions along with the other 7 need to be met for the site plan to be approved.

After reviewing the presented plan, along with the findings from Wightman and McKenna, and making sure all questions were addressed, it was agreed upon to go ahead with the Site Plan recommendations with two (2) separate motions.

Motion by T. Kling and supported by D. Danger to approve the site plan for 202 W Main, contingent on conditions from Wightman and McKenna being met.

Roll Call Vote: Yes - Ackerman, Danger, Gardner, J. Kling, Morales, T. Kling
No - None

Motion by T. Kling supported by Gardner to send recommendation to Zoning Board of Appeals to approve the Parking Space Variance for 202 West Main St.

Roll Call Vote: Yes - Ackerman, Danger, Gardner, J. Kling, T.Kling, Morales
No - None

Return to Public Comment:

Peter Ludeman, owner of Renaissance Cultivators, LLC, wants to put a portable trailer on his property. Said he has reached out to the Clerk through e-mails & has also spoken to the City Manager. The Manager had informed him previously, due to Zoning rules, that he needs to apply for a Site Plan Review to be able to bring it before the Planning Commission. He's not understanding the fee. His interpretation of the Ordinance is not the same. The Manager told him to consider his options and let the Clerk know what he would like to do. At this time, the Planning Commission is not able to discuss his request.

Reports:

City Manager shared her February 24, 2025 monthly updates:

- City applied for a MSHDA grant to get the City Master Plan updated. Grant was awarded for \$50,000. It will be taken before City Commission for McKenna & Associates to update the Master Plan.
- Spark Grant is moving forward with Abonmarche, changes are being made and will be presented once they are available.
- City's Audit was done.
- SafeBuilt is no longer our Building Official as of March 23rd. Randall Aldering is going to be the New Inspector for the City.
- Brian Matthews is the new Police Chief. Coming in Part-time and in an administrative capacity. Hiring new officers, working on training materials, and getting the department up to date. Commission authorized an increase in officers pay One applicant is renewing their certification and hopefully will begin in April.
- Project compass-putting together some smart goals. Hoping to apply for some grants.
- Working with the fireboard and reviewing the proposed budget before it goes to the Township and City joint meeting to approve the budget.

- Still working with departments within the City to make sure everything is running better and more smoothly.
- First DDA workshop meeting in February.
- City Manager review coming up.

Gardner brought up wanting to repair Maple St. The City Manager reported it has gone before commission to get a bond to fix some streets. Also applying for a grant sent out by Senator Gary Peters to get more road work done. Next big project is water/sewer drainage and some city streets.

Adjournment:

Motion by Gardner, supported by D. Danger to adjourn the meeting at 7:20pm

Motion carried 6 – 0

Respectfully submitted by: Jenine Kling, Secretary

RKS/RRI

**City of Hartford
Planning Commission Meeting
June 9, 2025 Proposed Minutes**

Call to Order:

T. Kling, Chairman called the joint meeting with the City Commission meeting to order at 6:00pm.

Members Present:

Steve Ackerman, Dan Danger, Tim Gardner, Jenine Kling, Tim Kling, Joseph Lehnert,
Members Absent: Adolfo Morales

Staff Present:

Nicol Pulluam (formally Brown), City Manager; RoxAnn Rodney-Isbrecht, Clerk

Approval of the Agenda:

Motion by Gardner, supported by Ackerman to approve agenda as presented for June 9, 2025 meeting as presented.

Motion carried, 6-0

Public Comments: None

New Business:

- New Master Plan & Zoning Ordinance – Presented by Mckenna,

Hillary Taylor & Donovan Smith of Mckenna presented an outline and time table of the process which will take about 13 months to complete the Master Plan and the Zoning Ordinance. This will include a Future Land Use Map and Zoning Map. This document will be the vision for the community for the next five years and created using data collected from a survey, walking tour, and workshops.

Planning Commission, City Council, & Staff participated in a goal setting activity.

Adjournment:

Motion by Gardner, supported by D. Danger to adjourn the meeting at 7:21pm

Motion carried 6 – 0

Respectfully submitted by: Jenine Kling, Secretary

RRI

Memorandum

TO: City of Hartford
FROM: Hillary Taylor, Senior Planner, NCI
 Ethan Senti, Assistant Planner
SUBJECT: **Proposed Home Occupation and Short Term Rental Regulations**
DATE: August 4, 2025

The current zoning ordinance does include language on Home Occupations, but it is limited in scope and requires updating to fit the changing types of work residents may perform from their homes.

This memo provides an overview of the proposed regulations along with the full draft ordinance text. It is intended to solicit feedback from the Planning Commission on whether the proposed language is appropriate for the City of Hartford and how it might be further adapted to meet the City's needs, if necessary.

PROPOSED ORDINANCE OVERVIEW

Definition

In the current ordinance, a Home Occupation is defined as follows:

(A) HOME OCCUPATION shall be an occupation or profession carried on within a residential structure by a member of the immediate family residing on the premises. There shall be no employees other than members of the immediate family.

McKenna proposed the following:

HOME OCCUPATION. An activity carried out for compensation by a resident and conducted as a secondary, incidental and accessory use of the resident's principal dwelling premises.

Class I Home Occupation: A Home Occupation that complies with the restrictions and regulations under Section 5.11.A.

Class II Home Occupation. A Home Occupation which does not meet the restrictions and regulations for a Class I Home Occupation and which is permitted with special use approval under the restrictions and regulations in [Section 5.11.B](#).

Class I and II Use Distinction

This definition and accompanying regulation make a distinction between two classes of home occupations based on the scale and nature of activity permitted.

Class I home occupations are limited to low-intensity, primarily service-oriented or professional uses that are entirely contained within the principal dwelling and involve no outside employees, storage, or customer traffic beyond what is typical for a residence. These uses are permitted by right as accessory to a dwelling in residential zoning districts, provided they remain unobtrusive and do not generate external impacts.

Class I Home Occupations could be modestly expanded to include short-term rentals, as both service-oriented uses and short-term rentals are permitted in all residential zoning districts. If the Planning Commission prefers



greater oversight due to potential noise concerns, short-term rentals could alternatively be classified as a Class II Home Occupation, requiring a public hearing and formal review.

Class II home occupations accommodate slightly more intensive home-based businesses, such as small-scale retail or wholesale activity, and may involve use of an accessory structure, storage of goods and materials, and employment of one additional person. Because of their potentially greater impact on surrounding properties, these uses require special use approval.

Both classes share common restrictions designed to maintain neighborhood character, such as limits on signage, prohibition of nuisances, and maximum floor area thresholds.

Location

Class I: Allowed in all residential zoning districts and B-1 zoning district *as an accessory use* in a dwelling unit which is the principal dwelling place of the occupant operating the home occupation.

Class II: Allowed only in residential zoning districts *as an accessory use with special use approval* on the lot on which the principal dwelling unit of the occupant operating the home occupation is located.

Permitting Requirements

Given their limited impact on surrounding properties, we recommend permitting Class I Home Occupations through an administrative review process. Class II Home Occupations, which may have a greater effect on neighboring uses, should require approval by the Planning Commission.

PROPOSED ORDINANCE TEXT

The proposed ordinance described above is included in full below.

HOME OCCUPATIONS

Home Occupations, Class I.

Allowed in all residential zoning districts and B-1 zoning district as an accessory use in a dwelling unit which is the principal dwelling place of the occupant operating the home occupation.

Class I home occupations are to be primarily limited service and professional activities including without limitation: dressmaking/tailoring, music, art and dance instruction (limited to no more than six (6) students at a time), author, artist, musician, clerk, computer internet marketing, bookkeeper, income tax preparation, photography instruction and studio, beauty salon, and short-term rentals.

Activity is allowed to be conducted within the dwelling only.

No mechanical equipment is installed except such as would be normally used for purely domestic or household purposes.

The home occupation shall involve no employees.

There is no external evidence of the home occupation except for a small sign, not larger than nine (9) square feet in area.

Maximum floor area – that not over twenty-five (25%) percent of the total actual floor area of any story is used for home occupation or professional purposes.

Only merchandise produced as a result of the home occupation or sold as a normal product used in conjunction with the service activity may be sold.

No home occupation activity can constitute a nuisance to adjoining properties by reason of noise, smoke, odor, electrical disturbance, night lighting, or increased and unreasonable traffic.

Home Occupations, Class II.

Allowed only in residential zoning districts as an accessory use with special use approval on the lot on which the principal dwelling unit of the occupant operating the home occupation is located.

Class II home occupations are to be limited to small-scale retail sales of goods and small-scale wholesale activities or sales of goods. An accessory structure may be used for such sales, and for storage of goods, materials and equipment related to the home occupation. Parking of one (1) commercial vehicle (semi-trailers are prohibited) used in conjunction with the home occupation is allowed on the lot in an approved parking area.

Maximum space allowed – no more than twenty-five percent (25%) of the total actual floor area of the dwelling unit in which the home occupation is operated may be used for such purpose; provided that, if the dwelling unit contains more than one story, the home occupation shall be limited to one story and the size limitation shall apply to the total floor area of that story. Additionally, one hundred percent (100%) of floor space of an approved accessory building located on the same lot or parcel as the dwelling unit may be used for the home occupation.

No outdoor storage or activity is permitted.

No more than one (1) additional employee shall be permitted.

Hours of operation are limited to 8 a.m. – 8 p.m. every day of the week.

No external evidence of the home occupation except for a small sign, not larger than nine (9) square feet in area.

No home occupation activity may constitute a nuisance to adjoining properties by reason of noise, smoke, odor, electrical disturbance, night lighting, or increased and unreasonable traffic.

Permit Required.

A permit shall be required for all Home Occupations.

Class I Home Occupations. Class I Home Occupations shall be permitted subject to administrative review and approval by the Zoning Administrator.

Class II Home Occupations. Class II Home Occupations shall require review and approval by the Planning Commission in accordance with the procedures for special land uses set forth in this Ordinance.