

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

SEPTEMBER 10, 2026– 7:00 PM

1. **Call to Order:** Chair Fox called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
Present – Commissioners Eckman, Fox, Grissim, Mayer, McMullen, Mitchell, & Murphy
Absent – None
4. **Approval of the Meeting Agenda:**
Commissioner Eckman offered a Motion to approve the September 10, 2026, Planning Commission Meeting Agenda. Seconded by Commissioner Mitchell. Motion carried unanimously.
5. **Approval of Meeting Minutes:**
 - a. Planning Commission Meeting Minutes of August 13, 2026. Commissioner Grissim offered a Motion to approve the Planning Commission Meeting Minutes of August 13, 2026. Seconded by Commissioner Mayer. Motion carried unanimously.
6. **Call to the Public:**
None
7. **Public Hearing**
 - a. Site Plan Application Site Plan with Special Land Use Application #26-006 - Request to construct a two family dwelling in the Village of Hartland (Avon Street)

Chair Fox explained the process and opened the Public Hearing at 7:03 PM stating all public notice requirements have been met.

Director Langer stated the following:

- Gave an overview of the location and scope of the project.
- Located in the Village of Hartland near the intersection of Crouse Road and Avon Street.
- Zoned LI (Limited Commercial); two family dwellings units are permitted in this zoning district by Special Use Permit.
- Applicant would like to construct a duplex or two family dwelling unit on vacant land located on Avon Street in the Village of Hartland.
- Special Use Permit requires a public hearing with a recommendation from the Planning Commission. The application will then be heard by the Township Board for a final decision.

Kelly Summerfield of Creative Design and Construction, representing the Applicant, Paul Mika, stated the Special Use of the two family dwelling is in character with the other uses in that area. They could also be used as professional offices in the future.

Chair Fox mentioned a communication was received from Carrie Jellison, CPA.

Call to Public:

- Gary Cornillaud, owner of 3508 Avon and past owner of the subject property; offered some corrections to the staff memorandum and expressed concern regarding grading, drainage and setbacks.
- David Schneider, representing his mother's estate at 3515 Washington; expressed similar concerns regarding grading, drainage and setbacks.
- Kathryn Savla, 3546 Mill; expressed concern about increased traffic and maintaining the Village aesthetic.
- Brian Schneider, former resident at 3515 Washington; feels it should be an office or business use rather than residential and concerned about the duplexes not being occupied by the property owners.

Chair Fox closed the Public Hearing at 7:22 PM.

Discussion

Chair Fox referred to the staff review letter dated September 3, 2026.

SPECIAL LAND USE REVIEW – General Standards

Chair Fox mentioned the Planning Department believes the proposed use can and will meet the criteria listed for the special land use request; and the applicant has provided written responses to the special land use general standards in his email dated August 13, 2026.

The Planning Commission offered no comments.

SPECIAL LAND USE REVIEW – Applicable Site standards

Chair Fox commented the proposed multiple family structure has two (2) dwelling units. Each dwelling unit is approximately 978 square feet in area (useable living area) and has two (2) bedrooms. Each dwelling unit complies with Section 3.24.10. for the required minimum floor area of 850 square feet.

The Planning Commission offered no comments.

SITE PLAN REVIEW – Applicable Site Standards

Dimensional Requirements (LC- Limited Commercial; Section 3.1.12)

Director Langer stated standard found in Section 3.1.12. E. states "Same as existing lots or existing building if re-use," with no specific dimensions; thus, staff views the 0.227-acre lot size area in comparison to the surrounding properties and views it as compliant.

Commissioner Mayer asked about the side setback to the south. Director Langer explained the aerial view issues with lines on the map; continued stating the site plan indicated the setback for this structure would be five (5) feet. Chair Fox stated this parcel is already in existence; it is not a newly created parcel so this standard may not apply to this situation. Director Langer concurred.

Building Setbacks (Sec. 3.1.12.E.)

Director Langer reviewed the setback table.

Commissioner Murphy asked the Planning Commission for their opinion on two neighbors sharing essentially one driveway approximately twenty-one (21) feet wide. The Planning Commission felt that width is standard for a duplex use and acceptable. The Planning Commission briefly discussed parking in the area.

Architecture in the LC District (Sec. 3.20)

Chair Fox stated the standard stated that buildings shall possess architectural variety but enhance the overall cohesiveness and historic settlement character. They are using Hardie board and batten products.

The Planning Commission offered no comments.

Side Setback (Sec. 3.24.11.)

Director Langer stated the following:

- Standard refers to how the lots abut stating “15-foot side setback where walls of structures face interior side lot lines and contain windows or other openings.”
- South lot is a corner lot so the Planning Commission may or may not consider it a side yard; the Planning Commission may also decide if that is considered an interior lot line.
- Also mentions windows or other openings.
- Proposed on the north and south sides of each unit are sliding glass doors with patios.

The Planning Commission discussed the definition of interior side lot line, how they should apply this standard, if they should use the LC Limited Commercial setbacks for this property, or if they should prohibit a sliding door or window on the north façade.

Planning Commission suggested if the structure cannot be shifted south to meet the fifteen (15) foot setback on the north side and the south patio reduced in size, then the door opening on the north façade must be removed; or the Applicant can go to the Zoning Board of Appeals and seek a variance.

The Applicant stated he would work with staff and discuss it with Mr. Mika.

Commissioner Eckman stated the drainage is regulated by the Livingston County Drain Commissioner’s office. The Planning Commission has neither the authority nor the expertise to manage the project.

Director Langer addressed the comments requesting a grading plan stating that typically a grading plan is not required for single family or duplex new construction; a site plan is required. Commissioner Mayer stated now that the Applicant is well aware of the concerns of the neighboring properties, he hopes the Applicant will address those concerns; if the neighbors have additional concerns, they should speak to the Livingston County Drain Commission.

Director Langer stated this project will not be submitted to the Township Engineer as that process is for commercial projects only, not single family or duplex residential properties. If it were a

commercial project, the likelihood of runoff and increased water drainage could be greater than this use.

Chair Fox stated it will have far less traffic than an office use. Director Langer concurred.

Chair Fox addressed a concern for the written communication about parking stating this property can park up to six (6) vehicles; parking should not be a problem. Commissioner Grissim also mentioned residential traffic and parking occur at opposite times of the day as a commercial use.

Commissioner Mitchell asked to confirm if the septic field has been removed. The Applicant stated he feels it has not as the grade is slightly raised in that location.

Commissioner Mayer stated he visited the site earlier around 4:20PM and counted no less than seventeen available parking spaces at that time and does not believe parking will be an issue.

Commissioner Murphy asked the Applicant to label the width of the driveway as twenty-one (21) feet. The Applicant agreed.

Commissioner Eckman offered the following Motion:

Move to recommend approval of Special Land Use Permit and approve Site Plan Application #26-006, proposed two family dwelling on a vacant lot on Avon Street (Tax Parcel ID #4708-16-101-125) as stated in the staff memorandum dated September 3, 2026.

The recommendation for approval is based on the following findings:

- 1. The proposed special land use, two family dwelling, meets the intent and purposes of the Ordinance as well as the specific standards outlined in Section 6.6 (Special Uses).**
- 2. The proposed special land use is permitted in the LC (Limited Commercial) zoning district, as outlined in Section 3.1.12.D.i., and the proposed use is compatible with the existing uses in the vicinity.**
- 3. The proposed use will be served by private well (water) and municipal sanitary sewer, by existing essential facilities and public services, and the Hartland Deerfield Fire Authority has no objection.**
- 4. The proposed multiple family structure (duplex) meets the minimum requirements for usable floor area in each dwelling unit.**
- 5. The proposed use will not create additional requirements at public cost for public facilities as the proposed site will be served by a private well (water) and municipal sanitary sewer.**

Approval is subject to the following conditions:

- 1. The proposed special land use, two family dwelling, is subject to approval by the Township Board.**

2. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, September 3, 2026, on the plans submitted with a land use permit application, subject to an administrative review by the Planning staff prior to the issuance of a land use permit.
3. A land use permit is required after approval of the Site Plan and Special Land Use Permit.
4. The proposed use shall be served by municipal sanitary sewer.
5. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant (SDA), Hartland Deerfield Fire Authority, and all other government agencies, as applicable.
6. If the structure cannot be shifted south to meet the fifteen (15) foot setback on the north side, then the door opening on the north façade must be removed; or the Applicant can seek a variance from the Zoning Board of Appeals.

Seconded by Commissioner Grissim. Motion carried unanimously.

8. **Call to the Public:**

None

9. **Planner Report:**

None

10. **Committee Reports:**

None

11. **Adjournment:**

A Motion to adjourn was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 8:07 PM.

Submitted by.



Tom Murphy
Planning Commission Secretary