

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

July 11, 2024– 7:00 PM

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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, Mayer, McMullen, Mitchell, Murphy

Absent – Commissioner Grissim

4. **Approval of the Meeting Agenda:**

**A Motion to approve the July 11, 2024, Planning Commission Meeting Agenda was made by Commissioner Eckman and seconded by Commissioner Mitchell. Motion carried unanimously.**

5. **Approval of Meeting Minutes:**

a. Planning Commission Meeting Minutes of June 27, 2024

**A Motion to approve the Planning Commission Meeting Minutes of June 27, 2024, was made by Commissioner Eckman and seconded by Commissioner Murphy. Motion carried unanimously.**

6. **Call to the Public:**

None

7. **Old and New Business**

- a. Site Plan/PD Application SP/PD #24-006 – Highland Reserve Planned Development Final Plan
- Director Langer gave an overview of the location and scope of the application stating the following:
- Confirmed the location as south of M-59, east of Hartland Glen/Redwood.
  - Planned Development, primarily residential, 101 homes, 66 owner-occupied, 35 rental homes.
  - Final stage of the three-step process, mostly documentation related to the project.
  - Will result in a rezoning of the property.
  - Township Board will give the final approval.

The Applicant, Mike West, representing Green Development Ventures and Allen Edwin Homes; and Matthew Diffin of Diffin-Umlor & Associates, introduced themselves and stated the following:

- Have been working on the construction plans over the last eight or nine months since the Preliminary approvals.
- Have the Michigan State Department of Environment, Great Lakes and Energy (EGLE) permit which took seven months, the water approval, working on sanitary sewer with Livingston County/EGLE, and the Livingston County Drain Commission for storm water.
- Minor phasing changes to the plan and different routing for sewer, otherwise all else is the same.
- Expressed appreciation stating it has been nice to work with the Township and are looking forward to beginning construction early next year.

Chair Fox referred to the staff memorandum dated July 3, 2024.

Director Langer stated there are a number of legal documents some of which are draft versions which still must be reviewed by the Township Attorney. The Township Attorney also noted that the Master Deed should be amended to include any access and maintenance agreements for the use of Hartland Glen Lane and future connections to the south and east. Director Langer has had some conversations with the Applicant about the installation of signage to notify the future residents and Homeowners Association that those stub streets will connect to future developments. There are still some minor changes to the documents expected so the approval is conditioned upon review by the Township Attorney.

Commissioner Mayer asked about the phasing. The Applicant shared the phasing plan and the temporary cul-de-sac at the end of Ardmore for fire access.

**Commissioner Mitchell offered the following Motion:**

**Move to recommend approval of Site Plan/PD Application #24-006, the Final Planned Development Site Plan for the Highland Reserve Planned Development, as outlined in the staff memorandum dated July 3, 2024.**

**Approval is subject to the following conditions:**

- 1. The Final Planned Development Site Plan for Highland Reserve Planned Development, SP/PD Application #24-006 is subject to the approval of the Township Board.**
- 2. Final approval of Highland Reserve Planned Development (SP/PD Application #24-006) shall require an amendment to the Zoning Ordinance to revise the zoning map and designate the subject property as PD (Planned Development). The subject property, which constitutes the planned development project area (39.05 acres), and is to be rezoned to PD, is as follows:**
  - a. Tax Parcel ID #4708-26-200-002 (39.05 acres in area); currently zoned CA (Conservation Agricultural).**
- 3. Waiver request for the substitution of evergreen trees for 50% of the required canopy trees in the greenbelt area of the residential section of the planned development along Highland Road, is approved.**
- 4. Waiver request to deviate from the Livingston County Road Commission design standards regarding the roadway surface width for a private road, is approved.**
- 5. The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated July 3, 2024, on the Construction Plan Set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.**
- 6. The Master Deed, Condominium By-Laws, and Planned Development Agreement shall be amended to include any access and maintenance agreements. Access and maintenance agreements will be required for the use of the Hartland Glen Lane and future road and sidewalk connections to the east (via Melsetter Street) and south (via Ardmore Avenue).**

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**The documents shall be in a recordable format and shall comply with the requirements of the Township Attorney.**

- 7. Highland Reserve PD shall be connected and served with municipal water and sanitary sewer.**
- 8. The applicant shall obtain all necessary approvals from the Michigan Department of Transportation (MDOT) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).**
- 9. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, the Fire Code requirements, and all other government agencies, as applicable.**

**Seconded by Commissioner Murphy. 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 Eckman and seconded by Commissioner Mayer. Motion carried unanimously. The meeting was adjourned at approximately 7:15 p.m.**

Submitted by.



Tom Murphy  
Planning Commission Secretary