

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
April 04, 2023 – 7:00 PM

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Also present were Township Manager Bob West and Planning Director Troy Langer.

4. Approval of the Agenda

Move to approve the agenda for the April 4, 2023 Hartland Township Board Meeting as presented.

Motion made by Trustee O'Connell, Seconded by Clerk Ciofu.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the April 4, 2023 Hartland Township Board Meeting as presented.

Motion made by Treasurer Horning, Seconded by Trustee Petrucci

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 03-21-23 Hartland Township Board Regular Meeting Minutes
- d. Confirm the Supervisor's Appointment – Melanie Bartley to Zoning Board of Appeals (04/04/23-12/31/24)
- e. Confirm Supervisor's Appointment – Jon Dehanke as the authorized representative to conduct liquor license inspections for Hartland Township (04.04.2023-3.31.2024)
- f. Ratify Hiring of A. Carrigan as Hartland Township Assessor

7. Pending & New Business

- a. Site Plan/PD Application #23-003, Planned Development (PD) Concept Plan with a detached single-family residential community and commercial area (Highland Reserve Planned Development)

Supervisor Fountain gave a brief overview of the Planned Development (PD) concept plan process, stating the the applicant has already been before the Planning Commission (PC) with the concept plan and this is the next step of presenting the concept plan to the Board. He stated that tonight is an informational session where ideas, questions, concerns, and feedback for the applicant will be discussed. Supervisor Fountain then invited the applicant, Mike West of Green Development Ventures, to the podium and turned the meeting over to Planning Director Troy Langer. Director Langer gave a brief overview of the property location and size and stated this property was shown as a Special Planning Area on the Future Land Use Map. The applicant is looking at a Planned Development for this property. He then reviewed the first stage of the PD process, which is the conceptual review. In this phase the applicant presents his ideas for a development, which were reviewed by the PC at their March 23rd meeting. He then presented a site plan drawing and briefed the Board on certain specifics of the plan, stating it was a design for 100 homes with a 1.9 acre corner parcel being a commercial area that would be owned by a separate owner. He stated the project was all single-family homes but has two separate components, rentals, and owner-occupied homes. The homes would be the same, but of 100 homes, 65 would be owner-occupied and 35 would be rentals. There was no formal decision on the concept plan by the PC and there is not a formal decision to be made by the Board tonight. If comments are favorable to the applicant they may move on to the next step in the process, the preliminary phase. Director Langer stated this is where the applicant would provide more details and where we would need to have the information on the commercial portion of the project. The PC would hold a public hearing on the project to discuss the project and the PC would make an actual recommendation to the Board. The preliminary plan would then come to the Board for review and, if approved, the project would go to the final stage of the PD process, which would deal with the master deed, easements, etc., which is commonly referred to as the legal stage of the project. Final plans would go to the PC as well as the Board.

The PC had some issues with the commercial portion of the project, and the property owner was at the PC meeting and stated he would be working on defining this for the preliminary stage. The PC also discussed some concerns regarding the rentals and the various phases of the project, noting the first phase was mostly rentals. There were also some questions regarding the pathways and the pathways maintenance regarding the rentals and owner-occupied residents. Applicant West reviewed the unique development concept for this project with the normal owner-occupied homes and the rental homes. The rentals are to the northern portion of the property intentionally to create a transition from M-59, the Redwood property to the west, and the commercial property, into the internal portion of the development. He stated that the rental concept has been extremely popular in several other communities they have in development phases. The rentals would be single family homes where the grounds would be maintained by a management company, with underground irrigation, mowing, no fences, and no external accessory buildings or pools. The back of the homes would face M-59 and by not allowing these accessory structures in the lease agreements. and with the additional berms and landscaping, it would provide a nice view from M-59. Applicant West stated rentals would be in the \$2300 -\$2500 range. The same owner-occupied homes will start with a few homes 1250 sq. ft. and go up to 2200 sq. ft., and would be three to four bedrooms, two to three baths and two to three three car garages with full driveways. There would be two management companies, one for the rentals, and a homeowner's association for the site plan condominiums with a master deed for maintenance. He indicated the site has 40% open space available for both rentals

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and owner-occupied residents and there is a series of trails throughout the property that would connect to the sidewalks within the interior road network. There will be sidewalks on both sides of the roads as well as along the frontage of Highland Road. The sidewalks that will extend into the open space will be defined by decorative vinyl fencing, but as it gets closer to the natural areas it would transition into a mowed trail, with strategically placed benches along the trails. Treasurer Horning inquired as to whether the applicant has done this rental concept in any other developments and the applicant responded they did a twelve single family rental development in Three Rivers that rented out before they were built. Supervisor Fountain inquired as to whether the dead-end roads in the project were designed to interconnect with developments to the east and south. The applicant stated that they would, as they knew the property to the east was vacant and had some developments plans and that the owner of the property that they are purchasing the land from requested a stub to the south. Supervisor Fountain inquired as to whether the units would have basements and the applicant stated that his preference is to have basements, but it will depend on grading and water tables, but he suspects most of the units will have basements. Trustee Germane inquired as to whether the east entrance to the development, Abernethy St., will line up with the Redwood development entrance to the west and Director Langer stated that was the intent. Trustee Germane also inquired as to the applicant's intent regarding the tree line on the east side of the property and the applicant stated that where the trees are alive, and worthy of preservation, he would like to keep them. Trustee Germane inquired of Director Langer as to any plans for the property to the south of this parcel and Director Langer stated that this was the Hartland Glen golf course property, and it was premature to comment on any plans for that property at this time.

Trustee O'Connell stated she had a concern regarding the safety of the residents regarding the five-foot setbacks in light of the Hartland Deerfield Fire Authority (HDFA) letter, and inquired as to whether the Three Rivers project was 100% occupied. The applicant stated that the Three Rivers project was 100% occupied and that he has another project in Woodhaven that was just approved and a couple more in Michigan and a couple more in northern Indiana. Trustee O'Connell stated she is looking for more entry level homes that young families can purchase at a reasonable price point rather than more rentals. The applicant stated that they hoped to be at that price point with the owner-occupied homes in the upper two hundred to low three hundred thousand range but the evolution to rental homes in their business model is just reflecting the market. The demand was so high they started going into a single deed concept for these detached rentals. The applicant stated that they are proposing five-foot yard setbacks on the site condominium portion and ten-foot separation on the rental portion which brought up concerns with the Fire Marshall and the PC. He went on to explain that the site condominium lots are 60 foot wide, and his home plans will range from 34 foot wide to 50 foot wide and they are not putting up 50 foot wide homes on all lots, as they will have a variety of home sizes. The applicant distributed sketches of site plans for Abernethy St. and Melsetter St. that showed the variety of homes and the various separations between homes that is anticipated for this project. Clerk Ciofu inquired as to the northeast corner of the property open space area on M-59 with regards to site lines from M-59 to the owner-occupied homes just south of this open space. The applicant stated that berms and evergreen trees will screen the backs of these homes on M-59. Clerk Ciofu was also concerned with this being the first development east of US-23 that does not have a commercial sort of buffer before the residential development and with the residential bordering M-59 on the northeast corner, several of the homes may wind up with large commercial buildings in their backyard if the property to the east is developed with a commercial development buffer along M-59 as we have seen in many of the proposed plans for that property. The applicant stated he does not know what the development plans are for the property to the east but, would assume, if developed, there would be some screening requirements near these homes. Trustee Petrucci inquired as to whether the roads are going to be curbed roads and whether the sidewalk is an extension of the road. The applicant responded that the roads will be built to Livingston County standards as they are proposing these as public streets and stated that

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the sidewalks will be at the edge of the right-of-way with a ten-foot green space between the sidewalk and the road. Supervisor Fountain inquired as to whether there has been any discussion with the property owner to the east as to aligning the roads with their plans. The applicant stated they have had no conversations with that property owner but, stated that basically the first development would determine where the connection would come in between property owners. He did state that the three-phase development on the concept plan may change with the preliminary plan. Supervisor Fountain also inquired as to the maintenance of Hartland Glen Lane and Director Langer stated that this is a private road that is part of the Redwood property and Redwood and Hartland Glen would be responsible for this road maintenance. Supervisor Fountain stated there should be a long-term maintenance plan for Hartland Glen Lane. Trustee McMullen stated she would rather see the rentals as starter homes rather than rentals. She was also concerned that with no large play structures allowed for the rentals that are designed for families, where would the children play. She suggested adding a small park area within the complex, and the applicant stated he would be willing to look at this. Trustee McMullen was also concerned with the long-term aspects of the rentals should they no longer be a viable product and issues that would be involved in converting them to owner-occupied homes, such as lot lines. The applicant stated that in that case, they would create a single condominium where you could sell the home and the exterior grounds would still be part of the overall homeowner's association. Director Langer stated you could also create site condos for the rentals by creating a boundary line between the units that would be the same as the owner-occupied homes. Director Langer and the applicant stated that there are tax advantages to the rentals but did not go into much detail on this matter.

b. Hartland Township Community Project Funding – ARPA

Manager West gave a brief overview of the ARPA Community Project Funding Initiative stating that the American Rescue Plan Act (ARPA) provided the Township with federal funding and, in an effort to distribute these funds to our community civic organizations we created the Community Projects Funding Initiative. He stated we sent out applications to all of our Civic Community organizations and received eleven applications for projects to be funded. We have developed contracts for ten of the organizations, as one of the applicants suggested the Township purchase and install the project so a contract was not needed for that project. The contract basically passes on the ARPA guidelines to the community organization and as long as they abide by, on our behalf, by the ARPA guidelines we can send them a check and get documentation of the intent of the civic organization to complete the specific project. We are looking at one single resolution for all of the contracts. Manager West is recommending funding for all eleven projects at a cost of \$82,852, slightly above the \$75,000 budgeted for this Initiative. Manager West reviewed the list of Civic organizations and their projects with the Board. Trustee McMullen inquired as to a time frame and Manager West stated that we will have to commit to where we are spending the ARPA funds by the end of this year. The actual allocation has to be completed by December 31, 2024.

Move to adopt the resolution authorizing distribution of Hartland Township ARPA funds as part of the Community Projects Funding Initiative in the total program amount of \$82,852.00.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

Roll call vote taken.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

Motion passes 7-0-0

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c. 2023 Hartland Township Liquor License Inspections Agreement

Manager West stated that the State of Michigan collects funds from liquor license establishments in Hartland Township and reallocates a portion of these funds back to the Township to perform liquor license inspections. We are looking at a unique opportunity of how we can conduct a proactive approach and educate businesses in order to help them, rather than just monitoring what is wrong with their business. Working with the HDFA, Captain Jon Dehanke has offered to perform these services since he already is conducting business inspections as part of the HDFA. Manager West stated we have developed an annual contract to pay the HDFA \$125 per active liquor license in the community to conduct liquor license inspections. The contract will also include two different training sessions in conjunction with the Livingston County Sheriff's Department (LCSD), one for the business owners to help them understand the process, and the second for potential servers in the community to become more familiar to what to look for in serving liquor in the community.

Move to approve the Agreement with the Hartland Deerfield Fire Authority to perform liquor license inspections within the community as presented.

Motion made by Trustee Germane, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

d. Assessing Consulting Services Agreement

Manager West stated Assessor Jim Heaslip has retired but, has offered to provide consulting services to help onboard the new Assessor on an "as needed" basis. We will be contracting with his business, Pioneer Appraisals, for assessing consulting services for up to 50 hours worth of service.

Move to approve the Contract with Pioneer Appraisals, Inc. for assessing consulting services as presented.

Motion made by Trustee Germane, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

e. Township Fence and Sign Painting Contract

Manager West gave a brief overview of the rehabilitation of the Ore Creek fencing and street-lights, the Rotary sign at Ore Creek, and the Park Sponsorship signs. The goal is to get this done prior to the Memorial Day Parade in May. The original proposed budget for the fence painting of \$6500 was increased to \$13,200 to include the street-lights and the signs, which need some wood replacement. Manager West is recommending this be funded with ARPA funds. Clerk Ciofu inquired as to whether this would include the repair work needed on the fence and Manager West stated that he believed we will be able to straighten out the fences as they are somewhat flexible.

Move to approve the Township standard contract for Perfect Painter LLC for fence and sign painting in the amount of \$13,200 as presented.

Motion made by Treasurer Horning, Seconded by Trustee Germane.

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Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: None

f. Automated External Defibrillator (AED) Approval

Manager West stated, in reviewing our recreation contracts with our recreation partners, it was requested that Automated External Defibrillator (AED) units be placed at our sports parks and we determined that this was appropriate and included one for Settler's Park and the HERO Teen Center. He stated we have worked with the HDFA to secure their pricing and they will purchase the AED units and the exterior cabinets to house them and they will invoice the Township. Manager West is recommending using ARPA funds for this purchase. Treasurer Horning inquired as to whether each of the recreation partners would have a key for the AED cabinets and Manager West responded that at the sports parks, the units will be installed in the concession stands primarily for the high probability they would be used at one of their events. At Settler's Park, we are considering a heavy-duty cabinet to be mounted over the drinking fountain that will be monitored by the security camera at the park. The AED units will be removed in the winter as they are battery powered.

Move to authorize the Township Manager to execute a purchase agreement with the Hartland Deerfield Fire Authority for four (4) AED units as presented in the amount of \$6,989.92.

Motion made by Trustee O'Connell, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None
Absent: None

8. Board Reports

Trustee O'Connell - Stated that HDFA Fire Chief Adam Carrol notified her that the new HDFA fire truck arrived yesterday if you were interested, stop by the HDFA to see it.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Ballots for the voters on the Permanent Absentee Voter (AV) list went out last week and we are already starting to receive ballots back. He stated that we have issued more AV Ballots for this Special Election than we had total voters the last time this proposal was on the ballot. The Special Election will be held on May 2, 2023. He also stated the Clerk's office did over 460 passports last fiscal year compared to around 300 the previous fiscal year.

Treasurer Horning - No report

Trustee Germane - No report.

Supervisor Fountain - Stated the Large Item Clean Up Day will be held on May 20th from 9:00 a.m. to 1:00 p.m. at the Hartland High School parking Lot and the Cemetery Clean Up Day will be April 15th from 9:00 a.m. to 12:00 noon starting at Hartland Cemetery.

[BRIEF RECESS]

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9. Information / Discussion

a. Manager's Report

Manager West stated we have been exploring our gravel mining zoning provisions within our current ordinance and what could possibly occur within the township. He stated there is nothing major to report at this time but we may have a work session on this topic in the near future. He stated we are participating in the opioid settlement because our State Representatives are encouraging us to do so, but we would expect less than \$2000 from this and it is very specific as to what these funds could be spent on. As Hartland Township has nothing we really could spend this money on, we will likely give this money to some organization at the County level that can spend this money on qualified items. Manager West stated we are having a draft solar ordinance go to our Ordinance Review Committee, to be proactive on this issue. He also stated that our recreation partners are exploring the feasibility of a potential indoor facility within the Township. Manager West reminded the Board that on April 6th the Livingston County Board of Public Works (LCBPW) meeting will be at 8:00 a.m. and he thinks there is a high probability that a proposed agreement on the septage receiving station will be presented. Supervisor Fountain asked Manager West to have a roll call vote taken if any formal action is taken by the LCBPW at this meeting. Also on April 6th is the joint PC/Board Special Meeting at 7:00 p.m. Manager West will review the REU situation and provide updates on the water and sewer districts. Director Langer will then provide an update for what would that look like for our future development, zoning map, future land use map, and bonus density considerations. Manager West stated he will not be at the first May Board meeting. A discussion was held on possible solutions that may come out of the LCBPW meeting and potential responses or actions that the Township could or would provide. The Board decided to hold a Special Meeting on Thursday, April 6th at 6:30 p.m. to discuss the Livingston County Septage Receiving Station.

10. Adjournment

Move to adjourn the meeting at 8:40 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

Submitted by



Larry N. Ciofu, Clerk