

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED MEETING MINUTES

May 25, 2023– 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:**

A Motion to approve the May 25, 2023 Planning Commission Meeting Agenda was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried unanimously.

5. **Approval of Meeting Minutes:**

a. Planning Commission Meeting Minutes of March 23, 2023

A Motion to approve the Planning Commission Meeting Minutes of March 23, 2023 was made by Commissioner Grissim and seconded by Commissioner Eckman. Motion carried unanimously.

6. **Call to the Public:**

Glenn Wilkinson, Hartland Township; questions regarding the approval process for land divisions and driveways.

7. **Old and New Business**

a. Site Plan Application SP/PD #23-004 – Courtyards of Hartland Planned Development Final Plan, a Single-Family Residential Planned Development.

Director Langer gave an overview of the scope and location of the request stating the following:

- Located east on M59 and north on Bella Vita Drive, north of the Bella Vita building.
- Request to construct a 32-unit single-family residential development geared for retirees and people that have downsized. They offer side yard courtyards, attached garages.
- Has completed both the Conceptual and Preliminary Review process before both the Planning Commission and the Township Board.
- Currently at the Final approval stage in the process looking at the Master Deed; PD Agreement; drainage, emergency and lift station easements, and other legal documents which are all submitted to the Township Attorney.
- The Township Attorney requested some language be added in case the roads or storm sewer needs upkeep, the Township has the ability to require the Home Owner's Association to address those concerns; and, if they do not, the Township can take action and move forward. Those comments have been shared with the Applicant. The documents will be updated and following a final review by the Township Attorney, approved. Conditions have been added to the final approval to that effect.

The Applicant stated they will comply with the Township Attorney's recommendations. It was also stated that it is their standard practice to set aside capital reserves to address future improvements within the HOA for street maintenance and anything else the HOA would have to cover.

The Planning Commission had no comments or questions.

Commissioner Mitchell offered the following Motion:

Move to recommend approval of Site Plan Application #23-004, the Final Planned Development Site Plan for the Courtyards of Hartland Planned Development, as outlined in the staff memorandum dated May 18, 2023.

Approval is subject to the following conditions:

- 1. The Final Planned Development Site Plan for the Courtyards of Hartland Planned Development, SP/PD Application #23-004, is subject to the approval of the Township Board.**
- 2. Final approval of the Courtyards of Hartland Planned Development (SP/PD Application #23-004) 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 (9.58 acres), and is to be rezoned to PD, is as follows:**
 - a. Tax Parcel ID #4708-22-400-028 (9.58 acres in area); currently zoned CA (Conservation Agricultural).**
- 3. Waiver request on the minimum lot size requirement for a planned development, being less than 20 acres, is approved.**
- 4. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated May 18, 2023, on the Construction Plan set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.**
- 5. The Master Deed and Condominium Bylaws shall comply with the requirements of the Township Attorney.**
- 6. Easements shall comply with the requirements of the Township Engineer Consultant and/or the Township Attorney.**
- 7. As part of the Final Plan Review, the applicant shall secure an ingress-egress easement agreement for the proposed access drive connection to the adjacent property to the west (Hartland Sports Center, at 2755 Arena Drive), and the document shall be in a recordable format. In the event the applicant is not able to reach an agreement with the adjacent property owner for said access drive connection, the applicant shall install their portion of the emergency access drive on the planned development property and provide applicable easement documents that are to be properly executed and recorded.**

- 8. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, and all other government agencies, as applicable.**
- 9. Applicant complies with any requirements of the Hartland Deerfield Fire Authority, as outlined per Preliminary PD approval (Site Plan/PD #22-006), on July 14, 2022 (Planning Commission meeting).**

Seconded by Commissioner Grissim. Motion carried unanimously.

- b. Site Plan Application SP/PD #23-005 – Villas of Hartland Planned Development Final Plan, a Single-Family Residential Planned Development (with 57 site condominium units)**

Director Langer gave an overview of the scope and location of the request stating the following:

- Located north of M59 east of Hacker Road.
- Planned Development request to construct 57 single-family detached homes.
- Previous plans to connect to Walnut Ridge have been abandoned and an emergency access is planned to the north of the entrance out to Hacker Road.
- Each site has a building envelope where all structures are constructed within that defined area; everything outside of the building envelope is common area.
- Has completed both the Conceptual and Preliminary Review process before both the Planning Commission and the Township Board.
- Currently at the Final approval stage in the process looking at the Master Deed, PD Agreement, easements, and other legal documents which are all submitted to the Township Attorney.
- The Township Attorney requested the same language be added in case the roads or storm sewer needs upkeep, the Township has the ability to require the Home Owner's Association to address those concerns; and, if they do not, the Township can take action and move forward. Those comments have been shared with the Applicant. The documents will be updated and following a final review by the Township Attorney, approved. Conditions have been added to the final approval to that effect.

The Applicant stated they will be working with their attorney to update their documents.

Commissioner Grissim offered the following Motion:

Move to recommend approval of Site Plan Application #23-005, the Final Planned Development Site Plan for the Villas of Hartland Planned Development as outlined in the staff memorandum dated May 18, 2023.

Approval is subject to the following conditions:

- 1. The Final Planned Development Site Plan for the Villas of Hartland Planned Development, SP/PD Application #23-005, is subject to the approval of the Township Board.**
- 2. Final approval of the Villas of Hartland Planned Development (SP/PD Application #23-005) shall require an amendment to the Zoning Ordinance to revise the zoning map and**

designate the subject property as PD (Planned Development). The subject properties, which constitute the planned development project area (combined total of approximately 24.51 acres), and which are to be rezoned to PD, are as follows:

- a. Tax Parcel ID #4708-19-300-013 (approximately 11 acres in area); currently zoned CA (Conservation Agricultural)
 - b. Tax Parcel ID #4708-19-300-014 (approximately 13.51 acres in area); currently zoned CA (Conservation Agricultural)
3. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated May 18, 2023, on the Construction Plan set, subject to an administrative review by Planning staff prior to the issuance of a land use permit.
 4. The Planned Development Agreement shall comply with the requirements of the Township Attorney.
 5. The proposed residential development shall be connected to municipal sanitary sewer. In the event that municipal sanitary sewer is not available for this project, the developer shall re-submit plans to be approved by the Planning Commission and Township Board that provide an acceptable sanitary sewer system.
 6. Applicant complies with any requirements of the Township Engineering Consultant, Department of Public Works Director, and all other government agencies, as applicable.
 7. Applicant complies with any requirements of the Hartland Deerfield Fire Authority, as outlined per Preliminary PD approval (Site Plan/PD #20-011), on May 26, 2022 (Planning Commission meeting).

Seconded by Commissioner Murphy. Motion carried unanimously.

8. Call to the Public:

Henry Nykiel, N Hacker Road, Oceola Township; does not support the project. Concerns about density, traffic, storm water runoff and negative impact on wetland areas.

9. Planner Report:

Director Langer mentioned that hard copy packets and/or hard copies of the Zoning Ordinance are available to all Planning Commissioners, if desired.

10. Committee Reports:

Director Langer stated the Ordinance Review Committee has been working on a Solar Ordinance. There is a draft ordinance but there is a lot of work to be done. They will meet again May 31, 2023.

11. Adjournment:

A Motion to adjourn was made by Commissioner Eckman and seconded by Commissioner McMullen. Motion carried unanimously. The meeting was adjourned at approximately 7:22 PM.

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Submitted by.

A handwritten signature in blue ink, appearing to read "Tom A. Murphy", is written over the printed name.

Tom Murphy
Planning Commission Secretary