

HARTLAND TOWNSHIP JOINT BOARD OF TRUSTEES AND PLANNING COMMISSION
SPECIAL WORK SESSION APPROVED MEETING MINUTES

DECEMBER 12, 2024– 7:00 PM

1. **Call to Order:** Chair Fox called the Work Session meeting to order at 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
PLANNING COMMISSION
Present – Commissioners Grissim, Fox, Mayer, McMullen, Mitchell, & Murphy
Absent – Commissioner Eckman

BOARD OF TRUSTEES
Present – Supervisor Fountain, Clerk Ciofu, Trustees Lubeski, McMullen, O'Connell, and Petrucci
Absent – Treasurer Horning
4. **Approval of the Meeting Agenda:**
A Motion to approve the December 12, 2024, Joint Board of Trustees and Planning Commission Special Work Session Meeting Agenda was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried 6-0.
5. **Approval of Meeting Minutes:**
 - a. Planning Commission Meeting Minutes of October 24, 2024
A Motion to approve the Planning Commission Meeting Minutes of October 24, 2024, was made by Commissioner Mitchell and seconded by Commissioner Murphy. Motion carried 6-0.
 - b. Planning Commission Meeting Minutes of November 7, 2024
A Motion to approve the Planning Commission Meeting Minutes of November 7, 2024, was made by Commissioner Grissim and seconded by Commissioner Mayer. Motion carried 6-0.
6. **Call to the Public:**
None
7. **Work Session**
 - a. ITE Informational
Discussion by Director Langer on the ITE (Institute of Transportation Engineers) Manual, including overview of terms “Trips” and “Trip Ends” as well as discussion on AM and PM peak hour trip ends vs. overall trip ends on a weekday, for various uses.

Director Langer discussed a sample data page from the ITE manual and explained the different figures that are represented on that page and their meaning. Director Langer outlined the Single Family Detached Housing land use category in the ITE manual and explained the different ways to measure traffic estimates on that land use category.

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Director Langer also discussed the Free-Standing Discount Superstore and Automated Car Wash land use categories and estimated trip generation figures of those land use categories.

Director Langer then outlined an example traffic study for a proposed car wash, located in Littleton, Colorado. Director Langer explained the proposed results of that traffic study and how a similar car wash would be addressed in Hartland Township.

Director Langer summarized the traffic information and answered questions from Board and Planning Commission members.

8. Old and New Business

a. 2025 Planning Commission Meeting Calendar

A Motion to approve the 2024 Planning Commission Meeting Calendar was made by Commissioner Mitchell and seconded by Commissioner McMullen. Commissioner amended the agenda item to reflect the calendar should be the 2025 meeting calendar Motion carried 6-0.

9. Call to the Public:

None

10. Planner Report:

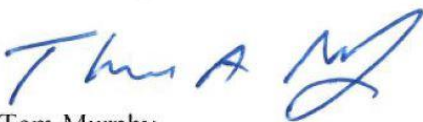
11. Committee Reports:

None

12. Adjournment:

A Motion to adjourn was made by Commissioner McMullen and seconded by Commissioner Murphy. Motion carried 6-0. The meeting was adjourned at approximately 8:30 PM.

Submitted by.



Tom Murphy
Planning Commission Secretary