

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED WORK SESSION MEETING  
MINUTES

MARCH 13, 2025– 7:00 PM

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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:**  
Present – Commissioners Fox, Grissim, Mayer, McMullen, Mitchell, & Murphy  
Absent – Commissioner Eckman
4. **Approval of the Meeting Agenda:**  
A Motion to approve the March 13, 2025, Planning Commission Meeting Agenda was made by Commissioner Grissim and seconded by Commissioner Mitchell. Motion carried unanimously.
5. **Approval of Meeting Minutes:**
  - a. Planning Commission Regular Meeting Minutes of February 27, 2025.  
A Motion to approve the Planning Commission Regular Meeting Minutes of February 27, 2025, was made by Commissioner Mitchell and seconded by Commissioner McMullen. Motion carried unanimously.
6. **Call to the Public:**  
None
7. **Work Session**
  - a. Accessory Dwelling Unit Ordinance  
Director Langer gave an overview of a draft zoning ordinance amendment that would permit a second, accessory, dwelling unit on the same parcel as an existing single-family house, and within a single-family zoning district.  
  
Director Langer stated the following items:
    - Gave an overview of what accessory dwelling units are and in general how they function.
    - Discussed proposed changes to existing terms and definitions of “dwelling unit” and the reason for those changes are to make it more clear on how a dwelling unit is defined.
    - Outlined the requirements in the draft ordinance for accessory dwelling units.  
There was discussion on the exterior doors on the same elevation, and the Planning Commission agreed more than one entrance door on the same elevation would be permitted, if the existing house already had two (2) entrance doors on the same elevation, prior to an accessory dwelling unit.  
  
There was discussion on the size of the accessory structures. The building code requirements were discussed, which were similar to the proposed draft ordinance. The Planning Commission agreed

to make the minimum size and maximum size of an accessory dwelling unit match the building code requirements.

There was discussion on requiring an address for the accessory dwelling unit. The Planning Commission agreed to require adequate address information that is clearly visible.

There was discussion on the driveway access to a detached accessory dwelling unit. The Planning Commission agreed not to require a separate driveway to the accessory dwelling unit; however, driveways would be permissible, subject to the current regulations.

**Move to initiate an ordinance amendment was made by Commissioner Mitchell and supported 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 Grissim and seconded by Commissioner McMullen. Motion carried unanimously. The meeting was adjourned at approximately 8:18 PM.**

Submitted by.



Tom Murphy  
Planning Commission Secretary