

HARTLAND TOWNSHIP PLANNING COMMISSION APPROVED REGULAR MEETING
MINUTES

January 14, 2021 – 7:00 PM

This meeting was held via video conference in compliance with the Department of Health and Human Resources Emergency Order of January 13, 2021 under MCL 333.2253

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 Fox (via video from Deerfield Township, MI), Grissim (Hartland Township, MI), McMullen (Hartland Township, MI), Mitchell (Hartland Township, MI), Murphy (Hartland Township, MI), Voight (Hartland Township, MI)
Absent – Commissioner LaRose
Also present Planning Director Troy Langer, Applicant Joseph Riccardi, Hartland Township Project Coordinator Andrew Kumar
4. **Approval of the Agenda:**
A Motion to approve the January 14, 2021 Planning Commission Regular Meeting Agenda was made by Commissioner Mitchell and seconded by Commissioner Grissim. Motion carried unanimously.
5. **Call to Public:**
None
6. **Old and New Business:**
 - a. **Site Plan #20-014 Private Shared Driveway (Riccardi) a request to construct a private shared driveway which is intended to provide access to two (2) single-family residential lots, which will be created under a separate land division application.**

Director Langer gave an overview of the request stating the following:

- Property is located off Pleasant Valley near the curve
- Proposing a Land Division, which is approved administratively, and must add the necessary shared driveway which requires approval from the Planning Commission.

The Applicant, Joseph Riccardi, introduced himself but had nothing to add.

Chair Fox referred to the staff memo dated January 7, 2021 and stated the following:
Shared Driveway Standards

- No more than two single-family dwelling units may share a driveway. Complied.
- CA Conservation Agriculture zoning requires 200 feet of road frontage for each parcel. Complied.
- The applicant has provided a cross section for the shared driveway.
- Drainage: The Applicant supplied a cross section that shows an open ditch system for drainage on either side of the shared driveway.

- Public and Private Utility locations. Director Langer stated this generally applies to public water/sewer and would be difficult for the Application to provide this information but he will need to work with DTE and Consumers to locate electric and natural gas hookup locations if available. The Applicant stated the electric and gas lines run along the west side of Pleasant Valley and there is an easement for electric lines as well. The Director stated it will be up to the Applicant and his contractors to be aware of those locations during the construction process.
- Cost Estimate: The Director stated following approval, the Applicant will need to apply for a Land Use Permit for the construction of the shared driveway and set up a Developer Account to cover the required inspections by HRC. A cost estimate is typically how the amount of the deposit is determined. This will happen at a later date.
- Construction Standards: Chair Fox stated the driveway and T turnarounds meet the required standards.
- Shared Driveway Easement Agreement: Chair Fox stated they have complied with those requirements.
- Easement Maintenance Agreements: Chair Fox stated the applicant has provided easement maintenance agreements for the shared driveways.

Chair Fox asked if the Applicant had any questions regarding the Township Engineer and Fire Authority comments submitted. The Applicant had no questions or concerns.

Commissioner Grissim offered the following Motion:

Move to approve approval of Site Plan Application #20-014, a request to construct a private shared driveway which is intended to provide access to two (2) single-family residential lots, which will be created under a separate land division application.

Approval is subject to the following conditions:

1. **The applicant shall adequately address the outstanding items noted in the Planning Department’s memorandum, dated January 7, 2021.**
2. **Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, Hartland Deerfield Fire Authority, and any other governmental agency.**
3. **Approval of the proposed shared driveway does not include approval of any future land divisions.**
4. **The proposed easement maintenance agreement shall comply with the requirements of the Township Attorney.**

Seconded by Commissioner Murphy. Motion carried unanimously.

7. Call to Public:

None

8. Planner’s Report:

Director Langer stated the order has been extended and virtual meetings are planned through the end of January.

9. Committee Reports:

None

10. Adjournment:

A Motion to adjourn was made by Commissioner Voight and seconded by Commissioner Murphy. Motion carried unanimously. The meeting was adjourned at approximately 7:21 PM.

Submitted by,

A handwritten signature in black ink that reads "Keith R. Voight". The signature is written in a cursive style with a horizontal line extending from the end of the name.

**Keith Voight,
Planning Commission Secretary**