



## Board of Trustees

William J. Fountain, Supervisor	Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk	Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer	Denise M. O'Connell, Trustee
	Joseph M. Petrucci, Trustee

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### Board of Trustees Regular Meeting Agenda

<https://hartlandtownship-214.my.webex.com/hartlandtownship-214.my/j.php?MTID=m66249d6f4f2afdf5ae93e0378f0da24d>

Tuesday, March 02, 2021

7:00 PM

1. Call to Order
  2. Pledge of Allegiance
  3. Roll Call
  4. Approval of the Agenda
  5. Call to the Public
  6. Approval of the Consent Agenda
    - [a.](#) Approve Payment of Bills
    - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
    - [c.](#) FY21 General Fund Budget Amendments (\$14,611)
    - [d.](#) LESA Tax Collection Agreement
    - [e.](#) 02-16-2021 Hartland Township Regular Board Meeting Minutes
  9. Pending & New Business
    - [a.](#) Resolution: 2020-2021 Amendment to Future Land Use Map and Comprehensive Development Plan
    - [b.](#) Resolution: Zoning Amendment for Digital Menu Boards
    - [c.](#) FY22 Draft Fire Operating & Authority Budgets
  10. Board Reports
- [BRIEF RECESS]
11. Information / Discussion
    - [a.](#) Manager's Report
    - [b.](#) Employee Merit Compensation Recommendation
  12. Adjournment

# **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Payment of Bills

**Date:** February 23, 2021

## **Recommended Action**

Move to approve the bills as presented for payment.

## **Discussion**

Bills presented total \$108,179.90. The bills are available in the Finance office for review.

Notable invoices include:

\$14,909.50 – Horizon Landscape – (Irrigation winterizations, walks shoveled and salted)

\$68,349.29 – Jennifer Nash – (Livingston County Sewage Disposal Bonds, Series 2015 (Lake Tyrone Sanitary Sewer Drain Improvements).

\$10,607.39 – Livingston County Information Technology – (Livingston County 2020 Ortho-imagery Project).

## **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

## **Attachments**

Bills for 03.02.2021

02/24/2021 10:56 AM  
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DB: Hartland

INVOICE APPROVAL BY INVOICE REPORT FOR HARTLAND TOWNSHIP  
EXP CHECK RUN DATES 03/02/2021 - 03/02/2021  
BOTH JOURNALIZED AND UNJOURNALIZED

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		BOTH OPEN AND PAID		Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
Vendor Code	Vendor name	Post Date	Invoice			
Ref #	Address	CK Run Date	PO			
Invoice Date	City/State/Zip	Disc. Date	Disc. %			
		Due Date				
APPLIED	APPLIED IMAGING	02/19/2021	1691928	FOA	1/23/21 - 2/22/21 - RICOH MP6055SP C	
44686	7718 SOLUTION CENTER	03/02/2021		N		19.96
02/19/2021	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		03/02/2021		N		19.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-930.000	REPAIRS & MAINTENANCE	19.96

VENDOR TOTAL: 19.96

CINTAS	CINTAS CORPORATION	02/22/2021	4076520125	FOA	MATS	
44691	P.O. BOX 630910	03/02/2021		N		54.00
02/22/2021	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		03/02/2021		N		54.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	54.00

VENDOR TOTAL: 54.00

CITYOFFENT	CITY OF FENTON	02/16/2021	3781	FOA	BACTERIOLOGICAL SAMPLES	
44685	301 S LEROY ST	03/02/2021		N		16.00
02/16/2021	FENTON MI, 48430	/ /	0.0000	N		0.00
		03/02/2021		Y		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	16.00

VENDOR TOTAL: 16.00

CONSUMER	CONSUMERS ENERGY	02/17/2021	201095778841	FOA	FEB 2021 - TOWNSHIP HALL	
44693	PO BOX 740309	03/02/2021		N		970.32
02/17/2021	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		03/02/2021		N		970.32

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.001	UTILITIES - GAS	970.32

VENDOR TOTAL: 970.32

DLGC	DRIVERS LICENSE GUIDE COMPANY	02/05/2021	780078	FOA	2 - 2021 I.D. CHECKING GUIDES	
44652	1492 ODDSTAD DRIVE	03/02/2021		N		47.00
02/05/2021	REDWOOD CITY CA, 94063	/ /	0.0000	N		0.00
		03/02/2021		Y		47.00

Open

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BOTH JOURNALIZED AND UNJOURNALIZED

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-215-900.000	PRINTING & PUBLICATIONS	47.00

VENDOR TOTAL: 47.00

0070	DTE ENERGY	01/14/2021	877391508-01/202	FOA	JAN 2021 - HERO TEEN CENTER	
44694	P.O BOX 740786	03/02/2021		N		149.00
	CINCINNATI					
01/14/2021	OH, 45274-0786	/ /	0.0000	N		0.00
		03/02/2021		N		149.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.002	UTILITIES - ELECTRIC	149.00

VENDOR TOTAL: 149.00

5888	FOSTER, SWIFT, COLLINS & SMITH	01/31/2021	802572	FOA	JANUARY 2021	
44665	313 S. WASHINGTON SQUARE	03/02/2021		N		4,826.34
02/15/2021	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		03/02/2021		Y		4,826.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	1,395.00
401-444-826.000	LEGAL FEES	2,508.84
101-209-826.000	LEGAL FEES	585.00
590-595-826.000	LEGAL FEES	337.50
		4,826.34

VENDOR TOTAL: 4,826.34

GARRETT	GARRETT, THELMA	02/22/2021	022221	FOA	CEMETERY LOT BUY BACK	
44692	3048 WEST TELLURIDE	03/02/2021		N		2,200.00
02/22/2021	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		03/02/2021		N		2,200.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
209-000-643.100	LOT REFUNDS	2,200.00

VENDOR TOTAL: 2,200.00

HAYAA-B	HARTLAND AREA YOUTH ATHLETIC ASSOC.	03/01/2021	031521	FOA	PAYMENT DUE 3/15/21 PER AGREEMENT	
44200	HAYAA - BASEBALL	03/02/2021		N		1,285.72
	P.O. BOX 110					
03/01/2021	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/02/2021		N		1,285.72

Open

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	1,285.72

VENDOR TOTAL: 1,285.72

0001	HARTLAND TOWNSHIP GENERAL FUND	01/31/2021	021521	FOA	JAN 2021 MOBILE HOME TAX DISBURSEMEN	
44669		03/02/2021		N		269.00
02/15/2021	,	/ /	0.0000	N		0.00
		03/02/2021		N		269.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	269.00

0001	HARTLAND TOWNSHIP GENERAL FUND	01/31/2021	021621	FOA	JAN 2021 DOG LICENSE PMTS	
44671		03/02/2021		N		21.00
02/16/2021	,	/ /	0.0000	N		0.00
		03/02/2021		N		21.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	21.00

VENDOR TOTAL: 290.00

1548	HORIZON LANDSCAPE INC.	02/22/2021	14984	FOA	WEEDING/LANDSCAPING	
44688	11765 HIBNER RD	03/02/2021		N		5,307.50
06/11/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/02/2021		Y		5,307.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	5,307.50

1548	HORIZON LANDSCAPE INC.	02/22/2021	15119	FOA	WEEDING/TRIMMING	
44689	11765 HIBNER RD	03/02/2021		N		3,250.00
08/01/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/02/2021		Y		3,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	3,250.00

1548	HORIZON LANDSCAPE INC.	01/01/2021	15410	FOA	WINTERIZATION OF MEDIANS	
44660	11765 HIBNER RD	03/02/2021		N		225.00
12/31/2020	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		03/02/2021		Y		225.00

Open

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-463-802.000	LAWN/SNOW MAINTENANCE	225.00
1548	HORIZON LANDSCAPE INC.	01/01/2021 15413
44653	11765 HIBNER RD	03/02/2021
12/31/2020	HARTLAND MI, 48353	/ / 0.0000
		03/02/2021
		FOA HARTLAND CEMETERY SPRINKLER WINTERIZ
		N 155.00
		N 0.00
		Y 155.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000-802.000	LAWN/SNOW MAINTENANCE	155.00
1548	HORIZON LANDSCAPE INC.	01/01/2021 15414
44654	11765 HIBNER RD	03/02/2021
12/31/2020	HARTLAND MI, 48353	/ / 0.0000
		03/02/2021
		FOA TWP HALL SPRINKLER WINTERIZATION
		N 155.00
		N 0.00
		Y 155.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	155.00
1548	HORIZON LANDSCAPE INC.	01/01/2021 15415
44655	11765 HIBNER RD	03/02/2021
12/31/2020	HARTLAND MI, 48353	/ / 0.0000
		03/02/2021
		FOA HERITAGE PARK IRR WINTERIZATION
		N 820.00
		N 0.00
		Y 820.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	820.00
1548	HORIZON LANDSCAPE INC.	01/01/2021 15416
44656	11765 HIBNER RD	03/02/2021
12/31/2020	HARTLAND MI, 48353	/ / 0.0000
		03/02/2021
		FOA SETTLERS PARK WINTERIZATION
		N 770.00
		N 0.00
		Y 770.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	LAWN/SNOW MAINTENANCE	770.00
1548	HORIZON LANDSCAPE INC.	01/31/2021 15422
44661	11765 HIBNER RD	03/02/2021
02/01/2021	HARTLAND MI, 48353	/ / 0.0000
		03/02/2021
		FOA JAN 2021 SALTING/SHOVELING WALKS
		N 4,227.00
		N 0.00
		Y 4,227.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	4,227.00

VENDOR TOTAL: 14,909.50

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

LIVINGCO	JENNIFER M. NASH	02/09/2021	020921	FOA	LIV CNTY SEWAGE DISPOSAL BONDS, SERI	
44657	C/O BRIAN JONCKHEERE, LCDC	03/02/2021		N		68,349.29
	2300 E. GRAND RIVER, STE 105					
02/09/2021	HOWELL MI, 48843-7581	/ /	0.0000	N		0.00
		03/02/2021		N		68,349.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-000-203.002	CURRENT PORTION BONDS PAYABLE	55,670.00
591-000-997.000	BOND INTEREST PAYMENT	12,679.29
		<hr/> 68,349.29

VENDOR TOTAL: 68,349.29

LCIT	LIVINGSTON COUNTY INFORMATION TECH	02/23/2021	8283	FOA	LIVINGSTON COUNTY 2020 ORTHOIMAGERY	
44695	304 E GRAND RIVER	03/02/2021		N		10,607.37
12/14/2020	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/02/2021		N		10,607.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-970.000	CAPITAL OUTLAY	10,607.37

VENDOR TOTAL: 10,607.37

0220	LIVINGSTON COUNTY TREASURER	01/31/2021	021521	FOA	JAN 2021 MOBILE HOME TAX DISBURSEMEN	
44670	200 E. GRAND RIVER	03/02/2021		N		1,345.00
02/15/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/02/2021		N		1,345.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,345.00

0220	LIVINGSTON COUNTY TREASURER	01/31/2021	021621	FOA	JAN 2021 DOG LICENSE PMTS	
44672	200 E. GRAND RIVER	03/02/2021		N		179.00
02/16/2021	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/02/2021		N		179.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	179.00

VENDOR TOTAL: 1,524.00

5776	MICHIGAN MUNICIPAL WORKER'S	02/15/2021	1312206	FOA	PAYROLL AUDIT 7/1/19 - 7/1/20 ADD'L	
44675	P.O. BOX 972081	03/02/2021		N		219.00
02/15/2021	YPSILANTI MI, 48197-0835	/ /	0.0000	N		0.00
		03/02/2021		N		219.00

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Vendor Code	Vendor name	BOTH OPEN AND PAID	Bank	Invoice Description	
Ref #	Address	Post Date	Invoice	Hold	Gross Amount
Invoice Date	City/State/Zip	CK Run Date	PO	Sep CK	Discount
		Disc. Date	Disc. %	1099	Net Amount
		Due Date			

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-299-910.000		140.16
536-000-910.000	INSURANCE	78.84
		<u>219.00</u>

VENDOR TOTAL: 219.00

ORKIN	ORKIN	02/10/2021	208464604	FOA	PEST CONTROL @ TWP HALL	
44658	21068 BRIDGE ST.	03/02/2021		N		66.85
02/10/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		03/02/2021		N		66.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	66.85

ORKIN	ORKIN	02/10/2021	208465337	FOA	PEST CONTROL @ HERO TEEN CENTER	
44659	21068 BRIDGE ST.	03/02/2021		N		65.88
02/10/2021	SOUTHFIELD MI, 48034	/ /	0.0000	N		0.00
		03/02/2021		N		65.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	65.88

VENDOR TOTAL: 132.73

PFM	PUBLIC FINANCIAL MANAGEMENT, INC.	01/01/2021	111642	FOA	PREP/FILING OF ANNUAL DISCLOSURE REP	
44687	PO BOX 62920	03/02/2021		N		1,100.00
01/01/2021	BALTIMORE MD, 21264	/ /	0.0000	N		0.00
		03/02/2021		Y		1,100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-826.000	LEGAL FEES	366.66
536-000-826.000	LEGAL FEES	366.67
590-000-826.000	LEGAL FEES	366.67
		<u>1,100.00</u>

VENDOR TOTAL: 1,100.00

STAPLES	STAPLES	02/13/2021	8061302724	FOA	ADDING MACHINE TAPE	
44664	PO BOX 660409	03/02/2021		N		14.67
02/13/2021	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		03/02/2021		N		14.67

Open

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	14.67

VENDOR TOTAL: 14.67

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	02/12/2021	52252	FOA	BUSINESS CARDS NAME PLATE, BADGE - V	
44673	3280 W GRAND RIVER	03/02/2021		N		70.00
02/12/2021	HOWELL MI, 48855	/ /	0.0000	N		0.00
		03/02/2021		N		70.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	70.00

VENDOR TOTAL: 70.00

T&TSPECIAL	TRUCK & TRAILER SPECIALTIES, INC.	02/10/2021	HJO1879	FOA	LIGHTING/SADDLE BOX FOR DODGE PICKUP	
44682	3286 HANNA LAKE IND. PARK DRIVE	03/02/2021		N		1,395.00
02/10/2021	DUTTON MI, 49316	/ /	0.0000	N		0.00
		03/02/2021		N		1,395.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINTENANCE TRUCKS	1,395.00

VENDOR TOTAL: 1,395.00

TOTAL - ALL VENDORS: 108,179.90

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Case, Finance Clerk

**Subject:** Approve Post Audit of Disbursements Between Board Meetings

**Date:** February 23, 2021

### **Recommended Action**

Move to approve the presented disbursements under the post-audit resolution.

### **Discussion**

The following disbursements have been made since the last board meeting:

Accounts Payable – \$7,842.51

February 25, 2021 Payroll - \$78,747.62

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

All expenses are covered under the amended FY21 budget.

### **Attachments**

Post Audit Bills List 02.16.2021

Post Audit Bills List 02.22.2021

Payroll for 02.25.2021

02/23/2021 09:20 AM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK NUMBER 40964 - 40965

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2021	FOA	40964	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	137.60
		40964		STREET LIGHTS	101-448-921.000	192.73
		40964		UTILITIES - ELECTRIC	206-000-920.002	43.28
						<hr/> 373.61
02/16/2021	FOA	40965	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	51.51
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		425.12
--- GL TOTALS ---						
101-265-920.001			UTILITIES - GAS		137.60	
101-448-921.000			STREET LIGHTS		192.73	
101-751-920.002			UTILITIES - ELECTRIC		51.51	
206-000-920.002			UTILITIES - ELECTRIC		43.28	
			TOTAL		425.12	

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
 CHECK DATE FROM 02/22/2021 - 02/22/2021

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/22/2021	FOA	40979	CONSUMERS ENERGY	UTILITIES - GAS	536-000-920.001	197.98
02/22/2021	FOA	40980	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	1,363.54
		40980		STREET LIGHTS	101-448-921.000	45.91
		40980		UTILITIES - ELECTRIC	101-751-920.002	151.64
		40980		UTILITIES	209-000-920.000	14.95
		40980		UTILITIES - ELECTRIC	536-000-920.002	3,096.42
						<hr/> 4,672.46
02/22/2021	FOA	40981	HARTLAND TOWNSHIP TREASURER	ASSESSMENTS	101-265-956.100	244.90
		40981		ASSESSMENTS	206-000-956.100	244.89
						<hr/> 489.79
02/22/2021	FOA	40982	HARTLAND TOWNSHIP TREASURER	LAND	590-000-130.000	200.46
02/22/2021	FOA	40983	LIVINGSTON DAILY PRESS & ARGUS	PRINTING & PUBLICATIONS	101-215-900.000	100.00
		40983		PRINTING & PUBLICATIONS	101-400-900.000	90.00
						<hr/> 190.00
02/22/2021	FOA	40984	MUTUAL OF OMAHA	ACCRUED STD/LTD BENEFITS	001-000-257.103	141.61
		40984		EMPLOYMENT EXPENSE	101-172-716.000	37.11
		40984		EMPLOYMENT EXPENSE	101-192-716.000	89.03
		40984		EMPLOYMENT EXPENSE	101-209-716.000	92.20
		40984		EMPLOYMENT EXPENSE	101-215-716.000	60.10
		40984		EMPLOYMENT EXPENSE	101-253-716.000	62.26
		40984		EMPLOYMENT EXPENSE	101-400-716.000	107.85
		40984		EMPLOYMENT EXPENSE	101-441-716.000	41.36
		40984		EMPLOYMENT EXPENSE	536-000-716.000	76.50
						<hr/> 708.02
02/22/2021	FOA	40985	PRINCIPAL LIFE INSURANCE COMPANY	ACCRUED DENTAL BENEFITS	001-000-257.101	139.18
		40985		ACCRUED VISION BENEFITS	001-000-257.102	52.54
		40985		EMPLOYMENT EXPENSE	101-172-716.000	40.36
		40985		EMPLOYMENT EXPENSE	101-192-716.000	80.72
		40985		EMPLOYMENT EXPENSE	101-209-716.000	78.06
		40985		EMPLOYMENT EXPENSE	101-215-716.000	129.27
		40985		EMPLOYMENT EXPENSE	101-253-716.000	156.12
		40985		EMPLOYMENT EXPENSE	101-400-716.000	109.00
		40985		EMPLOYMENT EXPENSE	101-441-716.000	133.07
		40985		EMPLOYMENT EXPENSE	536-000-716.000	40.36
						<hr/> 958.68
TOTAL - ALL FUNDS				TOTAL OF 7 CHECKS		7,417.39

--- GL TOTALS ---

001-000-257.101	ACCRUED DENTAL BENEFITS	139.18
001-000-257.102	ACCRUED VISION BENEFITS	52.54
001-000-257.103	ACCRUED STD/LTD BENEFITS	141.61
101-172-716.000	EMPLOYMENT EXPENSE	77.47
101-192-716.000	EMPLOYMENT EXPENSE	169.75

02/23/2021 09:22 AM  
User: SUSANC  
DB: Hartland

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP  
CHECK DATE FROM 02/22/2021 - 02/22/2021

Page 2/2

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-209-716.000			EMPLOYMENT EXPENSE			170.26
101-215-716.000			EMPLOYMENT EXPENSE			189.37
101-215-900.000			PRINTING & PUBLICATIONS			100.00
101-253-716.000			EMPLOYMENT EXPENSE			218.38
101-265-920.002			UTILITIES - ELECTRIC			1,363.54
101-265-956.100			ASSESSMENTS			244.90
101-400-716.000			EMPLOYMENT EXPENSE			216.85
101-400-900.000			PRINTING & PUBLICATIONS			90.00
101-441-716.000			EMPLOYMENT EXPENSE			174.43
101-448-921.000			STREET LIGHTS			45.91
101-751-920.002			UTILITIES - ELECTRIC			151.64
206-000-956.100			ASSESSMENTS			244.89
209-000-920.000			UTILITIES			14.95
536-000-716.000			EMPLOYMENT EXPENSE			116.86
536-000-920.001			UTILITIES - GAS			197.98
536-000-920.002			UTILITIES - ELECTRIC			3,096.42
590-000-130.000			LAND			200.46
			TOTAL			7,417.39

Check Register Report For Hartland Township  
For Check Dates 02/25/2021 to 02/25/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/25/2021	FOA	16964	LAROSE, MICHELLE M	180.00	158.58	0.00	Open
02/25/2021	FOA	16965	< Check added as Void >	0.00	0.00	0.00	Void
02/25/2021	FOA	16966	< Check added as Void >	0.00	0.00	0.00	Void
02/25/2021	FOA	16967	< Check added as Void >	0.00	0.00	0.00	Void
02/25/2021	FOA	16968	MCMULLEN, SUMMER L	680.00	575.14	0.00	Open
02/25/2021	FOA	16969	PETRUCCI, JOSEPH M	500.00	416.56	0.00	Open
02/25/2021	FOA	16970	VOIGHT, KEITH R	200.00	176.20	0.00	Open
02/25/2021	FOA	16971	ICMA VANTAGEPOINT TRANSFER AGENT	1,690.45	1,690.45	0.00	Open
02/25/2021	FOA	16972	ICMA VANTAGEPOINT TRANSFER AGENT	3,954.33	3,954.33	0.00	Open
02/25/2021	FOA	16973	ICMA VANTAGEPOINT TRANSFER AGENT	1,520.24	1,520.24	0.00	Open
02/25/2021	FOA	16974	ICMA VANTAGEPOINT TRANSFER AGENT	200.00	200.00	0.00	Open
02/25/2021	FOA	DD7012	BAGDON, KELLY M	2,022.83	0.00	1,436.61	Cleared
02/25/2021	FOA	DD7013	BEAUDOIN, DIANA K	1,151.88	0.00	1,003.64	Cleared
02/25/2021	FOA	DD7014	BERNARDI, MELYNDA A	1,304.83	0.00	1,006.65	Cleared
02/25/2021	FOA	DD7015	BROOKS, TYLER J	1,651.50	0.00	1,178.56	Cleared
02/25/2021	FOA	DD7016	CASE, SUSAN E	1,748.47	0.00	1,161.34	Cleared
02/25/2021	FOA	DD7017	CIOFU, LARRY N	2,583.33	0.00	1,866.36	Cleared
02/25/2021	FOA	DD7018	COBB, SUSAN M	33.58	0.00	29.59	Cleared
02/25/2021	FOA	DD7019	DRYDEN-HOGAN, SUSAN A	3,291.57	0.00	2,351.98	Cleared
02/25/2021	FOA	DD7020	FOUNTAIN, WILLIAM J	2,583.33	0.00	2,161.31	Cleared
02/25/2021	FOA	DD7021	FOX, LAWRENCE E	360.00	0.00	317.16	Cleared
02/25/2021	FOA	DD7022	GERMANE, MATTHEW J	500.00	0.00	436.75	Cleared
02/25/2021	FOA	DD7023	GRISSIM, SUSAN L	232.50	0.00	212.84	Cleared
02/25/2021	FOA	DD7024	HEASLIP, JAMES B	2,938.79	0.00	1,741.93	Cleared
02/25/2021	FOA	DD7025	HORNING, KATHLEEN A	2,833.33	0.00	2,054.75	Cleared
02/25/2021	FOA	DD7026	JOHNSON, LISA	2,305.83	0.00	1,634.38	Cleared
02/25/2021	FOA	DD7027	KENDALL, ANTHONY S	14.33	0.00	13.23	Cleared
02/25/2021	FOA	DD7028	KLINE, CORI L	811.57	0.00	684.67	Cleared
02/25/2021	FOA	DD7029	KUMAR, ANDREW M	1,739.68	0.00	1,255.65	Cleared
02/25/2021	FOA	DD7030	LANGER, TROY D	3,533.12	0.00	2,508.70	Cleared
02/25/2021	FOA	DD7031	LOUIS, CASEY	844.03	0.00	535.72	Cleared
02/25/2021	FOA	DD7032	LUCE, MICHAEL T	3,250.00	0.00	2,387.44	Cleared
02/25/2021	FOA	DD7033	MITCHELL, KYLE J	2,541.36	0.00	1,959.35	Cleared
02/25/2021	FOA	DD7034	MITCHELL, MICHAEL E	180.00	0.00	166.23	Cleared

Check Register Report For Hartland Township  
For Check Dates 02/25/2021 to 02/25/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/25/2021	FOA	DD7035	MOCERI, VINCENT	1,085.00	0.00	969.32	Cleared
02/25/2021	FOA	DD7036	MORGANROTH, CAROL L	2,118.59	0.00	1,629.24	Cleared
02/25/2021	FOA	DD7037	MURPHY, THOMAS A	142.50	0.00	125.53	Cleared
02/25/2021	FOA	DD7038	O'CONNELL, DENISE	500.00	0.00	416.56	Cleared
02/25/2021	FOA	DD7039	SHOLLACK, DONNA M	2,082.77	0.00	1,578.24	Cleared
02/25/2021	FOA	DD7040	VERMILLION, KAREN L	1,792.08	0.00	1,323.24	Cleared
02/25/2021	FOA	DD7041	WEST, ROBERT M	4,258.33	0.00	2,554.83	Cleared
02/25/2021	FOA	DD7042	WYATT, MARTHA K	3,080.05	0.00	2,229.04	Cleared
02/25/2021	FOA	EFT581	FEDERAL TAX DEPOSIT	12,686.75	12,686.75	0.00	Cleared
02/25/2021	FOA	EFT582	MI DEPT OF TREASURY	3,620.67	3,620.67	0.00	Cleared
Totals:				78,747.62	24,998.92	38,930.84	
			Number of Checks:	044			
			Total Physical Checks:	11			
			Total Check Stubs:	33			

## Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** FY21 General Fund Budget Amendments (\$14,611)

**Date:** February 24, 2021

### Recommended Action

Move to ratify the attached General Fund budget amendments for a net expense decrease of \$14,611.

### Discussion

The attached budget amendment has been made to the General Fund FY21 budget, with a net expense reduction to the budget of \$14,611. These amendments include the following:

- Staff & benefit changes due to new hires and employee eligibility (Admin, Assessor, Treasurer, DPW)
- Data Processing (258) 365 Business License (\$2,200)
- Reductions to staff training and increases in software maintenance (253)
- Reduction in Legal Fees (209)

The net effect is a decrease to budgeted expenses, which increases the final FY21 surplus and general fund balance as of 3/31/21.

### Financial Impact

Is a Budget Amendment Required? ☐ Yes ☒ No

Completed budget amendment is attached.

### Attachments

BS&A Budget Amendment summary

## JOURNAL ENTRY

JE: 86688

Post Date: 02/24/2021

Entered By: SUSAN

Entry Date: 02/24/2021

Journal: BA

Description: BA FOR STAFF/BENEFIT CHANGES

INCLUDES NEW HIRES, CHANGES IN POSITION AND CHANGES  
TO BENEFITS.

GL #	Description	DR	CR
101-172-702.000	MANAGER SALARY	5,174.00	
101-172-702.100	SALARY IN LIEU OF BENEFITS		2,100.00
101-172-704.000	PROJECT COORDINATOR		1,830.00
101-172-716.000	EMPLOYMENT EXPENSE	20,590.00	
101-172-718.000	RETIREMENT		5,238.00
101-172-724.200	TRAVEL EXP STIPEND		600.00
101-172-900.000	PRINTING & PUBLICATIONS		480.00
101-209-710.000	WAGES IN LIEU OF BENEFITS	3,300.00	
101-209-716.000	EMPLOYMENT EXPENSE		16,658.00
101-209-826.000	LEGAL FEES	12,000.00	
101-253-710.000	WAGES IN LIEU OF BENEFITS		1,350.00
101-253-712.000	CASH IN LIEU OF BENEFITS	400.00	
101-253-716.000	EMPLOYMENT EXPENSE	7,989.00	
101-253-930.000	REPAIRS & MAINTENANCE		1,350.00
101-258-970.102	CAPITAL OUTLAY SOFTWARE		2,200.00
101-441-702.000	DPW DIRECTOR SALARY	9,977.00	
101-441-702.100	SALARY IN LIEU OF BENEFITS	2,100.00	
101-441-716.000	EMPLOYMENT EXPENSE		7,295.00
101-441-801.000	CONTRACTED SERVICES		7,818.00
Journal Total:		61,530.00	46,919.00

APPROVED BY: \_\_\_\_\_

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Kathie Horning, Treasurer

**Subject:** LESA Tax Collection Agreement

**Date:** February 24, 2021

### **Recommended Action**

Move to have Supervisor Sign the LESA Tax Collection Agreement to allow the Treasurer to collect summer taxes.

### **Discussion**

Copy of Agreement is attached for review

### **Financial Impact**

None

### **Attachments**

LESA Tax Collection Agreement

## **SUMMER TAX COLLECTION AGREEMENT**

The Township of Hartland with offices located at 2655 Clark Rd., Hartland, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2021 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Hartland Consolidated School district.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By

  
Stephanie L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 2, 2020

**TOWNSHIP OF HARTLAND:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Larry Ciofu, Clerk

**Subject:** 02-16-2021 Hartland Township Regular Board Meeting Minutes

**Date:** February 25, 2021

### **Recommended Action**

Move to approve the Hartland Township Board Regular Meeting minutes for February 16, 2021.

### **Discussion**

Draft minutes are attached for review

### **Financial Impact**

None.

### **Attachments**

2-16-2021 HTB Minutes - DRAFT

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES  
February 16, 2021 – 7:00 PM

**DRAFT**

**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 attending remotely from Hartland Township, MI, Clerk Ciofu attending remotely from Hartland Township, MI, Treasurer Horning attending remotely from Hartland Township, MI, Trustee Germane attending remotely from Hartland Township, MI, Trustee McMullen attending remotely from Hartland, MI, Trustee O'Connell attending remotely from Hartland, MI, Trustee Petrucci attending remotely from Hartland, MI.

ABSENT: None

Also present was Township Manager Robert West.

**4. Approval of the Agenda**

**Move to approve the agenda for the February 16, 2021, Hartland Township Board meeting as presented.**

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

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

Voting Nay: None

**5. Call to the Public**

Livingston County Commissioner Wes Nakagiri addressed the Hartland Township Board remotely regarding how the State of Michigan is allocating vaccines to the various 83 counties. A lot of this information can be found on Mr. Nakagiri's County Commissioner Website which is [www.commissionerwes.com](http://www.commissionerwes.com). Mr. Nakagiri stated his concerns with the methodology in which the State of Michigan has chosen to allocate the vaccine. They are using an algorithm that prioritizes the 83 counties and the way it is set up right now, Livingston County is number 83 out of 83 counties, or dead last in terms of priority. If the Michigan Department of Health and Human Resources used the priority of 65 and older, the more vulnerable population, to receive the vaccine, Livingston County would be ranked number 11 in priority. The current algorithm takes into account 15 social factors, including getting points if you don't own an automobile, if you live in a mobile home, and if you are a single parent household. None of these conditions have to do with medical factors that should be considered. There is a factor in the algorithm that does take into account the population that is 65 and older but is only weighted at 6.5 %. He stated that the priorities and the weighting factors are not what they need to be and that they should be based on medical factors, not social factors. He also spoke briefly on the current vaccine allocation to Livingston County. He requested that the Board look at the data on his website and that he would be available for discussion on this matter. He also stated there will be a special meeting of the Livingston County Board of Commissioners this Thursday on proposing a Resolution to be sent to the Governor on this issue.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 16, 2021 – 7:00 PM

## 6. Approval of the Consent Agenda

### **Move to approve the consent agenda for the February 16, 2021, Hartland Township Board meeting as presented.**

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

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

Voting Nay: None.

- a. Approve Post Audit of Disbursements Between Board Meetings
- b. Approve Payment of Bills
- c. Approve 2/2/21 Regular Meeting Minutes
- d. Approve Fund Closures and Surplus Transfers
- e. General Fund transfer to Capital Projects per FY21 Budget (\$513,148)

## 7. Pending & New Business

- a. Resolution - Hartland Emergency Support Operations Plan

Hartland Township Manager Robert West stated that this resolution is to renew and adopt a 4-year Emergency Operations Plan for Hartland Township. The original plan was completed in 2017 and is set to expire in late February 2021. The intent of the Support Emergency Operations Plan, which is requested by all municipalities within Livingston County, is to coordinate emergency response efforts in the event of an emergency in Livingston County. The Township's Support Emergency Operations Plan is supplemental to the Livingston County Emergency Operations Plan (EOP). The County requires each municipality to complete this document and return it to them to be included in the EOP. The EOP is required in order for the County to be eligible for funding in the event of a declared disaster. Supervisor Fountain stated that he, Manager West and Clerk Ciofu will meet with Hartland Deerfield Fire Authority Chief Adam Carroll to get more clarification of the process if the Township Supervisor must declare a disaster.

### **Move to approve the resolution to adopt the 2021 Hartland Township Emergency Support Operations Plan.**

Motion made by Clerk Ciofu, seconded by Trustee O'Connell Roll call vote taken.

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

Voting Nay: None Motion passes 7-0-0

- b. Resolution – Fire Millage Resolution

Supervisor Fountain gave a brief overview on the need to vacate the old fire millage. Manager West stated that the Hartland Township Board of Trustees passed a resolution to put a fire millage request on the November 2020 ballot a year prior to the existing millage expiration date. Residents approved the 2.06-mills for 5-years millage proposal, resulting in the subsequent need for the Township Board to vacate the existing 1.81 millage.

### **Move to adopt the Fire Millage Resolution rescinding the 2012 fire millage and to implement the fire millage approved in November 2020.**

Motion made by Trustee Germane, Seconded by Treasurer Horning. Roll call vote taken.

# HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 16, 2021 – 7:00 PM

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,  
Trustee McMullen, Trustee O'Connell, Trustee Petrucci  
Voting Nay: None Motion passes 7-0-0

## c. Resolution - 2020 Water and Sewer Surcharge Fee Waiver

Manager West stated that the Township water and sewer surcharge program states that when a business exceeds their capacity based on their REU's there is a nominal fee charged for every day that they exceed their capacity. These fees are computed once a year and the user is invoiced for the fee. The Township then takes these fees and immediately purchases additional water and sewer capacity for these businesses. Business that are deficit in capacity usually take several years of surcharge and additional capacity purchases to become whole. We are proposing to waive the surcharge fees for the 2020 calendar year data collection. This would basically deferred the amount of time that these businesses would need to become whole by another year. During this time of the COVID-19 this would provide some relief to our business community at no cost to the Township.

### **Move to adopt the Resolution No. 21-R004 outlining the waiving of the 2020 water and sewer surcharge fees based upon data collected during the 2020 calendar year.**

Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.

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

Voting Nay: None Motion passes 7-0-0

## 8. Board Reports

Trustee Germane - No report.

Trustee McMullen - No report.

Trustee O'Connell - No report.

Trustee Petrucci - No report.

Clerk Ciofu - No report.

Treasurer Horning - The Treasurer's Office is in the process of losing the Cashier after 11 years. Cori is moving on to get a full-time job with benefits which was not in our available position. We posted the position and received 14 resumes for the part-time position, and we have two good candidates. She stated that herself, Manager West and Deputy Treasurer Donna Shollack are in the process of interviewing the candidates.

Supervisor Fountain – Stated that at the Hartland Chamber of Commerce meeting this morning it was discussed that on behalf of the Township, he and Manager West will be meeting with the Hartland Chamber of Commerce every quarter with different business members and developers to informally talk about how we can improve and be more efficient. This was being led by Katie Chuba and the Chamber Board. The first meeting will be held in May.

[BRIEF RECESS]

## 9. Information / Discussion

### a. Manager's Report

Manager West reported that the water system expansion has been sent out for bid and we are getting a lot of feedback and interest, so bids should be very competitive. Bids are due by

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 16, 2021 – 7:00 PM

February 25<sup>th</sup> and there will be a public bid opening at 10:00 a.m. on February 25<sup>th</sup>. He stated that we will be evaluating our water and sewer rates this year and we will be gathering data and conducting analyses and working with the Livingston County Drain Commission. Manager West reminded the Board of the remote training opportunities we have with the Michigan Township Association and if any Board member is interested in this to let him know and he will get them set up for training. The Board retreat with Lew Bender has been postponed again due to restrictions on in-person meetings. He also gave a brief overview of the remaining budget process in that tonight we will be taking a more detailed review of the General Fund budget and the Capital Improvement Plan (CIP). At the next Board meeting, we will review the Hartland Deerfield Fire Authority budget with Fire Chief Adam Carroll, and the recommendations for the merit pool.

### b. Budget Discussion: General Fund

Supervisor Fountain stated that we will be reviewing the general fund budget tonight but, we will not be taking any official action on this tonight. Manager West presented the General Fund budget and stated that the second year of the budget is for reference only and will not be approved this year. He then reviewed the revenues by line item highlighting state shared revenue, property tax administration, cable franchise fees, zoning fees and professional review costs, columbarium sales, cell tower leases, cable studio rent, special events and reimbursements from the water and sewer funds. Overall, total revenues are slightly higher than the current fiscal year projected activity, and lower than the previous years budget primarily due to the decrease in state shared revenue.

Manager West reviewed the expenses by departments highlighting the recent staff changes and the effects on benefit expenses due to these changes in opting in/opting out of benefit programs. He then gave a brief overview of the various departmental budgets, highlighting the Township Hall and Grounds, Roads and M59 Median, where mowing went from in-house to contract service as in-house took over the mowing of the cemeteries at an overall cost savings, Cemeteries, which was moved into the General Fund per state mandated accounting changes, Communications, Parks & Recreation and Appropriations-Transfer Out, which relates to the Capital Improvement Plan to be discussed. Manager West stated the Township goal is to have one year's expense in our Fund Balance and this is being exceeded with this budget. Trustee Petrucci inquired as to the high amounts in the Roads and M59 Median budget and Manager West explained that this is not just the M59 Median but also includes our cost for road chloride for the Township. Supervisor Fountain inquired as to the amount in Appropriations-Transfer out of \$44,000 and Manager West explained these are the yearly transfers to the Hero Teen Center and the Senior Center. Manager West then responded to further minor questions from the Board.

Manager West presented the Capital Improvement Plan (CIP) stating that this is a living document and even if approved, each project would have to come back to the Board for approval. He then gave a brief overview of the General Fund CIP draft, highlighting projects related to Pathways, Township Hall and Grounds, and Parks. Overall, the General Fund Capital Project Fund continues to grow. Director West recommended going out for bid on the sidewalk project to determine a better cost estimate and to be able to get this project complete during this construction season if we so desire. It was the unanimous opinion of the Board to go out for bids on this project. Clerk Ciofu inquired as to the Annual Capital Fund Transfer Projection in the General Fund CIP being lower than the budgeted General Fund transfer amount. Manager West stated that the number in the CIP plan is a placeholder and it will be updated with the budget number once approved. Manager West gave a brief overview of the Fire Fund

## HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 16, 2021 – 7:00 PM

CIP, the Road Fund CIP and the Water Fund CIP. A brief discussion was held on the Road Fund projected fund balance and the potential uses for this fund including a discussion of reconvening the road task force and potential citizens surveys to discuss future options for roads. Clerk Ciofu stated that based on the General Fund CIP projections, it was his opinion that we take another look at the parks projects that we have not addressed for the last couple of years and look to add another facility to the parks.

### 10. Adjournment

#### **Move to adjourn the meeting at 8:45 p.m.**

Motion made by Clerk Ciofu, Seconded by Trustee Germane.

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

Voting Nay: None.

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Troy Langer, Planning Director

**Subject:** 2020-2021 Amendment to Future Land Use Map and Comprehensive Development Plan

**Date:** February 24, 2021

## Recommended Action

**Recommend Approval of the Amendments to the Future Land Use Map and Comprehensive Development Plan, as outlined in this Memorandum and Resolution.**

## Discussion

Since the last update to the Comprehensive Plan, in 2015, there have been some changes and additional information over the years that have been presented to the Planning Commission, as outlined below:

- The Township hired Gibbs Group to perform a Retail Market Analysis for Commercial Retail and Restaurants.
- The Township is in the process of extending municipal water down M-59 to serve several parcels.
- The Township has reviewed several development projects, including mixed use, commercial, and multi-family projects that are located along M-59. Some of these projects would be served by the extension of municipal water.
- In reviewing of several proposed multi-family development projects, the Township has gained additional information on successful multi-family developments.
- There are a series of on-going development trends in commercial retail and restaurant uses that are changing and the Township is very interested in making changes to accommodate these developing trends.

All of these factors have caused the Township Planning Commission to also re-examine a previously submitted Residential Market Analysis, by Zimmerman-Volk, which was completed in 2014.

As part of these changes, the Planning Commission established a sub-committee to examine the Township Future Land Use Plan and Comprehensive Development Plan to examine if any changes could be made to better accommodate these changes. The sub-committee incorporated the Residential Market Analysis and Retail Market Analysis as part of its examination.

Ultimately, the Township identified six (6) areas on the Future Land Use Map that should be amended to better accommodate potential future development, as well as protect the interests of existing property development. The following areas are outlined below:

### **Area #1 – South of Clyde Road, East of US-23**

This area consists of 137.95 acres on the south side of Clyde Road and is currently designated in the multi-family residential category. The following parcels are part of this area:

4708-09-100-001      43.000 acres      South side of Clyde Road

4708-09-100-009	24.500 acres	South side of Clyde Road
4708-09-300-001	70.445 acres	South side of Clyde Road

The Future Land Use Map currently designates these properties in the Multiple-Family Residential category. The Comprehensive Development Plan indicates the following information on the Multiple-Family Residential category:

***General Location. Multiple-Family Residential land uses are planned for approximately 574 274.01 acres within the Township. Attached condominium complexes and the existing apartment complex are found in this designation. It specifically includes the condominiums east of Hartland Road and south of Dunham Road, and the Oakbrook Apartment complex south of M-59 and west of Old US-23. Undeveloped areas for Multiple-Family Residential include lands north of M-59 and east of Clark Road, significant areas within the Waldenwoods Resort complex, and areas adjacent to the Planned Industrial R&D designation at the Clyde Road interchange.***

***Intended Land Uses. The Multiple-Family Residential designation is considered appropriate for land that is bordered on one or more sides by nonresidential uses and on the other sides by lower intensity single-family designations. The Multiple-Family Residential designation can serve as a buffer between higher intensity uses and single-family uses.***

***Characteristics. Multiple-Family Residential developments may consist of attached single-family homes, townhouses, or one to two story apartment buildings. New developments should have access to a paved primary road and have paved internal streets, along with amenities including open space and park areas, sidewalks, and infrastructure built to an adequate capacity. Landscaped buffer areas should be provided between the multiple-family use and adjacent single-family residential uses. Multiple-Family Residential areas are intended to permit developments with a maximum density of eight (8) units per acre.***

Any strikeouts in the above paragraph and throughout this report indicate the language in the 2015 Amendment to the Comprehensive Development Plan, which is in the knockout, with the current figures based on the 2020-2021 proposed amendment after.

Based on the Comprehensive Development Plan, multiple family residential developments can be used to serve as a buffer between higher intensity uses and single family uses; in addition, they should have amenities such as open space and parking areas, sidewalks, and infrastructure built to an adequate capacity. The Comprehensive Development Plan appears to be in line with the Retail Market Analysis performed by Gibbs Planning Group, which indicated that there is a growing trend towards walk ability developments. That report mainly focused retail development being walkable, but also including residential development in a mixed-use style development. Mixed-use developments could include apartments or condominium as the residential component. The Township has also had several multi-family development project proposals from major apartment complex management companies. They all echoed a similar focus on multiple family being developed near existing commercial developments. Residents of multi-family developments tend to desire to be located near restaurants and commercial shopping and entertainment. Those multi-family developments that are located further away from often become less desirable and are more likely to fall into disrepair.

In addition, the Residential Market Analysis indicated that the Township can absorb 500 new dwelling units over the next 5-6 years. Those units are a combination of rentals (150 units), multi-family condominiums (56 units). Based on the development submittals and potential other multi-family development projects, the Township will exceed that amount of residential development and may over-saturate the market.

As a result, this area was targeted to be removed from the Multiple-Family category and changed to the single-family category that already surrounds this property, which is the Low Suburban Density Residential Category. The Low Suburban Density category is described as follows in the Comprehensive Development Plan:

***General Location.*** Approximately ~~1,677~~ 1,757.49 acres of land have been planned for future Low Suburban Density residential land use. The Low Suburban Density Residential designation is one of the larger designations in terms of land area in the Township. The two principal areas with this designation include land on the north side of M-59 on the eastern side of the Township, stretching from Clark Road to the eastern boundary, and around the perimeter of Long Lake.

***Intended Land Uses.*** This land use designation has been planned to accommodate a low density, traditional, neighborhood form of residential use, and to function as a transition from the Estate Residential designation and other higher intensity residential and nonresidential land uses. Long term agricultural uses are not expected to be maintained in the Low Suburban Density Residential areas though a continuation of some uses is expected.

***Characteristics.*** New development within these areas should be compatible with the established large lot building pattern. New development should be encouraged to provide through streets, ample landscaping, open space, park areas, and pedestrian amenities. Landscaped buffers should be provided between such development and M-59 and other major thoroughfares.

***The Low Suburban Density Residential land use designation is intended for new residential development on lots with an average density of one (1) to two (2) acres per dwelling unit.***

Given that this area already surrounds the subject property, it was determined this would be a good fit for the area.

**Recommendation for Area #1: Amend Future Land Use Map from Multiple Family Residential to Low Suburban Density Residential.**

**Area #2 – Southwest Corner of M-59 and Old US 23**

4708-28-100-014	29.850 acres	South of M-59, West of Old US 23
4708-28-100-018	40.560 acres	South of M-59, West of Old US 23
4708-28-100-019	4.990 acres	South of M-59, West of Old US 23
4708-28-100-011	2.000 acres	South of M-59-West of Old US 23

The Future Land Use Map currently designates these properties in the Commercial category. The Comprehensive Development Plan indicates the following information on the Commercial category:

***General Location.*** With the projected increase in population within the Township, and the retail and service demands that will be created by the increase, approximately ~~417~~ 339.20 acres have been planned to accommodate future commercial land uses. The majority of commercial land uses within the Township are concentrated around the M-59 and US-23 interchange. This is the most intensive commercial area in the Township. Such uses should remain close to the interchange and not sprawl along M-59. Other smaller areas of commercial land uses are planned at the US-23 and Clyde Road interchange as well as on the west side of Old US-23, between Crouse Road and M-59.

***Intended Land Uses.*** Land uses in this category are intended to provide for both the sale of convenience goods and personal/business services for the day-to-day needs of the immediate neighborhood and provide for auto-oriented services, customer and entertainment services, and the sale of soft lines (apparel for men, women and children) and hard lines (hardware, furniture and appliances). As the community and region continues to grow, there will be additional demand for commercial uses within the Township.

***Characteristics.*** Commercial development should be of a high quality architectural design with generous landscaping and screening from adjacent lower intensity uses. Parking areas should be limited to the minimum amount necessary to service the proposed land use, be broken up with large planting strips and landscaped islands, and provide safe and efficient circulation. The Township should encourage access management by limiting the number of curb cuts along major thoroughfares and encouraging cross access between developments.

The current Comprehensive Development Plan does not describe a Special Planning Area for this area, as there is only one (1) Special Planning Area in Hartland Township. That Special Planning Area in the Comprehensive Development Plan indicates that it is designed to be a mix of residential office, and commercial development to create a walkable pedestrian-oriented development. This description is very similar to comments in the Retail Market Analysis indicating that “retail centers could be developed....into a walkable, mixed-use development...” In addition, the Township has reviewed a concept plan for a mixed-use development within this area. As a result, the Planning Commission targeted this area as a potential mixed-use site. In order to permit mixed use developments, the Future Land Use Map designation for this area would need to be modified to accommodate residential, since the currently classification of “Commercial” does not permit any residential. A new Special Planning Area would aid in permitting a mixed-use development. The Comprehensive Development Plan should provide language to give guidance toward future development. The existing language was used as the framework in the draft.

In 2011, the Township approved an amendment to the Comprehensive Development Plan. In that amendment, the Special Planning Area had a density of 3 to 4 dwelling units per acre. For some reason, in the 2015 amendment to the Comprehensive Development Plan, this density was removed, and there is no specific density provided. Staff would recommend that the Planning Commission re-establish a density of 3 to 4 dwelling units per acre, as was previously provided. This will establish some metric to review development projects in the future. It is anticipated that the property would be developed with the Planned Development (PD) standards, which require density be established based on the Future Land Use Map designation and density. The PD also permits a bonus density of up to 40%; however, this would essentially be meaningless if the Future Land Use designated did not establish a density. Effectively, there would be no limit on the number of units that could be permitted in a Special Planning Area.

**Recommendation for Area #2: Amend Future Land Use Map from Commercial to Special Planning Area.**

### **Area #3 – East of Hartland Road, South of Dunham Road**

This area consists of approximately 59.62 acres at the southeast corner of Hartland Road and Dunham Road. The Future Land Use Map designates these properties in the multi-family category. The following parcels are part of this area:

4708-21-100-001	0.770 acres	East Side of Hartland Road
4708-21-100-002	0.360 acres	East Side of Hartland Road

4708-21-100-012	1.540 acres	East Side of Hartland Road
4708-21-100-017	4.280 acres	East Side of Hartland Road
4708-21-100-019	1.700 acres	East Side of Hartland Road
4708-21-100-020	1.700 acres	East Side of Hartland Road
4708-21-100-027	5.000 acres	East Side of Hartland Road
4708-21-100-028	5.030 acres	East Side of Hartland Road
4708-21-100-029	2.360 acres	East Side of Hartland Road
4708-21-100-030	1.970 acres	East Side of Hartland Road
4708-21-100-031	2.540 acres	East Side of Hartland Road
4708-21-100-032	3.140 acres	East Side of Hartland Road
4708-21-100-033	1.940 acres	East Side of Hartland Road
4708-21-100-034	1.940 acres	East Side of Hartland Road
4708-21-200-005	10.320 acres	East Side of Hartland Road
4708-21-200-009	10.020 acres	East Side of Hartland Road
4708-21-200-010	5.010 acres	East Side of Hartland Road

The Future Land Use Map currently designates these properties in the Multiple-Family Residential category. Please see the description under Area #1 for a description in the Comprehensive Development Plan for the category of Multiple Family Residential.

This particular area consists of many separate parcels, ranging in size from approximately an acre to approximately ten (10) acres. It is unlikely that all of these parcels (or most of these parcels) could be assembled under common ownership to establish a large enough property to support a multi-family development that would be a walkable multi-family with such amenities that are outlined in the Comprehensive Development Plan, such as is located immediately to the south. Instead, what is more likely is single property owners would desire to rezone their individual property to Multiple Family, in anticipation of establishing a duplex or tri-plex, or some other multi-family structure development. With the existence of several single-family homes in the area, this would likely be met with resistance from the neighboring homeowners. As a result, this area does not appear to be a viable area for a multi-family development.

In addition, the Residential Market Analysis indicated that the Township can absorb 500 new dwelling units over the next 5-6 years. Those units are a combination of rentals (150 units), multi-family condominiums (56 units). Based on the development submittals and potential other multi-family development projects, the Township will exceed that amount of residential development and may over-saturate the market.

As a result, this area was targeted to be removed from the Multiple-Family category and changed to the single-family category that already surrounds this property, which is the Medium Suburban Density Residential Category. The Medium Suburban Density category is described as follows in the Comprehensive Development Plan:

***General Location.*** This designation is also one of the larger land use categories; it has been planned for approximately ~~2,931~~ 2,605.37 acres of the Township. These areas include some of the most recent development in the community. Hartland Estates, San Marino Estates, Meadow View Estates, Autumn Woods and other similar single-family developments are all located within Medium Suburban Density Residential areas. This land use designation has been assigned to the areas adjacent to Tyrone Lake and Dunham Lake, as well as the areas adjacent to the Township waste water treatment plant. Other areas include the Clark and Dunham Road vicinities, where opportunities exist for somewhat higher densities.

***Intended Land Uses.*** The Medium Suburban Density Residential areas are intended to provide for slightly denser neighborhoods with larger lot homesites. As indicated by the name, these neighborhoods tend to be more suburban, than rural, in character.

***Characteristics.*** The Medium Suburban Density Residential designation will permit new housing development on lots with an average density of one-half to one (1) acre in area per dwelling unit.

Given that this area already surrounds the subject property, it was determined this would be a good fit for the area.

**Recommendation for Area #3: Amend Future Land Use Map from Multiple Family Residential to Medium Suburban Density Residential.**

**Area #4 – North of M-59, West of Clark Road**

This area consists of 23.330 acres on the west side of Clark Road, north of the intersection with M-59 and is currently designated in the multi-family residential category. The following parcels are part of this area:

4708-21-400-046      23.330 acres      North of M-59

The Future Land Use Map currently designates these properties in the Multiple-Family Residential category. Please see the description under Area #1 for a description in the Comprehensive Development Plan for the category of Multiple Family Residential.

This property is approximately twenty-three (23) acres in area and contains a fairly large wetland that may limit the amount of land that can actually be developed. The proposed Future Land Use designation for this property is the Medium Urban Density Residential category, which permits lot sizes of 8,000 square feet. This Future Land Use category would be consistent with the existing single family residential subdivision, located immediately across Clark Road to the East. The Comprehensive Development Plan outlines the following comments on this category:

***General Location.*** The areas adjacent to Round, Handy and Maxfield Lakes, Millpointe subdivision, and Cobblestone Reserve site condominiums, are all included in the Medium Urban Density Residential designation. The undeveloped land northeast of the Clark and Dunham Road intersection, as well as southwest of the Old US-23 and Bergin Road interchange, is part of this designation which when combined totals approximately ~~944~~ 935.13 acres.

***Intended Land Uses.*** The Medium Urban Density Residential designation is intended to reflect the existing densities and character of the identified areas and to provide opportunities for new development that is consistent with the referenced neighborhood patterns.

***Characteristics. In the Medium Urban Density Residential areas, land can be developed at a density of approximately two (2) or three (3) dwelling units per acre. Lot sizes are anticipated to be 8,000 to 20,000 square feet per dwelling.***

Given that this area already surrounds the subject property, it was determined this would be a good fit for the area. In addition, a rezoning to multi-family may be viewed negatively by neighboring single family residential property owners in this area.

**Recommendation for Area #4: Amend Future Land Use Map from Multiple Family Residential to Medium Urban Density Residential.**

#### **Area #5 – Hartland Glen Golf Course**

This area consists of 385.09 acres on the south side of Cundy Road and north of Lone Tree Road. The following parcels are part of this area:

4708-26-100-019	383.150 acres	South of Cundy/M-59
4708-26-100-012	0.870 acres	South of Cundy
4708-26-100-001	1.070 acres	South of Cundy

The Future Land Use Map currently designates these properties in the Medium Suburban Residential category. The Comprehensive Development Plan has the following description of the Medium Suburban Residential category:

***General Location. This designation is also one of the larger land use categories; it has been planned for approximately ~~2,931~~ 2,605.37 acres of the Township. These areas include some of the most recent development in the community. Hartland Estates, San Marino Estates, Meadow View Estates, Autumn Woods and other similar single-family developments are all located within Medium Suburban Density Residential areas. This land use designation has been assigned to the areas adjacent to Tyrone Lake and Dunham Lake, as well as the areas adjacent to the Township waste water treatment plant. Other areas include the Clark and Dunham Road vicinities, where opportunities exist for somewhat higher densities.***

***Intended Land Uses. The Medium Suburban Density Residential areas are intended to provide for slightly denser neighborhoods with larger lot homesites. As indicated by the name, these neighborhoods tend to be more suburban, than rural, in character.***

***Characteristics. The Medium Suburban Density Residential designation will permit new housing development on lots with an average density of one-half to one (1) acre in area per dwelling unit.***

This property is currently being considered for development and that development includes the extension of municipal water and sewer to service this site. The property is already served with municipal sanitary sewer and has over 600 residential equivalent units (REU's) to be available to serve this site. With the investment going into this property, consideration was given to permit a density that would support that type of investment and would also be consistent with the surrounding properties. As a result, the Special Planning Area was viewed as a category that would allow for the flexibility to create density and open areas that would be a proper fit for this area.

In 2011, the Township approved an amendment to the Comprehensive Development Plan. In that amendment, the Special Planning Area had a density of 3 to 4 dwelling units per acre. For some reason, in

the 2015 amendment to the Comprehensive Development Plan, this density was removed, and there is no specific density provided. Staff would recommend that the Planning Commission re-establish a density of 3 to 4 dwelling units per acre, as was previously provided. This will establish some metric to review development projects in the future. It is anticipated that the property would be developed with the Planned Development (PD) standards, which require density be established based on the Future Land Use Map designation and density. The PD also permits a bonus density of up to 40%; however, this would essentially be meaningless if the Future Land Use designated did not establish a density. Effectively, there would be no limit on the number of units that could be permitted in a Special Planning Area.

**Recommendation for Area #5: Amend Future Land Use Map from Medium Suburban Density to Special Planning Area.**

**Area #6 – South of M-59**

This area consists of approximately 79.89 acres on the south side of M-59, east of Pleasant Valley Road and is currently designated in the multi-family residential category. The following parcels are part of this area:

4708-25-100-002	5.000 acres	South of M-59
4708-25-100-003	0.400 acres	South of M-59
4708-25-100-004	29.00 acres	South of M-59
4708-25-100-008	3.600 acres	South of M-59
4708-25-100-013	28.00 acres	South of M-59
4708-25-100-016	5.100 acres	South of M-59
4708-25-100-017	2.500 acres	South of M-59
4708-25-100-018	2.000 acres	South of M-59
4708-25-100-019	2.000 acres	South of M-59
4708-25-100-020	2.290 acres	South of M-59

The Future Land Use Map currently designates these properties in the Multiple-Family Residential category. Please see the description under Area #1 for a description in the Comprehensive Development Plan for the category of Multiple Family Residential.

This particular area consists of many separate parcels, ranging in size from approximately a half-acre to approximately twenty-eight (28) acres. It is unlikely that all of these parcels (or most of these parcels) could be assembled under common ownership to establish a large enough property to support a multi-family development that would be a walkable multi-family with such amenities that are outlined in the Comprehensive Development Plan, such as is located immediately to the south. Instead, what is more likely is single property owners would desire to rezone their individual property to Multiple Family, in anticipation of establishing a duplex or tri-plex, or some other multi-family structure development. With the existence of several single-family homes in the area, this would likely be met with resistance from the neighboring homeowners. As a result, this area does not appear to be a viable area for a multi-family development.

As a result, this area was targeted to be removed from the Multiple-Family category and changed to the single-family category that already surrounds this property, which is the Low Suburban Density Residential Category. Please see the description under Area #1 for a description in the Comprehensive Development Plan for Low Suburban Density Residential.

Given that this area to the south is already in this category, it was determined this would be a good fit for the area.

**Recommendation for Area #6: Amend Future Land Use Map from Multiple Family Residential to Low Suburban Density Residential.**

**History**

The Planning Commission held a public hearing on this at the January 28, 2021 regular meeting, where the Planning Commission recommended approval. The Livingston County Planning Commission recommended approval at their February 17, 2021 regular meeting.

The next steps to be completed after the Township Board approves the resolution that notifies the Planning Commission secretary to distribute the plan, would be for the Planning Department to distribute the proposed 2020-2021 Amendment. In addition, notification would be sent for a public hearing after a 42 day review period. The Planning Commission review comments and forward a recommendation to the Township Board, and ultimately for the Board to approve.

**Summary**

The Township continues to have an interest having successful commercial retail/restaurants as well as residential areas. The Township has taken efforts to perform a study of the residential market and retail markets in the area. The proposed changes to the Future Land Use Map and Comprehensive Development Plan are being done with the intent to further those goals.

A copy of the 2004 Future Land Use Map, 2011 Future Land Use Map, 2015 Future Land Use Map, Residential Market Study, and Retail Market Study were not included as attachments in this memorandum. If copies are desired, please feel free to contact the Planning Department to obtain copies.

**Attachments**

1. Draft 2020-2021 Comprehensive Plan Amendment
2. 2020-2021 Future Land Use Map Amendment
3. Livingston County Recommendation
4. TB Resolution 2020-2021 Comprehensive Plan Amendment



# **HARTLAND TOWNSHIP**

## **2020-2021 Comprehensive Plan Amendment**

**Adopted by the Hartland Township Board on \_\_\_\_\_**  
**Approved by the Planning Commission on \_\_\_\_\_**

**This document replaces the  
2015 Comprehensive Plan Amendment  
pages 74 through 88 of the**

**2004 HARTLAND TOWNSHIP COMPREHENSIVE PLAN**

**Adopted \_\_\_\_\_**

**Amendment Prepared by:**

**Hartland Township Planning Commission  
Hartland Township Planning Department**

*utilizing technical information provided by:*

**Zimmerman/Volk Associates, Inc.  
Gibbs Planning Group, Inc.**

## **ACKNOWLEDGEMENTS**

### **HARTLAND TOWNSHIP BOARD OF TRUSTEES**

**William Fountain, Supervisor**

**Larry Ciofu, Clerk**

**Kathleen Horning, Treasurer**

**Matthew Germane**

**Summer L. McMullen**

**Denise M. O'Connell**

**Joseph Petrucci**

**Robert West – Township Manager**

### **HARTLAND TOWNSHIP PLANNING COMMISSION**

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**Mike Mitchell, Vice Chair**

**Keith Voight, Secretary**

**Joe Colaianne, Township Board Liaison**

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**Michelle LaRose**

**Tom Murphy**

**Troy Langer – Planning Director**

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## FUTURE LAND USE PLAN

### INTRODUCTION

The Future Land Use Plan is the central element of a Comprehensive Plan. It represents an integration of all plan components and analysis by translating them into a future land use program that communicates the goals for various uses and purposes, and graphically portrays their future locations and interrelationships. The Future Land Use Map, the graphic representation, should ultimately reflect the community's vision for the future and illustrate how residents would like their community to function over the ensuing years.

In the case of an amendment to an existing Comprehensive Plan such as this, the base information contained in the document is generally accepted as still largely valid, with a determination that review of only certain components is warranted. Factors that are typically considered when amending a Future Land Use Plan include: 1) a review of existing land use patterns, 2) an evaluation of infrastructure availability, 3) consideration of population projections or specific characteristics of the regional market, 4) pending development projects, 5) land use goals and economic development objectives, and 5) an evaluation of the physical characteristics in terms of opportunities and constraints.

The leadership of Hartland Township, in an effort to encourage new residential growth and the corresponding economic development after enduring several years of recession, determined that it was in the Township's best interest to undertake a targeted analysis of the Township's residential market. This was done with the ultimate purpose of positioning itself to capture new residential construction as the regional housing development begins to expand. The results of the market study would then be used as a basis for reevaluating the Comprehensive Plan, specifically the adequacy of the various residential land use categories. Although this was recognized as a unique approach to a Comprehensive Plan amendment, it was deemed an effective interim measure considering that a full update was on the horizon.

At the request of the Township, the firm of Zimmerman/Volk Associates, Inc. conducted a target market analysis resulting in the document entitled: **An Analysis of Residential Market Potential for Hartland Township** and dated August 2014. This document was used, as intended, as a key resource in the 2015 Comprehensive Plan amendment and is hereby incorporated by reference.

Also, the Township Board had selected Gibbs Planning Group, Inc. to conduct a retail market analysis for Hartland Township, entitled: **Retail Market Analysis Hartland Township, Michigan** and dated April 10, 2019. This document was used and is intended as a key resource in the 2020-2021 Comprehensive Plan amendment and is hereby incorporated by reference.

### OVERVIEW OF HARTLAND TOWNSHIP

The summary that follows is an excerpt from **An Analysis of Residential Market Potential for Hartland Township** as contained within the ***Overview of Hartland Township***.

*Hartland Township is situated on the eastern edge of Livingston County, encompassing approximately 37.7 square miles, and bordered by Tyrone Township to the north, Highland Township in Oakland County to the east, Brighton Township to the south, and Oceola Township to the west. The Township was established at the same time as the County, in 1836, and much of its growth is attributable to the Crouse family, with the arrival of the Crouse brothers, Robert and Chauncey, in 1842.*

*Hartland Township is located approximately 10 miles north of the City of Brighton and approximately 10 miles east of the City of Howell. The City of Ann Arbor lies 26 miles south of the Township via U.S. 23 South and Detroit is 51 miles southeast of Hartland Township via U.S. 23 South, Interstates 96 and 696, and the John C. Lodge Freeway. Lansing, the State capitol, is reached via West Highland Road (M-59), Interstate 96 and Interstate 496.*

*Two major thoroughfares intersect in Hartland Township: M-59, which crosses the Township in an east-west direction, linking Interstate 96 in Howell and Interstate 94 in the east; and U.S. 23 which, on its way from Jacksonville, Florida to Mackinaw City, crosses the Township in a north-south direction. One other road, Clyde Road, traverses the entire Township from east to west, and it is a gravel road west of U.S. 23. Only one other road, Fenton Road/North Pleasant Valley Road, runs from beyond the Township's northern border to beyond the Township's southern border and it turns to gravel north of Lone Tree road. Livingston County has jurisdiction over 94 of the 106 miles of public roads in the Township and 37 of those 94 miles are unpaved.*

*The nearest airport is Bishop International Airport, located in Flint, 24 miles from Hartland Township, accommodating domestic flights and some flights to Canada. Offering similar service is the Capital Regional International Airport in Lansing, 54 miles away. The largest airport, approximately 51 miles from Hartland, is Detroit Metropolitan Wayne County Airport, a Delta Airlines hub, with domestic and international service provided by a variety of airlines.*

*The principal settlement in Hartland Township is the Township's historic downtown, Hartland Village, which flanks Avon Road/Hartland Road north of Crouse Road. The Village is home to several important Township institutions: the Florence B. Dearing Museum, the Hartland Music Hall, the United States Post Office, the Cromaine Village Library, the Hartland Village Cemetery, as well as historic churches, residences, shops, eateries, and small businesses, and the Hartland Village Elementary School on Hibner Road. The Hartland Township Fire Hall, Hartland High School, Hartland Middle School, and the Creekside Elementary School are all located off Hartland Road south of the Village.*

*Hartland Township Hall and the 100-acre Hartland Settlers Park are located on Clark Road; Hartland Heritage Park, which includes 10 sports fields for football, lacrosse, and soccer, is found on Highland Road west of Fenton Road. Multiple lakes and waterways are situated throughout the Township; Lake Walden is site of the Waldenwoods Family Recreation Resort and the 27-hole Majestic at Lake Walden Golf Course and Jerry Matthews driving range. The Township is also home to the 36-hole Hartland Glen Golf Course and driving range located south of Highland Road and to the Dunham Hills golf club on Dunham Road.*

*Parshallville is a smaller settlement only partially located in Hartland Township and is the site of the Parshallville Cider Mill (formerly Tom Walker's Grist Mill), a 136-year-old water-powered mill, which during the autumn produces and sells cider, apples and related foodstuffs.*

*The central business district in Hartland Township is now found in and around the intersections of M-59 (Highland Road) with Old U.S. Highway 23, U.S. 23, and Hartland Road. This area includes two major grocery stores, Meijer and Kroger, a Walmart Supercenter, and a Target store, which anchor shopping centers featuring national, local and regional tenants, ranging from restaurants, coffee shops, beauty parlors, a Best Western, to multiple other purveyors of goods and services.*

*Based on past demographic trends, the Nielsen Company, a respected provider of Census-based demographic data, estimates that the Township's population reached 15,055 persons in 2014, up from 14,663 persons as of the 2010 Census, an increase of almost 2.7%. That growth was in addition to the gain of more than 3,360 persons between the 2000 Census and the 2010 Census. Nielsen projects that the*

*Township's population will climb to 15,450 persons by 2019, an increase of over 2.6% over the next five years.*

*There were 3,698 households in Hartland Township as of the 2000 Census, rising to 5,154 households by the 2010 Census. Between 2014 and 2019, the number of households is projected to increase from 5,286 to 5,426 households. The 2019 projection represents household growth of more than 46% since the year 2000.*

*The number of persons per household has a significant impact on the type of housing required by households living in the Township.*

- *Just under 51% of all households currently living in Hartland Township contain just one or two persons (almost nine percentage points below the national share of 59.5%).*
- *17.9% contain three persons (compared to the national share of 16.2%).*
- *The remaining 31.4% contain four or more persons (24.3% nationally).*

*The composition of those households can also affect the type of housing required and influence housing preferences.*

- *Approximately a third of the Township's households can be characterized as traditional families, e.g. married couples with children under age 18 (21.8% nationally).*
- *Non-traditional families with children, e.g. single persons with children under 18, represent less than 8% of the Township's households (11.7% nationally).*
- *The remaining 58.4% of Hartland Township households do not have children under 18 and include married couples (33.8%), other non-traditional family households (4.3%, related adults living in the same households), and 20.3% non-family households (unrelated or single adults living in the same household).*

*Median household income in the Township is estimated at \$78,122, almost 17% higher than the Livingston County median of \$66,938. More than a third of Hartland Township's households have incomes above \$100,000 per year.*

*The Township's population is less diverse than the national as a whole.*

- *Nearly 96 % of the Township's current residents are white (71.3% nationally).*
- *Less than 1% are African American (12.7% nationally).*
- *1.2% are Asian (over 5% nationally).*
- *The remaining 2.3% are native Hawaiian, some other race, or a mix of two or more races (16% nationally).*

*Less than 3% of the population is Hispanic/Latino by origin, predominantly Mexican, Puerto Rican, and Cuban (17.6% nationally).*

*Hartland Township residents are significantly better educated than the nation as a whole. Over 34% of all Township residents aged 25 or older have a college or advanced degree, well above the national share of 28.4%.*

*Single-family detached houses are the predominant housing type in Hartland Township.*

- *Nearly 81% of the Township's 5,574 housing units are single-family detached houses (61.6% in the U.S.).*
- *3% are single-family attached units (5.8% nationally).*
- *1.2% are units in two-unit buildings (3.8% nationally).*
- *5.4% are located in buildings of three to 19 units (just under 14% nationally).*
- *Less than 1% are in buildings of 20 or more units (8.5% nationally).*
- *Nearly 8.7% of Township units are mobile homes, trailers, boats, RVs, or vans (6.7% nationally).*

*Approximately 5% of all Township housing units are currently estimated to be vacant. Of the 5,286 occupied units, 12.6% are rented and 87.4% are owner-occupied, a very high homeownership rate – the national homeownership rate is 65%.*

*The median year built of the Township's housing stock is 1992. Over 27% of all housing units were built during the 1990's, with over 20% constructed during the 1970's, and just under 20% between 2000 and 2004. The median value of owner-occupied dwelling units in the Township is estimated at \$200,142, almost 10% higher than the national median of \$182,100.*

*Residents of Hartland Township also have higher rates of automobile ownership than the nation as a whole, in part because there is very limited public transportation in the Township.*

- *2.3% of the Township's households do not own an automobile (just under 10% nationally).*
- *Less than 20% own only one vehicle (34% nationally).*
- *Nearly 78% own two or more vehicles (nearly 57% nationally).*

*The primary transportation to work for Hartland Township employees aged 16 and older is the automobile, again because there are few transportation alternatives in the Township.*

- *Nearly 88% drive alone to work (76.4% nationally).*
- *Just under 7% car-pool (9.8% nationally).*
- *Only 0.15% take public transportation (5% nationally).*

- *Just 1.7% walk to work (less than 3% nationally).*
- *The remaining 3.5% either work at home (2.6%) or have other means of getting to work (0.9%). (Nationally, 4.3% work at home, and over 1.7% have other means.)*

*Approximately 66% of the Township's residents over age 16 are employed in white-collar occupations, 20.8% blue-collar, and 13.2% service and farm occupations. Nationally, white-collar jobs make up more than 60% of all employment, blue-collar 20.4%, and service and farm occupations 18.9%.*

*Nearly three-quarters of the Township's residents over age 16 are employed by private businesses, 6% work for non-profit private companies, and 12.3% are local, State, or federal government employees. Just 6.8% are self-employed, and 0.17% are unpaid family workers.*

*By occupation, sales and related jobs account for the largest percentage of civilian employees, at 12.1%, followed by office and administrative support at 11.7%, and management positions at 10.7%. These are roughly comparable to the national numbers; nationally, sales and related occupations represent just under 11%; office and administrative support 13.7%; and management 10.7% of national civilian employment.*

*Sources: U.S. Bureau of the Census; The Nielson Company; Zimmerman/Volk Associates, Inc.*

## SUMMARY OF FINDINGS

The Planning Commission began its evaluation of the 2011 Comprehensive Plan following a thorough review of the document entitled, **An Analysis of Residential Market Potential for Hartland Township**. As indicated previously, this document was contracted by the Township for the purpose of serving as a resource in the update of the Comprehensive Plan, and the Planning Commission utilized this document throughout the process. Many other important factors relating to residential growth were considered, including improvements contained in the Capital Improvements Program, current and future water and sewer service needs, the status of the Safer Roads Plan, School District and other public facility locations, and the status of known development projects.

For purposes of this 2020-2021 Comprehensive Plan amendment, the Planning Commission maintained a focus on the residential elements of the 2015 Comprehensive Plan, with the knowledge that a full update would likely occur in the near future. Prior to beginning analysis of the individual designations however, the Residential Development policies were re-evaluated. Since the Residential Development policies provide important context, it was necessary to ensure that these Policies still reflected community views on neighborhood characteristics.

The Planning Commission then proceeded to evaluate each residential future land use designation individually, assessing the adequacy of each relative to the target markets described in the Zimmerman/Volk Analysis along with other related factors. Each residential designation was reviewed and updated, and the locations analyzed. The Future Land Use Map was updated to reflect the findings.

A Public Workshop was held to gain input on proposed changes prior to the required Public Hearing. The purpose was to provide ample opportunity for any issues or concerns to be heard before the draft document was finalized. Once the Planning Commission approved the draft 2015 Comprehensive Plan amendment, it was conveyed to the Township Board of Trustees for review and comment. The adoption of the 2015 Hartland Township Comprehensive Plan amendment was undertaken in accordance with all relevant provisions of Public Act 33 of 2008, the Michigan Planning Enabling Act.

*In 2019, the Township Board approved a Retail Market Analysis by Gibbs Planning Group. In summary, the report found that Hartland can support the following increase in square footage of retail/restaurants and the amount of additional sales:*

<i>Presently</i>	<i>116,800 square feet of retail/restaurants</i>	<i>\$35.4 million in sales.</i>
<i>By 2025</i>	<i>133,700 square feet of retail/restaurants</i>	<i>\$43 million in sales.</i>
<i>By 2035</i>	<i>159,500 square feet of retail/restaurants</i>	<i>\$50.7 million in sales.</i>

*A general planning principal on development is for every acre of land, 10,000 square feet of commercial/restaurant could be developed. In cases of extreme wetlands/natural features, sometimes that figure can be as low as 6,000-8,000 square feet of commercial/restaurant development per acre of land. As indicated in the Retail Market Analysis, an additional 20-25 acres of commercial retail/restaurant development could be supported in Hartland Township through the year 2035. The report further indicated that walkability and mixed-use communities would have the most success.*

*In addition, the Township has reviewed and discussed several apartment complex developments. The 2014 Residential Market Analysis indicated the Township could absorb approximately 500 new units within the near future. Based on recent development trends, the Township determined too much land is currently designated in the Multiple-Family land use category on the Future Land Use Plan.*

*The Township has expressed an interest in having mixed-use developments that present walkable communities; based on findings of the Residential Market Analysis and Retail Market Analysis, as well as requests from the private sector. As a result, the Planning Commission has initiated the proposed amendments to the Future Land Use Map and Comprehensive Development Plan.*

## **RESIDENTIAL DEVELOPMENT POLICIES**

Hartland Township is expected to continue to be a desirable community in which to live and raise a family. The Township offers a unique blend of rural and suburban characteristics, and it should strive to preserve these existing qualities while at the same time encourage new residential development that will meet the needs of a future population. A variety of housing types, forms, sizes and costs are all necessary to accommodate a diverse and growing residential population and provide for the changes in lifestyles that such growth brings.

The following residential development policies should be followed when evaluating future residential proposals to ensure that such new development is compatible with the existing character of the Township, to provide housing opportunities for all lifestyles, and to offer the amenities typical of a healthy, active community.

1. Maintain large, landscaped buffer areas along major roadways to protect natural viewsheds and ensure the preservation of the rural character. This is especially important where a transition in land use intensity is separated by a roadway.
2. Preserve existing vegetation as much as possible. When vegetation must be removed or where a site has been previously cleared, new plantings should be installed to ensure that the development has a

lush, pleasing appearance that adds value to the future residents of the development, as well as to the Township as a whole.

3. Provide pedestrian amenities including sidewalks, pathways, and trail systems to encourage safe, convenient access to adjacent pedestrian networks, and facilitate walking, biking, and similar active, outdoor pursuits within the neighborhood itself. This is particularly important in medium and higher density neighborhoods.
4. Encourage varied housing types, forms, sizes and costs that complement the existing, surrounding development patterns and integrate with the natural environment.
5. Provide a landscape plan that includes street trees and plantings in all open and common areas within residential developments.
6. Where appropriate, encourage a mix of residential, retail and office uses that residents can safely walk to and from.
7. All internal streets and vehicular access routes should be paved and necessary infrastructure should be designed and installed in a way that minimizes negative visual impacts and protects community property values.
8. Where feasible, encourage clustering of homes in order to preserve natural features that add interest, environmental value, and wildlife habitat.
9. Encourage open space within all new residential developments in order to accommodate future infrastructure requirements, provide common areas, allow for recreational opportunities, and preserve unique natural features.
10. Design developments to provide road connections to adjacent developments.
11. Continue to promote high maintenance standards and encourage improvements within existing neighborhoods, as well as new residential developments, in an overall effort to ensure a quality living environment for all residents.

## **NONRESIDENTIAL DEVELOPMENT POLICIES**

As the number of residential dwelling units continues to increase within the Township, there will be additional demand for nonresidential development as well. The Township will need to encourage the use of the following design objectives to ensure that new nonresidential development is compatible with and enhances the existing character of the Township.

1. Provide green open spaces that are visible from the adjacent road right-of-way serving the development site and from adjacent lower intensity use sites.
2. When possible, group buildings into campus settings with lawns, open spaces, and walkways encouraging pedestrian connectivity between buildings.
3. Provide pedestrian access throughout developments. Create sidewalks and pedestrian paths to carry pedestrians from automobile parking lots to buildings. Routes should be planned and provided to move pedestrians and non-motorized vehicles between adjacent buildings and sites.

4. Preserve natural vegetation as much as possible. When vegetation must be removed or where a site has been previously cleared, plantings should be provided to assure that the site will be an attractive amenity to the community and present a pleasing appearance from nearby sites and roads. The end results should be lush vegetation to complement the proposed structures on the site and exiting sites in the vicinity.
5. Utilize building materials that include brick, stone, and wood in combination with other customary building materials. The structures should be constructed so as to become a source of pride for the community. It is intended that new development establish a consistent theme or adhere to a theme previously approved by the Township.
6. Encourage development that is of a size and scale appropriate for its location in the community. It should also blend harmoniously with other development in the Township. The Township may consider increases in the scale and size of a development, including increases in building height, when exemplary architectural and site design features are provided and landscaping and/or decorative screening measures ensure compatibility with nearby lower intensity uses.
7. Provide parking areas that are carefully incorporated into the plans so as to avoid a wide expanse of parking lot separating commercial structures from the fronting roads. Landscaped yard spaces and islands should be placed so as to break up the expanse of large parking lots. Encourage, wherever practical, joint use and reciprocal parking areas to reduce the amount of hard surface materials and allow for full utilization of the existing parking areas.
8. Manage automobile traffic associated with the site so that only necessary vehicle drives and streets are constructed. Wherever practical, encourage joint access drives and streets in order to avoid unnecessary disruption of the natural environment, avoid excessive storm drainage runoff, minimize disruption of the existing traffic flow, promote best access management practices, and provide economical access solutions.
9. Promote clustering of sites to encourage preservation of natural features within a development.
10. Encourage the development of alternative energy and green industries within the community.

## **SETTLEMENT AREA DEVELOPMENT POLICIES**

Much of the Township's rural, historic character derives from the Hartland Village and the Parshallville Settlement. Maintaining a balance between preserving these communities, while sustaining their continued viability, is imperative to protecting the heritage of Hartland Township. Every effort should be made to ensure that the unique qualities of these settlements continue to be preserved, and that new development proposed respects the size, scale, use and design of the existing land use and development patterns.

1. Encourage a viable mix of complementary retail, office, and residential uses. Create a retail-oriented mix of businesses that encourages an active pedestrian environment and promotes both convenience and destination shopping.
2. Encourage designs that are compatible in terms of materials, style, and scale, with the varied and interesting historic architecture in the Village.

3. Encourage one- and two-story buildings that allow a mix of uses by incorporating residential, commercial, and office uses. Locate and design buildings that are conducive to pedestrian activity. Promote a mix of uses by supporting retail on the first floor and allowing office and/or residential use on the second floor.
4. Maintain safe and attractive pedestrian connections between parking areas and the Village by providing designated sidewalks, landscaping, and pedestrian scale lighting.
5. Promote the Village as a Township-wide asset that enhances property values, community identity, and helps create a sense of place.
6. Promote development that reinforces the consistent use of traditional urban design and architectural design elements. Encourage development patterns that visually tie the area together. Require sidewalks and public spaces in the front of proposed development in order to allow for outdoor seating or other public congregation.
7. Encourage uses that avoid objectionable noise, glare or odors, and those that result in vibrant outdoor spaces and associated uses such as outdoor seating and street cafes.
8. Encourage reinvestment and redevelopment by providing incentives (density bonuses, parking waivers) for the creation of mixed-use development.
9. Strive to maintain the existing development pattern by establishing “build-to” lines, allowing alley vehicular access, and encouraging street/sidewalk orientation.
10. Locate off-street parking to the rear of the buildings. Avoid requiring parking in excess of that necessary to support a successful mixed-use business district by allowing shared parking. Carefully manage the relationship between parking and loading activities; maintain separations between pedestrian and vehicular traffic.
11. Continue to encourage activities such as street fairs, farmers markets, music on the plaza, and similar events that bring people into the Village and promote it as a Township-wide gathering area.
12. Maintain and encourage public and quasi-public land uses that enhance the framework of the Village.

## **AGRICULTURAL PRESERVATION AND ALTERNATIVE ENERGY RESOURCE DEVELOPMENT POLICIES**

The existing land use map identifies areas of the Township known for agricultural use. With large tracts of land and a demand for alternative energy resources, there is an opportunity to preserve the agricultural land that helps define Hartland’s heritage, while creating an innovative economic development resource for the community. A map should be developed that delineates the areas of the Township that are considered “prime” for agricultural preservation.

1. Adopt ordinances and policies that promote continued use of farmland and discourage unplanned land divisions that hinder continued farming on prime agricultural sites.

2. Adopt ordinances and policies that promote alternative energy use in conjunction with the preservation of agricultural sites.
3. Minimize adverse impacts on agricultural lands adjacent to development areas by using appropriate buffer zones and site planning.
4. Provide and support local enterprises for economic viability and community networking, such as farm markets and on-site farm stands.
5. Adopt ordinances and policies that promote alternative energy that is consistent with the site and architectural standards of the community.

## FUTURE LAND USE DESIGNATIONS

The Future Land Use Map graphically portrays Hartland Township's plan for development. Sixteen land use designations are included in the categories for assignment in the Future Land Use Plan. The land area comprised of designations are summarized in the table below. The descriptions of the uses often suggest design characteristics and site amenities that are determined to be desirable. For example, the notion of an "Estate Residential" designation is to help the reader visualize what an estate might look like with substantial yard areas surrounding a home in a rural setting. Those descriptions assist in the formation of Zoning Ordinance provisions and planned development agreements, and the translation of the established vision into land use regulations.

Category	Acres	Percent
Rural Residential ( <i>1 unit per 3 acres</i> )	869.10	3.65%
Estate Residential ( <i>1 unit per 2 acres</i> )	12,184.45	51.13%
Low Suburban Density Residential ( <i>1 unit per 1- 2 acres</i> )	1,757.49	7.38%
Medium Suburban Density Residential ( <i>1 unit per 1/2-1 acres</i> )	2,605.53	10.93%
Medium Urban Density Residential ( <i>1 unit per 1/3-1/2 acres</i> )	935.13	3.92%
High Density Residential ( <i>MFH Parks</i> )	166.40	0.70%
Multiple Family Residential ( <i>1 unit per 1/8 acres</i> )	274.01	1.15%
Village Residential	179.60	0.75%
Village Commercial	17.50	0.07%
Special Planning Area	612.49	2.57%
Commercial	339.20	1.42%
Office	161.70	0.68%
Planned Industrial Research and Development	627.30	2.63%
Residential Recreation	1,281.20	5.38%
Public/Quasi Public	752.90	3.16%
Surface area of lakes and road right-of-way	1,066.00	4.47%
<b>Total</b>	<b>23,830.00</b>	<b>100%</b>

### **Single-Family Residential**

Single-family residential land use has been and will continue to be the predominant land use within the Township. Approximately ~~48,600~~ **18,518.10** acres are planned for single-family residential use. Six intensities of single-family detached residential land uses have been included within this plan. Each of the single-family residential categories will permit development of similar land uses; however, the intensity of these uses will vary.

Certain nonresidential uses may be necessarily located in residential areas. For example, public and private schools, and churches can be successfully integrated under certain conditions. If future nonresidential uses are permitted, they should be controlled as special land uses and developed in accordance with existing zoning provisions, assuring that the site is adequately sized and designed to reduce any adverse impacts. In particular, such uses should be screened and buffered from adjacent residential areas. It should be noted that existing schools and parks are designated as Public/Quasi-Public.

New development adjacent to watercourses must be sensitive to the waterfront, and disturbance to existing natural features should be minimized. Adequate buffers and setbacks should be provided from the waterfront. New development, to the extent possible, should maintain the general scale and character of adjacent residential properties.

The densities indicated for the six intensities of single-family residential uses described below largely include area required for rights-of-way, utilities, and other public improvements.

### **Rural Residential**

**General Location.** Several areas in Hartland continue to enjoy a rural lifestyle and coexist with agricultural uses. These areas have been planned for parts of the Township where large parcels of land have been preserved. All of the ~~869~~ **869.10** acres of planned for Rural Residential land uses are located north of M-59 and west of US-23 in the vicinity of the Parshallville settlement.

**Intended Land Uses.** The Rural Residential designation is planned to accommodate agricultural uses in combination with large lot residences. Agricultural uses are encouraged in the Rural Residential designation including crop production, the raising and keeping of domestic and farm animals, and similar agriculture-oriented uses. Also, based on the desire expressed by the Township to manage residential growth in a manner that maintains the predominantly rural character of the Township, the Rural Residential designation is intended to permit new residential development on larger pastoral lots.

**Characteristics.** To preserve the rural character of the Township, new development within the Rural Residential areas should be designed to protect existing natural and environmental features and compliment to the existing qualities. The Rural Residential designation is intended for residential development with an average density of three (3) or more acres per dwelling unit.

### **Estate Residential**

**General Location.** This designation has been planned for ~~12,046~~ **12,184.45** acres, and is the predominate type of residential land use intended for the Township. It encompasses nearly half of the land in the Township at approximately 50%. In many respects, these areas are intended to be transitional in nature, accommodating both agricultural as well as large-lot residential uses.

**Intended Land Uses.** The Estate Residential areas are intended to provide for very low density residential development. Where appropriate, agricultural uses are also anticipated within this designation.

**Characteristics.** The Estate Residential designation is intended to permit new residential development on lots with an average density of two (2) or more acres per dwelling unit. Development within the Estate Residential designation should be considered as a transition area between the Rural Residential areas and the more intense single-family residential and nonresidential areas of the Township. The residential development within this designation should be designed to protect view sheds from adjacent roadways. It should also be buffered from adjacent lower intensity land uses, as well as from higher intensity uses. New Estate Residential development should have access to paved streets, interior sidewalks or other pedestrian amenities, and feature ample landscaping with open space and park areas.

### **Low Suburban Density**

**General Location.** Approximately ~~4,677~~ **1,757.49** acres of land have been planned for future Low Suburban Density residential land use. The Low Suburban Density Residential designation is one of the larger designations in terms of land area in the Township. The two principal areas with this designation include land on the north side of M-59 on the eastern side of the Township, stretching from Clark Road to the eastern boundary, and around the perimeter of Long Lake.

**Intended Land Uses.** This land use designation has been planned to accommodate a low density, traditional, neighborhood form of residential use, and to function as a transition from the Estate Residential designation and other higher intensity residential and nonresidential land uses. Long term agricultural uses are not expected to be maintained in the Low Suburban Density Residential areas though a continuation of some uses is expected.

**Characteristics.** New development within these areas should be compatible with the established large lot building pattern. New development should be encouraged to provide through streets, ample landscaping, open space, park areas, and pedestrian amenities. Landscaped buffers should be provided between such development and M-59 and other major thoroughfares.

The Low Suburban Density Residential land use designation is intended for new residential development on lots with an average density of one (1) to two (2) acres per dwelling unit.

### **Medium Suburban Density Residential**

**General Location.** This designation is also one of the larger land use categories; it has been planned for approximately ~~2,934~~ **2,605.37** acres of the Township. These areas include some of the most recent development in the community. Hartland Estates, San Marino Estates, Meadow View Estates, Autumn Woods and other similar single-family developments are all located within Medium Suburban Density Residential areas. This land use designation has been assigned to the areas adjacent to Tyrone Lake and Dunham Lake, as well as the areas adjacent to the Township waste water treatment plant. Other areas include the Clark and Dunham Road vicinities, where opportunities exist for somewhat higher densities.

**Intended Land Uses.** The Medium Suburban Density Residential areas are intended to provide for slightly denser neighborhoods with larger lot homesites. As indicated by the name, these neighborhoods tend to be more suburban, than rural, in character.

**Characteristics.** The Medium Suburban Density Residential designation will permit new housing development on lots with an average density of one-half to one (1) acre in area per dwelling unit.

### **Medium Urban Density Residential**

**General Location.** The areas adjacent to Round, Handy and Maxfield Lakes, Millpointe subdivision, and Cobblestone Reserve site condominiums, are all included in the Medium Urban Density Residential designation. The undeveloped land northeast of the Clark and Dunham Road intersection, as well as southwest of the Old US-23 and Bergin Road interchange, is part of this designation which when combined totals approximately ~~944~~ **935.13** acres.

**Intended Land Uses.** The Medium Urban Density Residential designation is intended to reflect the existing densities and character of the identified areas and to provide opportunities for new development that is consistent with the referenced neighborhood patterns.

**Characteristics.** In the Medium Urban Density Residential areas, land can be developed at a density of approximately two (2) or three (3) dwelling units per acre. Lot sizes are anticipated to be 8,000 to 20,000 square feet per dwelling.

### **High Density Residential**

**General Location.** This land use designation has been planned for ~~466~~ **166.4** acres of the Township. The identified area currently supports a single high density residential development and no other such uses are anticipated.

**Intended Land Uses.** Uses intended for the High Density Residential designation are manufactured home parks.

**Characteristics.** Development within this designation provides an important housing alternative. Similar to other neighborhoods, such uses should include adequate buffers and landscaping both to create an attractive environment, as well as to provide screening from differing uses. Manufactured home parks, due to the densities, should have access to public sewer and water service, and related infrastructure such as a developed road system. In the High Density Residential designation, land can be developed with a minimum lot area of 4,000 square feet.

### **Multiple-Family Residential**

**General Location.** Multiple-Family Residential land uses are planned for approximately ~~574~~ **274.01** acres within the Township. Attached condominium complexes and the existing apartment complex are found in this designation. It specifically includes the condominiums east of Hartland Road and south of Dunham Road, and the Oakbrook Apartment complex south of M-59 and west of Old US-23. Undeveloped areas for Multiple-Family Residential include lands north of M-59 and east of Clark Road, significant areas within the Waldenwoods Resort complex, and areas adjacent to the Planned Industrial R&D designation at the Clyde Road interchange.

**Intended Land Uses.** The Multiple-Family Residential designation is considered appropriate for land that is bordered on one or more sides by nonresidential uses and on the other sides by lower intensity single-family designations. The Multiple-Family Residential designation can serve as a buffer between higher intensity uses and single-family uses.

**Characteristics.** Multiple-Family Residential developments may consist of attached single-family homes, townhouses, or one to two story apartment buildings. New developments should have access to a paved primary road and have paved internal streets, along with amenities including open space and park areas, sidewalks, and infrastructure built to an adequate capacity. Landscaped buffer areas should be provided

between the multiple-family use and adjacent single-family residential uses. Multiple-Family Residential areas are intended to permit developments with a maximum density of eight (8) units per acre.

### **Settlement Areas**

There are two distinct historic settlement areas in Hartland Township; the Hartland and the Parshallville settlements. While both of these areas have similar characteristics and historic significance within the Township, their development patterns differ. Future land use designations for these areas are described as follows:

**Hartland Settlement Area** Within the Hartland Settlement Area, two types of land use patterns are envisioned: Village Residential and Village Commercial. Both designations are intended to facilitate preservation of the traditional development patterns and existing buildings within the area:

#### **Village Residential**

***General Location.*** The Village Residential category is generally located between Crouse Road and School Street outside of Avon Road throughout the Settlement Area.

***Intended Land Uses.*** The Village Residential category within the Hartland Settlement is intended to recognize the established residential grid pattern that has evolved over the years, as well as encourage new residential uses with the same types of characteristics.

***Characteristics.*** Buildings within this category should be designed to complement the historic character of the settlement. Sidewalks, street trees, and other traditional neighborhood amenities should be required. In addition to allowing new residential construction, the Township should continue to encourage the preservation and rehabilitation of the existing housing stock. New residential development within the Hartland settlement area should be at a density compatible with the surrounding uses.

#### **Village Commercial**

***General Location.*** The Village Commercial designation is located along both sides of Avon Road through the Settlement area.

***Intended Land Uses.*** This designation is intended to recognize the mixture of retail, office, and residential use along Avon within the Hartland Settlement.

***Characteristics.*** New land uses should be designed to complement the existing architecture and established development pattern of the Hartland Settlement. Nonresidential uses should have a low impact on the surrounding residential area and generate low traffic volumes. New development should provide traditional village amenities such as sidewalks, street trees, and other streetscape improvements. The preservation, rehabilitation, or adaptive reuse of existing structures should be encouraged.

**Parshallville Settlement Area** Within the Parshallville Settlement Area, two distinct types of land use patterns have developed and are planned to continue in the future. These land use designations include Village Residential and Village Commercial. Both designations are intended to permit new development while encouraging the preservation of the established character. These designations are described as follows:

### **Village Residential**

**General Location.** This designation encompasses the majority of the Parshallville Settlement.

**Intended Land Uses.** This designation is intended to permit new residential development.

**Characteristics.** New development should be compatible with the established development pattern and have access to a primary road and have paved streets and sidewalks.

### **Village Commercial**

**General Location.** A limited amount of commercial land uses exist within the Parshallville Settlement area. Due to the limited amount of area available within the Settlement to accommodate additional commercial uses and parking, new commercial land uses should include only those areas that have historically been utilized as such.

**Intended Land Uses.** This land use designation is intended to permit limited commercial land uses within the Parshallville Settlement area.

**Characteristics.** Commercial land uses permitted within this designation should have a minimum impact on traffic volume.

### **Commercial**

**General Location.** With the projected increase in population within the Township, and the retail and service demands that will be created by the increase, approximately ~~417~~ **339.20** acres have been planned to accommodate future commercial land uses. The majority of commercial land uses within the Township are concentrated around the M-59 and US-23 interchange. This is the most intensive commercial area in the Township. Such uses should remain close to the interchange and not sprawl along M-59. Other smaller areas of commercial land uses are planned at the US-23 and Clyde Road interchange as well as on the west side of Old US-23, between Crouse Road and M-59.

**Intended Land Uses.** Land uses in this category are intended to provide for both the sale of convenience goods and personal/business services for the day-to-day needs of the immediate neighborhood and provide for auto-oriented services, customer and entertainment services, and the sale of soft lines (apparel for men, women and children) and hard lines (hardware, furniture and appliances). As the community and region continues to grow, there will be additional demand for commercial uses within the Township.

**Characteristics.** Commercial development should be of a high quality architectural design with generous landscaping and screening from adjacent lower intensity uses. Parking areas should be limited to the minimum amount necessary to service the proposed land use, be broken up with large planting strips and landscaped islands, and provide safe and efficient circulation. The Township should encourage access management by limiting the number of curb cuts along major thoroughfares and encouraging cross access between developments.

### **Office**

**General Location.** Future office land uses have been planned for approximately ~~161~~ **161.70** acres of the Township. Office land uses have been located in areas that contain existing office development as well as in areas that have high visibility along M-59, between Clark Road and Bullard Road.

***Intended Land Uses.*** This classification is intended to permit the construction of professional and medical office complexes, municipal buildings, and other low intensity commercial uses that are accessory to office uses (such as quick-printing, copying and mailing businesses).

***Characteristics.*** New office developments should incorporate adequate landscaping and buffers and have a high quality architectural appearance. Future office developments should not exceed three stories in height to ensure compatibility with surrounding land uses.

### **Planned Industrial Research and Development**

The word “Planned” in this designation’s name is intended to convey the Township’s intentions to partner with private developers or public entities in the creation of planned developments consistent with the provisions of the Michigan Zoning Act and the Township’s Zoning Ordinance. In anticipation of population growth and the resulting demand such growth will place upon Township services, additional nonresidential land use areas will be required. These uses will help stimulate the local economy, provide jobs, and contribute to a diverse tax base in order to facilitate Township growth and allow it to continue to provide the quality of service its residents have grown to expect.

***General Location.*** On the Future Land Use Map, PIRD has been planned for approximately ~~627~~ 627.3 acres of the Township. Two distinct areas have been designated for future Planned Industrial Research and Development. These areas are the Clyde Road and US-23 interchange and the Old US-23 corridor, south of M-59.

***Intended Land Uses.*** The PIRD designation is intended to permit industrial land uses that consist of small parts fabrication, research and development testing firms, laboratories, electronics firms, and office research uses. Such uses typically do not produce the negative effects often associated with heavy industrial development, such as noise, glare, odor, dust, heavy truck traffic, and fumes. Industrial uses envisioned for the Township will be generally conducted within a completely enclosed building with minimal or no outdoor storage areas. The PIRD category is also intended to permit office complexes, including medical facilities, financial institutions, public and private recreational facilities, and ancillary services that support the planned industrial research uses.

***Characteristics.*** Planned industrial research and development facilities should be located in areas where an adequate level of infrastructure exists, thus providing for access to water and/or sewer services, paved roads, and highway interchanges. When necessary, the design of such facilities should incorporate buffering from lower intensity uses.

**Clyde Road and US-23 Interchange Area.** New facilities at this interchange should be developed as a planned development within a campus-like setting with generous landscaping and attractive buildings. Such development should not contain uses that create heavy truck traffic, noise, glare, or emissions that are typical of most industrial areas. In particular, the Township should encourage adequate landscaped areas, and open space or natural buffers between planned industrial areas and adjacent residences.

**Old US-23 Area.** This area has historically been used for industrial purposes and the Township should continue to support those existing light industrial/technology uses while encouraging new, complementary uses of an appropriate size and scale. Since this area is highly visible from both Old US-23 and US-23, generous landscaping and high quality architectural design should be encouraged. Outdoor storage and industrial yards should appropriately screened from view.

### **Residential Recreation**

**General Location.** This land use designation encompasses ~~4,284~~ **1,281.20** acres in area and has been planned for the Waldenwoods Resort and Majestic Golf Course located north of M-59 and west of US-23.

**Intended Land Uses.** Land uses in this category include single-family residences, multiple-family residences, campgrounds, golf courses, banquet facilities, outdoor driving ranges, clubhouses, hotels, bike paths, pedestrian trails, and athletic fields designed and operated in a planned and unified manner. Integrated design and preservation of the natural landscape is crucial to successful development within this designation.

**Characteristics.** The location specified includes many interesting natural features including woodlands, wetlands, lakes, ponds, all situated within a picturesque rolling topography. Lake Walden, one of the most scenic lakes in the Township, is the dominant natural feature in this area. Any new development proposed should be designed to be sensitive to existing uses and respect the environmental context.

### **Public / Quasi-Public**

**General Location.** Approximately ~~752~~ **752.90** acres of land within the Township have been designated for public and quasi-public land uses. Government offices, fire stations, schools, churches, cemeteries, parks, and Township or municipal property such as the water and waste water treatment plant are included in this designation. Such uses, by nature, are not usually limited to a specific zoning district or development area since flexibility in siting public facilities is essential. Moreover, these uses are generally considered to be compatible with most land uses within the Township.

**Intended Land Uses.** This designation includes the varied forms of public and quasi-public uses referenced previously that are critical to healthy, functioning communities. Such uses generally are determined to be complementary in nature and do not necessarily conflict with residential land uses.

**Characteristics.** The design of new public and quasi-public uses should be consistent with the established building pattern, of quality design, and include generous landscaping and pedestrian amenities. Public and quasi-public uses under the jurisdiction of the County, State, or Federal government, or other public entities, should be developed only in close consultation with the Township.

### **M-59 / Pleasant Valley / Fenton Road Special Planning Area**

The Planning Commission designated a Special Planning Area (SPA) on the west side of the M-59 intersection at Pleasant Valley/Fenton Road. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). About 149 acres are included in the SPA.

***The Commission has agreed that the SPA should have a density that is flexible. Overall, the SPA shall have a base density of four (4) dwellings per acre.***

***The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and function of the site, additional “bonus” density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a “bonus” density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and State of Michigan.***

The Planning Commission has determined that the PUD can be created within an environment that encourages pedestrian linkage between activity nodes and resource features. The following principles have been agreed upon for the SPA:

1. Development within the Special Planning Area shall provide for a variety of housing forms (for example, single-family, townhouses, condominiums, apartments and senior housing), along with retail, office recreation and entertainment space.
2. Development within the Special Planning Area shall provide for public facilities and other neighborhood amenities.
3. Development within the Special Planning Area shall provide pedestrian and vehicular links between internal land uses and adjacent property not necessarily located within the SPA.
4. Development within the Special Planning Area shall comply with the Township's goal of creating walkable pathways to the Township settlement areas and other public and private facilities.
5. New development shall be designed to harmoniously coexist with pre-existing historical and natural features within the Township.
6. New development proposed for the Special Planning Area must include landscape, streetscape, traffic and architectural solutions that are superior in design and visually enhance the community. Design that respects the existing historic features is essential.

**M-59/Cundy Road /Hartland Glen Golf Course Special Planning Area.**

*The Planning Commission designated a Special Planning Area (SPA) on the south side of the Cundy Road and south of M-59 intersection at Pleasant Valley/Fenton Road. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). Approximately 385.09 acres are included in this Special Planning Area.*

*The Commission has agreed that the SPA should have a density that is flexible. Overall, the SPA shall have a base density of four (4) dwellings per acre. However, the Commission agrees that a high density is more desirable in the northern portion of the site while a lower density is more desirable in the lower portion of the site. The surrounding properties in the northern portion of the site are at a much higher density when compared to the surrounding properties along the southern portion of the site. As a result, up to 25% of the density may be increased in the northern portion of the site (up to five (5) dwelling units per acre), if the southern portion of the site is decreased by 25% (up to three (3) dwelling units per acre). Overall, the entire site shall remain at four (4) units per acre.*

*The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and function of the site, additional "bonus" density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a "bonus" density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and State of Michigan.*

*The Commission has determined that the PD can be created within an environment that encourages pedestrian linkage between activity nodes and resource features. The following principles have been agreed upon by the Commission for the SPA:*

- 1. Development within the Special Planning Area shall provide for a variety of housing (for example, single-family, townhouses, condominiums, apartments and senior housing), retail, office, recreation and entertainment space.*
- 2. Developments within the Special Planning Area shall provide for public facilities and other neighborhood amenities.*
- 3. Special Planning Area shall provide pedestrian and vehicular links between land uses and adjacent property (that may not be directly included within this Special Planning Area development).*
- 4. Special Planning Area shall also coordinate with the Township's goal to create walkable pathways to the Township settlements and other public and private facilities.*
- 5. Developments shall be developed in harmonious coexistence with the pre-existing historical and natural features within the Township.*
- 6. Special Planning Area shall include landscape, streetscape, traffic and architectural solutions that are superior to typical design and visually enhancing the local community with sensitivity to the historic features in the Township.*

**M-59/Old US 23 Special Planning Area.**

*The Planning Commission designated a Special Planning Area (SPA) on the southwest corner of the M-59 intersection at Old US 23. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). Approximately 77.9 acres are included in this Special Planning Area.*

*The Commission has agreed that the SPA should be planned for a base density of up to four (4) dwellings per acre. The vision for this area is to establish a mixed-use development that contains a mix of residential, office, and commercial development to create a walkable and pedestrian oriented development.*

*The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and function of the site, additional "bonus" density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a "bonus" density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and State of Michigan.*

- 1. Development within the Special Planning Area shall provide for a variety of housing (for example, single-family, townhouses, condominiums, apartments and senior housing), retail, office, recreation and entertainment space.*

2. *Developments within the Special Planning Area shall provide for public facilities and other neighborhood amenities.*
3. *Special Planning Area shall provide pedestrian and vehicular links between land uses and adjacent property (that may not be directly included within this Special Planning Area development).*
4. *Special Planning Area shall also coordinate with the Township's goal to create walkable pathways to the Township settlements and other public and private facilities.*
5. *Developments shall be developed in harmonious coexistence with the pre-existing historical and natural features within the Township.*
6. *Special Planning Area shall include landscape, streetscape, traffic and architectural solutions that are superior to typical design and visually enhancing the local community with sensitivity to the historic features in the Township.*

### **Natural Resource / Conservation Recreation.**

Along with the many ponds, lakes, and wetlands found through Hartland Township, the landscape is traversed with watercourses of various types. These water resources contribute significantly to the character of the community and enhance its reputation as a desirable place to live. Providing for residential development in proximity to water resources, however, comes the potential for degradation of that very resource, and the unfortunate consequences can include environmental contamination, a diminishment in aesthetic appeal, and a corresponding loss of property value. Specific examples of damage that can occur include soil erosion from storm water runoff, well contamination from improperly operating septic systems, and lake contamination from excessive sedimentation. In order to reduce the potential for such loss, development proposed in proximity to sensitive water resources must be undertaken in an environmentally sound manner, in a way designed to reduce the potential for contamination.

The environmentally sensitive areas in the Township are identified on the Opportunities and Constraints Map contained in the Comprehensive Plan. This Map identifies the larger lakes and significant watercourses; however, it is not the purpose of a Future Land Use Plan to document all such constraints on individual parcels. This Future Land Use Plan, instead, sets forth a Natural Resource/Conservation Recreation designation that is intended to apply to those areas containing water resources such as the land around ponds and lakes, adjacent to streams, and in proximity to wetlands. Its purpose is to specify that development taking place in these sensitive areas, regardless of the designation shown on the Future Land Use Map, is undertaken in an environmentally safe and sustainable manner.

Considering that many units have been constructed on the numerous lakes in Hartland Township, and that many have chosen to live in Hartland specifically for this particular amenity, it is important to balance the live-ability of these areas with protection of the resource. Though other governmental entities, including the Michigan Department of Environmental Quality, the Livingston County Drain Commission, and the Livingston County Health Department, have the larger responsibility for protecting water resources, the Township can consider both policy and regulatory measures that allow for development while also protecting important resources. These include minimizing construction that negatively impacts water resources, requiring municipal water and sewer for new residential development adjacent to lakes, and requiring conservation easements over recharge areas. For the purpose of the Comprehensive Plan in general, the following descriptions are provided:

***Conservation Recreation.*** The areas adjacent to the fragile watercourses within the Township are designated Conservation Recreation. These areas are intended to serve as a buffer that minimizes the adverse impact of new or existing development along these watercourses. The areas considered Conservation Recreation are an underlying land use and is not part of the Future Land Use Categories.

***Lakes / Streams.*** The Township has thirteen (13) significant water bodies that are connected through an extensive watercourse network. The Lakes and Streams are considered an underlying land use and are not part of the Future Land Use Categories.



# Hartland Township

Livingston County, MI

## FUTURE LAND USE MAP

Adopted September 1, 2015

### Future Land Use Categories

- Commercial
- Estate Residential
- High Density Residential
- Low Suburban Density Residential
- Multiple Family Residential
- Medium Suburban Density Residential
- Medium Urban Density Residential
- Office
- Planned Industrial / R & D
- Public / Quasi-Public
- Residential Recreation
- Rural Residential
- Special Planning Area
- Village Commercial
- Village Residential

### Area #3 – Future Land Use Map Amendment

Multiple Family Residential to Medium Suburban Density Residential

### Area #2 – Future Land Use Map Amendment

Commercial to Special Planning Area

### Area #1 – Future Land Use Map Amendment

Multiple Family Residential to Low Suburban Density Residential

### Area #6 – Future Land Use Map Amendment

Multiple Family Residential to Low Suburban Density Residential

### Area #4 – Future Land Use Map Amendment

Multiple Family Residential to Medium Urban Density Residential

### Area #5 – Future Land Use Map Amendment

Medium Suburban Density to Special Planning Area



Map Created By: Hartland Township Planning Department  
Basemap Source: Livingston County

Recommended for Approval by the Hartland Township Planning Commission on July 30, 2015  
Adopted by the Hartland Township Board of Trustees on September 1, 2015



# Livingston County Department of Planning

February 18, 2021

Kathleen J. Kline-Hudson  
AICP, PEM  
Director

Robert A. Stanford  
AICP, PEM  
Principal Planner

Scott Barb  
AICP, PEM  
Principal Planner

Hartland Township Board of Trustees  
c/o Larry Ciofu, Clerk  
Hartland Township Hall  
2655 Clark Road  
Hartland, MI 48353

**Re: County Planning Commission Review**

**Case: MP-01-21 – Hartland Township 2021 Comprehensive Plan Amendment**

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, February 17, 2021 and reviewed the Master Plan amendment referenced above. The Livingston County Planning Commissioners made the following recommendation:

**MP-01-21 Approval.**

The Livingston County Planning Commission concurs with staff's comments on the proposed exemplary amendments to the *Hartland Township Comprehensive Plan*, and submit the foregoing comments to the Hartland Township Planning Commission.

Copies of the staff review and draft Livingston County Planning Commission meeting minutes are enclosed. Do not hesitate to contact our office should you have any questions regarding this county action.

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Sincerely,

*Kathleen J. Kline-Hudson*

Kathleen J. Kline-Hudson  
Director

Enclosures

c: Larry Fox, Chair Hartland Township Planning Commission  
Troy Langer, Hartland Township Planning Director

Meeting minutes and agendas are available at: <http://www.livgov.com/plan/Pages/agendas.asp>



# Livingston County Department of Planning

## MEMORANDUM

**TO:** Livingston County Planning Commissioners  
**FROM:** Kathleen Kline-Hudson, Director  
**DATE:** February 10, 2020  
**SUBJECT:** MP-01-2021 Hartland Township 2021 Master Plan Amendment

Kathleen J. Kline-Hudson  
AICP, PEM  
Director

Robert A. Stanford  
AICP, PEM  
Principal Planner

Scott Barb  
AICP, PEM  
Principal Planner

The Livingston County Planning Department received correspondence from Hartland Township requesting Livingston County Planning Commission review and comment on the proposed *2020-2021 Amendment to the Hartland Township Future Land Use Map and Future Land Use Plan of the Hartland Township Comprehensive Plan*.

Since the last 2015 update to the Hartland Township Comprehensive Plan, there have been some changes in Township land use, as well as additional studies that have been presented to the Planning Commission, that impact the Comprehensive Plan. The Hartland Township Planning Director outlines these impacts as follows:

- The Township hired Gibbs Group to perform a Retail Market Analysis for Commercial Retail and Restaurants.
- The Township is in the process of extending municipal water down M-59 to serve several parcels.
- The Township has reviewed several development projects, including mixed use, commercial, and multi-family projects that are located along M-59. Some of the projects would be served by the extension of municipal water.
- In reviewing several proposed multi-family development projects, the Township has gained additional information on successful multi-family developments.
- There are a series of on-going development trends in commercial retail and restaurant uses that are changing and the Township is very interested in making changes to accommodate these development trends.

### Department Information

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As part of these changes, the Hartland Township Planning Commission established a sub-committee to examine the Future Land Use Plan and Comprehensive Plan to determine if any revisions could be made to better accommodate these changes. The sub-committee incorporated the Residential Market Analysis and Retail Market Analysis as part of its examination.

Ultimately, the Township identified six (6) areas on the Future Land Use Map that should be amended to better accommodate potential future development, as well as protect the interests of existing property development.

A summary of the proposed amendments are contained in this review; the summary is based upon the Hartland Township Planning Directors review. Proposed additions to existing text are noted in **bold red underline**, deletions in ~~strikethrough~~, and staff comments are noted in **bold, italic underline**.



The Future Land Use Designations section of the Hartland Township Comprehensive Plan has been reformatted to describe each future land use designation in three (3) paragraphs titled General Location, Intended Land Uses and Characteristics. Some additional content has been added.

**County Planning Staff Comments: The reformatting with additional defining language in the Future Land Use Designations section is a substantial improvement that adds a lot of understanding to each future land use designation.**

### **Proposed Future Land Use Map and Future Land Use Designation (text) Amendments**

**1. Map Amendment: South of Clyde Road, East of US-23**

This area consists of 137.95 acres comprised of three (3) parcels, on the south side of Clyde Road. It is currently designated Multi-family Residential and Hartland Township proposes to change this designation to Low Suburban Density Residential.

**Rationale:** This decision was based upon some of the results of the Retail Market Analysis noted above. The report indicates that there is a growing trend towards walkable developments and a focus on developing multi-family developments near existing commercial developments. The study indicates that residents of multi-family developments tend to desire a location near restaurants, commercial shopping and entertainment; multi-family developments that are located further away from these features tend to be less desirable and are more likely to fall into disrepair. Additionally, the Residential Market Analysis for Hartland Township indicates that the Township can absorb 500 new dwelling units over the next 5-6 years. Based on the township's development submittals and potential other multi-family projects, the Township will exceed that amount of residential development and may over-saturate the market.

#### **Comprehensive Plan Amendments:**

In the Multiple-Family Residential section of the plan, the first paragraph would be amended as follows:

**General Location.** Multiple-Family Residential land uses are planned for approximately 574 **274.01** acres within the Township. Attached condominium complexes and the existing apartment complex are found in this designation. It specifically includes the condominiums east of Hartland Road and south of Dunham Road, and the Oakbrook Apartment complex south of M-59 and west of Old US-23. Undeveloped areas for Multiple-Family Residential include lands north of M-59 and east of Clark Road, significant areas within the Waldenwoods Resort complex, and areas adjacent to the Planned Industrial R&D designation at the Clyde Road interchange.

In the Single-Family Residential, Low Suburban Density section of the plan, the first paragraph would be amended as follows:

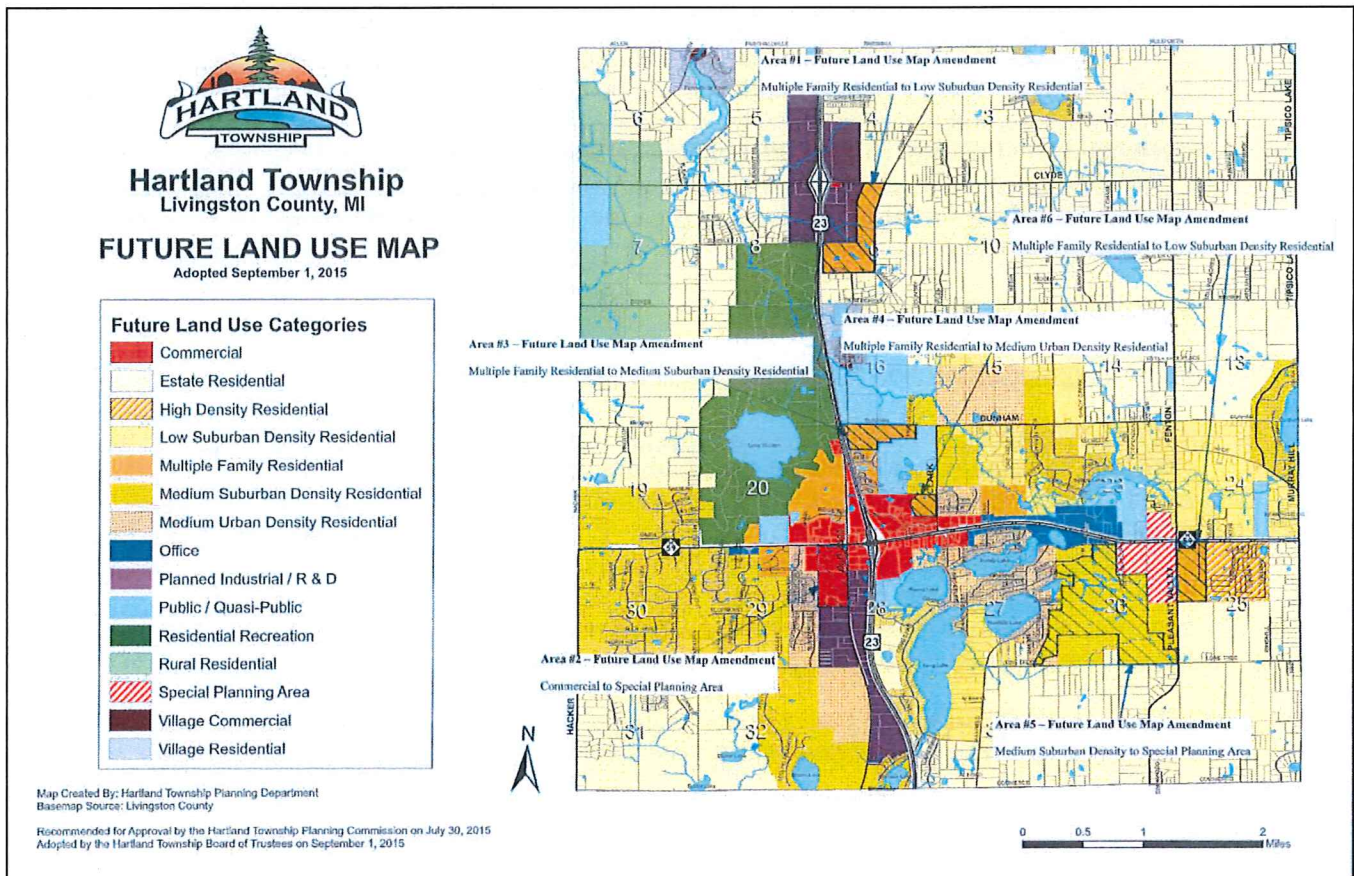
**General Location.** Approximately 4,677 **1,757.49** acres of land have been planned for future Low Suburban Density residential land use. The Low Suburban Density Residential



MP-01-21  
February 10, 2021  
Page 3

designation is one of the larger designations in terms of land area in the Township. The two principal areas with this designation include land on the north side of M-59 on the eastern side of the Township, stretching from Clark Road to the eastern boundary, and around the perimeter of Long Lake.

**County Planning Staff Comments: The land area surrounding the subject property is designated as Low Suburban Density, so the amended designation will be compatible and the supporting rationale for this change is strong.**



## 2. Map Amendment: Southwest Corner of M-59 and Old US 23

This area consists of 77.4 acres comprised of four (4) parcels, on the south side of M-59 and west side of Old US 23. It is currently designated Commercial and Hartland Township proposes to change this designation to Special Planning Area.

**Rationale:** The current Comprehensive Plan does not describe a Special Planning Area for this area, as there is only one Special Planning Area in Hartland Township (M-59/Pleasant Valley/Fenton Road). The Comprehensive Plan indicates that a Special Planning Area is designed to be a mix of residential office, and commercial development to create a walkable pedestrian-oriented development. This description is very similar to comments in the Retail



Market Analysis indicating that "retail centers could be developed....into a walkable, mixed-use development..." In order to permit mixed use developments, the Future Land Use Map designation for this area would need to be modified to accommodate residential, since the currently classification of "Commercial" does not permit any residential.

In 2011, the Township approved an amendment to the Comprehensive Plan that included a Special Planning Area with a density of 3 to 4 dwelling units per acre. In the 2015 amendment to the Comprehensive Plan, this density was removed, and there is currently no specific density provided. The Hartland Township Planning Commission recommends that the plan be amended to re-establish a density of 3 to 4 dwelling units per acre, as was previously provided. This will establish some metric to review development projects in the future. It is anticipated that the property would be developed with the Planned Development (PD) standards, which require density be established based on the Future Land Use Map designation and density. The PD also permits a bonus density of up to 40%; however, this would essentially be meaningless if the Future Land Use designation did not establish a density. Effectively, there would be no limit on the number of units that could be permitted in a Special Planning Area.

#### **Comprehensive Plan Amendments:**

In the Commercial section of the plan, the first paragraph would be amended as follows:

***General Location.*** With the projected increase in population within the Township, and the retail and service demands that will be created by the increase, approximately 417 **339.20** acres have been planned to accommodate future commercial land uses. The majority of commercial land uses within the Township are concentrated around the M-59 and US-23 interchange. This is the most intensive commercial area in the Township. Such uses should remain close to the interchange and not sprawl along M-59. Other smaller areas of commercial land uses are planned at the US-23 and Clyde Road interchange as well as on the west side of Old US-23, between Crouse Road and M-59.

In the Special Planning Area section of the plan, the proposed amendments include a subsection regarding the proposed M-59/Old US 23 Special Planning Area as follows:

#### **M-59/Old US 23 Special Planning Area.**

**The Planning Commission designated a Special Planning Area (SPA) on the southwest corner of the M-59 intersection at Old US 23. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). Approximately 77.9 acres are included in this Special Planning Area.**

**The Commission has agreed that the SPA should be planned for a base density of up to four (4) dwellings per acre. The vision for this area is to establish a mixed-use development that contains a mix of residential, office, and commercial development to create a walkable and pedestrian oriented development.**

**The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and**



function of the site, additional “bonus” density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a “bonus” density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and State of Michigan.

1. Development within the Special Planning Area shall provide for a variety of housing (for example, single-family, townhouses, condominiums, apartments and senior housing), retail, office, recreation and entertainment space.
2. Developments within the Special Planning Area shall provide for public facilities and other neighborhood amenities.
3. Special Planning Area shall provide pedestrian and vehicular links between land uses and adjacent property (that may not be directly included within this Special Planning Area development).
4. Special Planning Area shall also coordinate with the Township’s goal to create walkable pathways to the Township settlements and other public and private facilities.
5. Developments shall be developed in harmonious coexistence with the pre-existing historical and natural features within the Township.
6. Special Planning Area shall include landscape, streetscape, traffic and architectural solutions that are superior to typical design and visually enhancing the local community with sensitivity to the historic features in the Township.

**County Planning Staff Comments: The southwest corner of M-59 and Old U.S. 23 is a prominent and highly visible development location in Hartland Township; therefore it makes good planning sense to develop this corner with mixed use in a Special Planning Area. The high traffic volume of this area will create challenges in making it a walkable area.**

**3. Map Amendment: East of Hartland Road, South of Dunham**

This area of approximately 59.62 acres is comprised of seventeen (17) parcels, at the southeast corner of Hartland and Dunham Roads. The land area is currently designated Multi-Family and Hartland Township proposes to change this designation to Medium Suburban Density Residential.

**Rationale:** This particular area consists of many separate parcels, ranging in size from approximately one (1) acre to approximately ten (10) acres. It is unlikely that all of these parcels (or most of these parcels) could be assembled under common ownership to establish a large enough property to support a multi-family development that would provide a walkable environment to desirable community amenities. What is more likely to occur under the Multi-Family designation is single property owners who desire to rezone their individual property to Multiple Family, in anticipation of establishing a duplex or tri-plex, or some other multi-family structure development. With the existence of several single-family homes in the area, this would likely be met with resistance from the neighboring homeowners. As a result, this area does not appear to be a viable area for a multi-family development.



Additionally, the Residential Market Analysis indicates that the Township can absorb 500 new dwelling units over the next 5-6 years. Those units are a combination of rentals, and multi-family condominiums. Based on the development submittals and potential other multi-family development projects, the Township will exceed that amount of residential development and may over-saturate the market.

#### **Comprehensive Plan Amendments:**

In the Multi-Family Residential section of the plan, the first paragraph would be amended to reflect a correct number of total acres after subtracting this land area (as noted in amendment #1).

In the Medium Suburban Density Residential Category section of the plan, the first paragraph would be amended as follows:

**General Location.** This designation is also one of the larger land use categories; it has been planned for approximately 2,934 **2,605.37** acres of the Township. These areas include some of the most recent development in the community. Hartland Estates, San Marino Estates, Meadow View Estates, Autumn Woods and other similar single-family developments are all located within Medium Suburban Density Residential areas. This land use designation has been assigned to the areas adjacent to Tyrone Lake and Dunham Lake, as well as the areas adjacent to the Township waste water treatment plant. Other areas include the Clark and Dunham Road vicinities, where opportunities exist for somewhat higher densities.

**County Planning Staff Comments: The land area adjacent to the northeast of the subject property is designated as Medium Suburban Density Residential, so the amended designation will be compatible, and the supporting rationale for this change is strong.**

#### **4. Map Amendment: North of M-59, West of Clark Road**

This area of 23.330 acres is comprised of one (1) parcel, on the west side of Clark Road, north of M-59. The land area is currently designated Multi-Family Residential and Hartland Township proposes to change this designation to Medium Urban Density Residential.

**Rationale:** This property is approximately twenty-three (23) acres in area and contains a fairly large wetland that may limit the amount of land that can actually be developed. The proposed Future Land Use designation for this property is the Medium Urban Density Residential category, which permits lot sizes of 8,000 square feet. This Future Land Use category would be consistent with the existing single family residential subdivision, located immediately across Clark Road to the East. A rezoning to Multi-Family may be viewed negatively by neighboring single family residential property owners in this area.

#### **Comprehensive Plan Amendments:**

In the Multi-Family Residential section of the plan, the first paragraph would be amended to reflect a correct number of total acres after subtracting this land area (as noted in amendment #1 and #3).



In the Medium Urban Density Residential section of the plan, the first paragraph would be amended as follows:

**General Location.** The areas adjacent to Round, Handy and Maxfield Lakes, Millpointe subdivision, and Cobblestone Reserve site condominiums, are all included in the Medium Urban Density Residential designation. The undeveloped land northeast of the Clark and Dunham Road intersection, as well as southwest of the Old US-23 and Bergin Road interchange, is part of this designation which when combined totals approximately 944 **935.13** acres.

**County Planning Staff Comments: The land area to the east of the subject property is designated as Medium Urban Density Residential, so the amended designation will be compatible.**

**5. Map Amendment: Hartland Glen Golf Course**

This area consisting of 385.09 acres is comprised of three (3) parcels, on the south side of Cundy Road and north of Lone Tree Road. The land area is currently designated Medium Suburban Residential and Hartland Township proposes to change this designation to Special Planning Area.

**Rationale:** This property is currently being considered for development and that development includes the extension of municipal water to the site. The property is already served with municipal sanitary sewer and has over 600 residential equivalent units (REU's) that are available to serve the site. With the investment going into this property, consideration was given to permit a density that would support that type of investment that would also be consistent with the surrounding properties. As a result, the Special Planning Area was viewed as a category that would allow for the flexibility to create density and open areas that would be a proper fit for this area.

**Comprehensive Plan Amendments:**

In the Medium Suburban Residential section of the plan, the first paragraph would be amended to reflect a correct number of total acres after subtracting this land area (as noted in amendment #3).

In addition to the proposed amendment noted above, amendments are proposed for the existing language regarding the Special Planning Area at M-59/Cundy Road/Hartland Glen Golf Course. The proposed language is as follows:

**M-59/Cundy Road /Hartland Glen Golf Course Special Planning Area.**  
**The Planning Commission designated a Special Planning Area (SPA) on the south side of the Cundy Road and south of M-59 intersection at Pleasant Valley/Fenton Road. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). Approximately 385.09 acres are included in this Special Planning Area.**



The Commission has agreed that the SPA should have a density that is flexible. Overall, the SPA shall have a base density of four (4) dwellings per acre. However, the Commission agrees that a high density is more desirable in the northern portion of the site while a lower density is more desirable in the lower portion of the site. The surrounding properties in the northern portion of the site are at a much higher density when compared to the surrounding properties along the southern portion of the site. As a result, up to 25% of the density may be increased in the northern portion of the site (up to five (5) dwelling units per acre), if the southern portion of the site is decreased by 25% (up to three (3) dwelling units per acre). Overall, the entire site shall remain at four (4) units per acre.

The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and function of the site, additional "bonus" density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a "bonus" density will only be awarded at the discretion of the Township in accordance with established development regulations of the Township and State of Michigan.

The Commission has determined that the PD can be created within an environment that encourages pedestrian linkage between activity nodes and resource features. The following principles have been agreed upon by the Commission for the SPA:

1. Development within the Special Planning Area shall provide for a variety of housing (for example, single-family, townhouses, condominiums, apartments and senior housing), retail, office recreation and entertainment space.
2. Developments within the Special Planning Area shall provide for public facilities and other neighborhood amenities.
3. Special Planning Area shall provide pedestrian and vehicular links between land uses and adjacent property (that may not be directly included within this Special Planning Area development).
4. Special Planning Area shall also coordinate with the Township's goal to create walkable pathways to the Township settlements and other public and private facilities.
5. Developments shall be developed in harmonious coexistence with the pre-existing historical and natural features within the Township.
6. Special Planning Area shall include landscape, streetscape, traffic and architectural solutions that are superior to typical design and visually enhancing the local community with sensitivity to the historic features in the Township.

**County Planning Staff Comments:** The land area to the northeast of the subject property is designated as Special Planning Area, so the amended designation will be compatible with this existing area. This gateway area to the Township along M-59 is a good locale for high-quality mixed use development.

**6. Map Amendment: South of M-59**

This area consisting of 79.89 acres is comprised of ten (10) parcels, on the south side of M-59 and east of Pleasant Valley Road. The land area is currently designated Multi-Family



Residential and Hartland Township proposes to change this designation to Low Suburban Density Residential.

**Rationale:** This particular area consists of many separate parcels, ranging in size from approximately a half-acre to approximately twenty-eight (28) acres. It is unlikely that all of these parcels (or most of these parcels) could be assembled under common ownership to establish a large enough property to support a multi-family development that would be a walkable multi-family environment with nearby community amenities. It is more likely that single property owners would desire to rezone their individual property to Multiple Family in anticipation of establishing a duplex or tri-plex, or some other multi-family structure development. With the existence of several single-family homes in the area, this would likely be met with resistance from the neighboring homeowners. As a result, this area does not appear to be a viable area for a multi-family development.

#### **Comprehensive Plan Amendments:**

In the Multi-Family Residential section of the plan, the first paragraph would be amended to reflect a correct number of total acres after subtracting this land area (as noted in amendments #1, 3 and 4).

In the Low Suburban Density Residential section of the plan, the first paragraph would be amended to reflect a correct number of total acres after subtracting this land area (as noted in amendment #1 ).

**County Planning Staff Comments: The land area to the north and south of the subject property is designated as Low Suburban Density Residential, so the amended designation will be compatible with this existing area.**

Additional text amendments to the Future Land Use Designations section of the Comprehensive Plan include:

- Enhanced language for the existing M-59/Pleasant Valley/Fenton Road Special Planning Area, as follows:

The Planning Commission designated a Special Planning Area (SPA) on the west side of the M-59 intersection at Pleasant Valley/Fenton Road. It is the intention of the Planning Commission to work closely with the landowners in that area to establish the terms of an agreement for a mixed-use planned unit development (PUD). About 149 acres are included in the SPA.

**The Commission has agreed that the SPA should have a density that is flexible. Overall, the SPA shall have a base density of four (4) dwellings per acre.**

**The Commission has agreed that if the developers of the SPA are able to include certain desirable design features that significantly enhance the appearance and function of the site, additional "bonus" density dwelling units can be awarded to the development as an incentive to promote a high-quality development. However, such a "bonus" density will only be awarded at the discretion of the Township in accordance**



with established development regulations of the Township and State of Michigan.

The Commission has determined that the PD can be created within an environment that encourages pedestrian linkage between activity nodes and resource features. The following principles have been agreed upon by the Commission for the SPA:

1. Development within the Special Planning Area shall provide for a variety of housing (for example, single-family, townhouses, condominiums, apartments and senior housing), retail, office, recreation and entertainment space.
2. Developments within the Special Planning Area shall provide for public facilities and other neighborhood amenities.
3. Special Planning Area shall provide pedestrian and vehicular links between land uses and adjacent property (that may not be directly included within this Special Planning Area development).
4. Special Planning Area shall also coordinate with the Township's goal to create walkable pathways to the Township settlements and other public and private facilities.
5. Developments shall be developed in harmonious coexistence with the pre-existing historical and natural features within the Township.

- A recalculation of the total acreage in all Single-Family Residential districts combined and in the General Location paragraph of each single-family designation not mentioned in the map amendments. These calculations are also depicted in a table as shown below:

Category	Acres	Percent
Rural Residential (1 unit per 3 acres)	869.10	3.65%
Estate Residential (1 unit per 2 acres)	12,184.45	51.13%
Low Suburban Density Residential (1 unit per 1-2 acres)	1,757.49	7.38%
Medium Suburban Density Residential (1 unit per ½-1 acres)	2,605.53	10.93%
Medium Urban Density Residential (1 unit per 1/3-1/2 acres)	935.13	3.92%
High Density Residential (MFH Parks)	166.40	0.70%
Multiple Family Residential (1 unit per 1/8 acres)	274.01	1.15%
Village Residential	179.60	0.75%
Village Commercial	17.50	0.07%
Special Planning Area	612.49	2.57%
Commercial	339.20	1.42%
Office	161.70	0.68%
Planned Industrial Research and Development	627.30	2.63%
Residential Recreation	1,281.20	5.38%
Public/Quasi Public	752.90	3.16%
Surface area of lakes and road right-of-way	1,066.00	4.47%
<b>TOTAL</b>	<b>23,830.00</b>	<b>100%</b>



**Overall County Planning Staff Comments: The Multi-Family future land use designation does not include some of the rationale that was derived from the Retail Market Analysis for Commercial Retail and Restaurants; rationale that was given for the future land use map amendments such as: “there is a growing trend towards walkable developments and a focus on developing multi-family developments near existing commercial developments. The study indicates that residents of multi-family developments tend to desire a location near restaurants, commercial shopping and entertainment; multi-family developments that are located further away from these features tend to be less desirable and are more likely to fall into disrepair...”**

Additional text amendments to the Future Land Use Plan section of the Comprehensive Plan (not specifically regarding future land use designations) include:

- A revised Introduction to the Future Land Use Plan that does a good job of describing the Hartland Township planning process and the tools they used to determine future land use.
- A new section entitled Overview of Hartland Township that contains an excerpt from their analysis of residential market potential document regarding the history of the community, and comprehensive demographic trends from the Nielsen Company.
- A revised Summary of Findings section that gives detail about the retail market and residential market analysis' that Hartland Township has commissioned.
- Revised policy sections for: Residential Development; Nonresidential Development; Settlement Area Development; and Agricultural Preservation and Alternative Energy Resource Development.

### **2018 Livingston County Master Plan**

The 2018 Livingston County Master Plan does not include future land use recommendations and no conflicts with the proposed Hartland Township 2020-2021 Comprehensive Plan Amendment are anticipated.

### **County Planning Staff Recommendation: Approval.**

That the Livingston County Planning Commission concur with staff's comments on the proposed exemplary amendments to the Hartland Township Comprehensive, and submit the foregoing comments to the Hartland Township Planning Commission.

# LIVINGSTON COUNTY PLANNING COMMISSION MEETING MINUTES

**February 17, 2021**

**6:30 p.m.**

- Virtual Meeting Held in Accordance with Public Act 228 of 2020 -

Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC  
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

PLANNING COMMISSION		
COMMISSIONERS PRESENT:	BRIAN PROKUDA JEANNE CLUM MATT IKLE LAURA ABRAMSON -joined at 7:10pm	BILL ANDERSON DENNIS BOWDOIN BILL CALL
COMMISSIONERS ABSENT:		
STAFF PRESENT:	KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB	
OTHERS PRESENT:		

1. **CALL TO ORDER:** Meeting was called to order by Commissioner Chair Prokuda at 6:35 PM.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL AND INTRODUCTION OF GUESTS:** Roll call by Principal Planner Stanford indicated the presence of a quorum. There were no members of the public acknowledged in the audience.

<b>Present:</b>		
Prokuda	[X]	Location: Deerfield Township
Ikle	[X]	Location: Genoa Township
Clum	[X]	Location: Howell Township
Anderson	[X]	Location: Howell Township
Bowdoin	[X]	Location: Conway Township
Call	[X]	Location: Handy Township
<b>Absent:</b>		
		Abramson

#### 4. APPROVAL OF AGENDA

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO APPROVE THE AGENDA, AS PRESENTED, DATED FEBRUARY 17, 2021, SECONDED BY COMMISSIONER CALL.**

**All in favor, motion passed.**

**Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Call [X]**

**Nay: None.**

**Absent: Abramson.**

#### 5. APPROVAL OF PLANNING COMMISSION MEETING MINUTES

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO APPROVE THE MINUTES, DATED JANUARY 20, 2020, SECONDED BY COMMISSIONER CLUM.**

**All in favor, motion passed.**

**Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Call [X]**

**Nay: None.**

**Absent: Abramson.**

#### 6. CALL TO THE PUBLIC: No public present.

#### 7. ZONING REVIEWS:

##### A. MP-01-21: HARTLAND TOWNSHIP: MASTER PLAN AMENDMENT.

The Livingston County Planning Department received correspondence from Hartland Township requesting Livingston County Planning Commission review and comment on the proposed 2020-2021 Amendment to the Hartland Township Future Land Use Map and Future Land Use Plan of the Hartland Township Comprehensive Plan.

Since the last 2015 update to the Hartland Township Comprehensive Plan, there have been some changes in Township land use, as well as additional studies that have been presented to the Planning Commission, that impact the Comprehensive Plan. The Hartland Township Planning Director outlines these impacts as follows:

- The Township hired Gibbs Group to perform a Retail Market Analysis for Commercial Retail and Restaurants.
- The Township is in the process of extending municipal water down M-59 to serve several parcels.
- The Township has reviewed several development projects, including mixed use, commercial, and multi-family projects that are located along M-59. Some of the projects would be served by the extension of municipal water.
- In reviewing several proposed multi-family development projects, the Township has gained additional information on successful multi-family developments.
- There are a series of on-going development trends in commercial retail and restaurant uses that are changing and the Township is very interested in making changes to accommodate these development trends.

As part of these changes, the Hartland Township Planning Commission established a sub-committee to examine the Future Land Use Plan and Comprehensive Plan to determine if any revisions could be made to better accommodate these changes. The sub-committee incorporated the Residential Market Analysis and Retail Market Analysis as part of its examination.

Ultimately, the Township identified six (6) areas on the Future Land Use Map that should be amended to better accommodate potential future development, as well as protect the interests of existing property development.

**Township Planning Commission Recommendation: Final Approval Pending.**

**Staff Recommendation: Approval.** That the Livingston County Planning Commission concur with staff's comments on the proposed exemplary amendments to the Hartland Township Comprehensive, and submit the foregoing comments to the Hartland Township Planning Commission.

**Commission Discussion:** Commissioner Anderson pointed out that there are many wetland areas located in the location represented by Area #2. They neglected to point this out. Director Kline-Hudson stated that this was possibly the reason they are planning it as Special Planning Area; perhaps the wetlands areas could be used as a water feature in a future development, so they are less impacted and utilized within an overall site plan.

**Public Comment:** None.

**Commissioner Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ANDERSON TO RECOMMEND APPROVAL. SECONDED BY COMMISSIONER CLUM.**

**Motion passed: 6-0**

**Yea: Prokuda [X] Ikle [X] Clum [X] Anderson [X] Bowdoin [X] Call [X]**

**Nay: None.**

**Absent: Abramson.**

**8. OLD BUSINESS:**

- A. Progress on Visits to Local Planning Commissions** – Scheduling for local planning commission meeting attendance was discussed amongst Commissioners and Staff.

**9. NEW BUSINESS:**

- A. Recognition of Laura Abramson** – Commissioner Prokuda read aloud the certificate of recognition as presented to Planning Commissioner Abramson for her dedicated service to the Livingston County Planning Commission.
- B. Planning Commission Vacancy** – County Administration is currently conducting a search for Commissioner Abramson's position. So far they have six resumes. The vacancy will be noticed on the County website until February 26.

**10. REPORTS:** None.

- 11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC:** Commissioner Prokuda gave a briefing to the rest of the Planning Commission regarding a possible Tyrone Township case coming before the County Planning Commission in March 2021. Commissioner Abramson spoke briefly about her time served on the County Planning Commission.

**12. ADJOURNMENT:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER ABRAMSON TO  
ADJOURN THE MEETING AT 7:25 P.M., SECONDED BY COMMISSIONER  
ANDERSON.**

**Motion passed: 6-1**

**Yea: Prokuda [X] Clum [X] Anderson [X] Bowdoin [X] Abramson [X] Call [X]  
Nay: Ikle [X]**



Board of Trustees

William J. Fountain, Supervisor  
Larry N. Ciofu, Clerk  
Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee  
Summer L. McMullen, Trustee  
Denise M. O'Connell, Trustee  
Joseph M. Petrucci, Trustee

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RESOLUTION NO. 21-\_\_

**RESOLUTION AUTHORIZING THE DISTRIBUTION OF THE  
DRAFT 2020-2021 HARTLAND TOWNSHIP COMPREHENSIVE PLAN UPDATE  
AND  
ASSERTING THE RIGHT OF THE BOARD OF TRUSTEES TO APPROVE OR REJECT THE  
2020-2021 COMPREHENSIVE PLAN UPDATE**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on March 2, 2021 at 7:00 pm.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the Hartland Township Planning Commission, at its January 28, 2021 meeting, approved the transmittal of the Draft 2020-2021 Comprehensive Plan Update to the Township Board of Trustees for review and distribution authorization; and

**WHEREAS**, the Township Board of Trustees has reviewed the Draft 2020-2021 Comprehensive Plan Update and formally authorizes the Secretary of the Planning Commission to distribute it in accordance with the provisions of the Michigan Planning Enabling Act; and

**WHEREAS**, the Livingston County Planning Commission reviewed the Draft 2020-2021 Comprehensive Plan Update and recommended approval at the February 17, 2021 regular meeting; and

**WHEREAS**, the Township Board of Trustees wishes to assert its right to approve or reject the 2015 Comprehensive Plan Update in accordance with the adoption provisions of the Michigan Planning Enabling Act;

**NOW THEREFORE**, be it resolved by the Board of Trustees of Hartland Township, Livingston County, Michigan, as follows:

1. The Draft 2020-2021 Comprehensive Plan Update may be distributed for public review and comment.
2. The Township Board of Trustees asserts is right to approve or reject the 2020-2021 Comprehensive Plan Update.

A vote on the foregoing resolution was taken on March 2, 2021 and was as follows:

ADOPTED:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )  
COUNTY OF LIVINGSTON            )

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 2nd day of March 2021.

\_\_\_\_\_  
Larry N. Ciofu, Hartland Township Clerk

# Hartland Township Board of Trustees Meeting Agenda Memorandum

**Submitted By:** Troy Langer, Planning Director

**Subject:** Digital Menu Boards

**Date:** February 9, 2021

## Recommended Action

**Move to approve as outlined in the Memorandum and Resolution.**

## Discussion

### Overview and Background Information for Request

The Planning Commission held a public hearing on Thursday, February 11, 2021. The Planning Commission recommended approval of the request at the public hearing. Minutes for that meeting were not available at the time this staff report was written. As part of the review by the Planning Commission, several ordinances were reviewed and compared from communities such as: Fishers, Indiana; Glenview, Illinois; Highland Park, Illinois; Leawood, Kansas; Lincolnshire, Illinois; and New Baltimore, Michigan.

The rezoning request was sent to the Livingston County Planning Commission for review. Unfortunately, the Livingston County Planning Commission won't be able to make their recommendation until their March 17, 2021 meeting, which is outside of the 30-day review period. The Livingston County Planning Department staff has verbally indicated they intend to recommend approval.

Section 5.26.8.D. (Menu Boards) provides the regulations for an approved drive-through business to have up to two (2) signs with a size limitation and specific location. The existing language reads as follows:

*Menu Board: For an approved drive-through business, up to two (2) signs each no greater than thirty-two (32) square feet in total area and seven (7) square feet in height shall be permitted. Such sign shall not be located in the front yard.*

The Planning Department has been contacted by representatives of McDonald's restaurant regarding the use of outdoor digital menu boards in Hartland Township. Although the request is specifically for the McDonald's restaurant at 10600 Highland Road, the request to modify the ordinance is much broader and could potentially apply to all businesses that have a drive-through lane and menu board. Since the original contact by McDonald's, the Planning Department has been contacted by other drive-through restaurants that desire a similar sign.

### Process

Zoning Ordinance Text Amendments are outlined in Section 7.4.4 of the Zoning Ordinance, as follows:

4. Zoning Ordinance Text Amendment Criteria. The Planning Commission and Township Board shall consider the following criteria for initiating amendments to the zoning ordinance text or responding to a petitioner's request to amend the ordinance text.
  - A. The proposed amendment would correct an error in the Ordinance.
  - B. The proposed amendment would clarify the intent of the Ordinance.
  - C. Documentation has been provided from Township staff or the Zoning Board of Appeals indicating problems or conflicts in implementation or interpretation of specific sections of the ordinance.
  - D. The proposed amendment would address changes to state legislation.
  - E. The proposed amendment would address potential legal issues or administrative problems with the Zoning Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
  - F. The proposed amendment would promote compliance with changes in other Township ordinances and county, state or federal regulations.
  - G. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.
  - H. Other criteria as determined by the Planning Commission or Township Board which would protect the health and safety of the public, protect public and private investment in the Township, promote implementation of the goals and policies of the Comprehensive Plan and enhance the overall quality of life in Hartland Township.

### **Background**

The Site Plan Review Committee and Planning staff met with the McDonald's team in an informal meeting held in May 2019. At that meeting electronic signs were discussed in general as well as some of the specifics of the digital menu boards as proposed by McDonald's. Per the McDonald team, existing manual changeable copy menu boards for the McDonald's restaurants are becoming outdated and are challenging to repair or replace this type of sign. They further commented that the trend in the fast-food restaurant industry is to replace existing manual menu boards with digital menu boards that are easily maintained, typically are smaller in size, and provide a cleaner look.

The informational brochure provided photographs of existing manual changeable copy menu boards and the proposed digital menu boards at restaurants. Technical information was included in the brochure for existing and proposed menu boards regarding sign sizes, lighting, and maintenance.

Also, examples of ordinances from several jurisdictions that permit digital menu boards have been provided. Those municipalities recently amended their ordinances to provide standards for digital signs, including outdoor digital menu boards for restaurants with drive-through service.

Various materials and informational brochures have been provided regarding outdoor digital menu boards for restaurants, and examples of ordinances from other jurisdictions that address digital menu boards.

The Site Plan Review Committee expressed interest in the proposed digital menu boards; however, the current sign standards in the Code of Ordinances (Section 5.26-Signs) prohibit electronic signs. Based on the information presented at the informal meeting, the proposed outdoor digital menu board would be considered an electronic sign, and thus not permitted at this time. The Committee further explained that an amendment to the zoning ordinance would be required to permit digital menu board signs.

The purpose of this memorandum is to present this information to the Planning Commission for their review, to see if there is an interest in initiating a zoning amendment to permit digital menu boards, specifically for restaurants with drive-through service. Staff has summarized some of the topics to be considered when drafting standards for a digital menu board.

The Township Attorney has reviewed the proposed amendment, and comments are provided separately.

#### Sign size

Per the sign examples provided by McDonalds, the digital menu board is approximately twenty (20) square feet for the display area.

As a point of reference, the current sign ordinance allows up to two (2) menu boards each no greater than thirty-two (32) square feet in total area, and seven (7) feet in height, for an approved drive-through service.

#### Sign Location

Some of the sample ordinances from other jurisdictions have placed restrictions on the location of a digital menu board, so that the sign is located at the rear of the building and thus is screened from the general public, or from the street. Additional screening could be considered as deemed necessary, to minimize impacts, such as where a site has frontage on two (2) streets and two (2) front yards.

#### Brightness of the sign

The lumen output in a digital sign can be adjusted from within the store per the information presented by McDonald's. Additionally, ambient light sensors adjust to daylight thus reducing glare and preventing excessive light output.

#### Frequency of menu display changes

Limitations could be provided on the number of times the menu changes on the digital menu board. In the case of McDonald's, the digital menu board changes three (3) times a day (breakfast, lunch, and dinner). Restrictions could also be provided to prohibit the display of animated messages, or messages that blink, scroll, flash, fade, or have any other effect that gives the appearance of movement.

#### **Attachments**

1. Resolution to Approve
2. Draft Ordinance-PDF version only

## **Hartland Township Digital LED Menu Boards**

### **Existing Ordinance**

#### Section 5.26.8.D.

Menu Board: For an approved drive-through business, up to two (2) signs each no greater than thirty-two (32) square feet in total area and seven (7) square feet in height shall be permitted. Such sign shall not be located in the front yard.

### **Proposed Ordinance.**

#### Section 5.26.8.D Signs for Drive-Through Establishments

- i. Signs must be adjacent to the approved drive-through lane.
- ii. Signs must be for the purpose of placing an order, while patron is within their vehicle and maneuvering through the drive-through lane, and after placing such order, the patron will proceed to a window to pay for and receive their desired product.
- iii. Each business shall be permitted the amount of drive-through signs as outlined, per each approved drive-through lane.
- iv. Signs for drive-through establishments, the following sign regulations shall apply to the drive-through:
  - a. One sign shall be permitted for each permitted drive-through lane and in a location, as outlined in this Section.
  - b. The sign shall be permitted up to a maximum size of sixty-four (64) square feet in total area.
  - c. The sign shall not exceed seven (7) feet in height.
  - d. The sign shall not be located in the front yard of a public road or public street.
  - e. The sign may either internally illuminated or have lights that otherwise comply with the Zoning Ordinance. Signs shall not be light emitting diode (LED) changeable signs.
- v. For a restaurant or food service establishment business that were approved for a drive-through lane, a digital light emitting diode (LED) changeable sign may be permissible instead and in lieu of a sign as outlined in Section iv in this Section, drive-through restaurants or food service establishments, subject to the following provisions:
  - a. One sign shall be permitted for each permitted drive-through lane and in a location, as outlined in this Section.
  - b. The sign shall not exceed forty (40) square feet in area.
  - c. The sign shall not exceed six (6) feet in height.
  - d. Electronic changeable message signs are prohibited for use on wall signs, monument signs, or other signs, except for permitted drive-in or drive-through restaurants boards, as permitted in this Section.
  - e. Text or graphic shall not be animated, scrolling, or have continuous movement.
  - f. Sign content may only change once per meal service, such as breakfast, lunch, dinner), except the sign may also change to reflect and indicate the patrons order.
  - g. The sign shall not emit sound, audio messages, tones, or music, as outlined in Section 4.28.3. of the Zoning Ordinance.

- h. The sign shall not blink, flash, or have intermittent lights, or with illumination that has the change in light intensity.
- i. The sign shall have a maximum of 2,500 Nits during daylight hours and no more than 500 Nits at night.
- j. The sign shall include an auto dimming feature that reduces brightness at times when it is needed.
- k. The sign shall be turned off when the drive-in or drive-through service is closed to patrons.
- l. The sign will default to the off position when a malfunction in the sign is detected.
- m. The sign shall not be located in the front yard of a public road or public street.



**Board of Trustees**

William J. Fountain, Supervisor  
Larry N. Ciofu, Clerk  
Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee  
Summer L. McMullen, Trustee  
Denise M. O'Connell, Trustee  
Joseph M. Petrucci, Trustee

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**RESOLUTION NO. 21-\_\_\_\_\_**

**RESOLUTION TO ADOPT ORDINANCE NO. \_\_\_\_\_,  
ORDINANCE TO AMEND ZONING ORDINANCE SECTION 5.26.8.D,  
ORDINANCE NO. 20-001,  
THE HARTLAND TOWNSHIP SIGNS FOR DRIVE-THROUGH ESTABLISHMENTS**

At a regular meeting of the Township Board of Hartland Township, Livingston County, Michigan, held at the Township Hall in said Township on \_\_\_\_\_, at 7:00 pm.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

**WHEREAS**, the Michigan Zoning Enabling Act, as amended, authorizes a Township Board to adopt, amend, and repeal a Zoning Ordinance and/or sections within the Zoning Ordinance, which regulate the public health, safety, and general welfare of persons and property; and

**WHEREAS**, Section 5.26.8.D. of the Township Zoning Ordinance outlines the permitted signs for establishments that have a drive-through lane; and

**WHEREAS**, the Township has determined that it is in the best interests of the public health, safety, and welfare to amend the existing language in the Zoning Ordinance to permit restaurants the ability to have an LED style sign for the drive-through operation; and

**WHEREAS**, the Township Planning Commission held a public hearing for comment on the proposed amendment on February 11, 2021; and

**WHEREAS**, the Township Board has determined that amending the Zoning Ordinance, as presented, is in the best interest of the public health, safety, and welfare of the Township residents.

**THEREFORE**, be it resolved by the Board of Trustees of the Township of Hartland, Livingston County, Michigan, as follows:

1. The Ordinance attached at Exhibit A, ("Ordinance"), Ordinance No. \_\_\_\_\_, Ordinance to Amend Zoning Ordinance Section 5.26.8.D., Signs for Drive-Through Establishments, as outlined in Ordinance No. 20-001.
2. The Ordinance shall be filed with the Township Clerk.
3. The Township Clerk shall publish the Ordinance, or a summary of the Ordinance, in a newspaper of general circulation in the Township as required by law.
4. Any resolution inconsistent with this Resolution is repealed, but only to the extent necessary to give this Resolution full force and effect.

A vote on the foregoing resolution was taken and was as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN )

COUNTY OF LIVINGSTON

)  
)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Hartland, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by Board of said Township at a regular meeting held on the \_\_\_ day of\_\_\_\_\_, 2021.

\_\_\_\_\_  
Larry N. Ciofu, Hartland Township Clerk

## EXHIBIT A

**HARTLAND TOWNSHIP BOARD OF TRUSTEES  
LIVINGSTON COUNTY, MICHIGAN  
ZONING AMENDMENT NO. 20-001  
ZONING ORDINANCE SECTION 5.26.8.D.,  
THE HARTLAND TOWNSHIP  
SIGNS FOR DRIVE-THROUGH ESTABLISHMENTS**

### THE TOWNSHIP OF HARTLAND ORDAINS:

#### **Section 1.     Amendment of Section 5.26.8.D of Township Zoning Ordinance.**

~~D. Menu Board: For an approved drive-through business, up to two (2) signs each no greater than thirty-two (32) square feet in total area and seven (7) square feet in height shall be permitted. Such sign shall not be located in the front yard.~~

#### **D. Signs for Drive-Through Establishments**

- i. Signs must be adjacent to the approved drive-through lane.
- ii. Signs must be for the purpose of placing an order, while patron is within their vehicle and maneuvering through the drive-through lane, and after placing such order, the patron will proceed to a window to pay for and receive their desired product.
- iii. Each business shall be permitted the amount of drive-through signs as outlined, per each approved drive-through lane.
- iv. Signs for drive-through establishments, the following sign regulations shall apply to the drive-through:
  - a. One sign shall be permitted for each permitted drive-through lane and in a location, as outlined in this Section.
  - b. The sign shall be permitted up to a maximum size of sixty-four (64) square feet in total area.
  - c. The sign shall not exceed seven (7) feet in height.
  - d. The sign shall not be located in the front yard of a public road or public street.
  - e. The sign may either internally illuminated or have lights that otherwise comply with the Zoning Ordinance. Signs shall not be light emitting diode (LED) changeable signs.
- v. For a restaurant or food service establishment business that were approved for a drive-through lane, a digital light emitting diode (LED) changeable sign may be permissible instead and in lieu of a sign as outlined in Section iv in this Section, drive-through restaurants or food service establishments, subject to the following provisions:
  - a. One sign shall be permitted for each permitted drive-through lane and in a location, as outlined in this Section.
  - b. The sign shall not exceed forty (40) square feet in area.
  - c. The sign shall not exceed six (6) feet in height.

- d. Electronic changeable message signs are prohibited for use on wall signs, monument signs, or other signs, except for permitted drive-in or drive-through restaurants boards, as permitted in this Section.
- e. Text or graphic shall not be animated, scrolling, or have continuous movement.
- f. Sign content may only change once per meal service, such as breakfast, lunch, dinner, except the sign may also change to reflect and indicate the patrons order.
- g. The sign shall not emit sound, audio messages, tones, or music, as outlined in Section 4.28.3. of the Zoning Ordinance.

**Section 2. Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

**Section 3. Repealer Clause.** Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 4: Effective Date.** This Ordinance shall become effective immediately following publication.

## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Susan Dryden-Hogan, Finance Director

**Subject:** FY22 Draft Fire Operating & Authority Budgets

**Date:** February 18, 2021

### **Recommended Action**

For discussion purposes only. Actual budgets will be adopted and approved at the March 16, 2021 board meeting.

### **Discussion**

Attached is the Fire Authority approved and recommended budget for Fiscal Year 2021-2022. Also attached is the draft Township 206 Fire Operating Fund budget, which incorporates the recommended annual contribution requested by the Fire Authority. Finally, the long-term fire forecast has been updated with the new millage rate and CIP requests.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

.

### **Attachments**

Fire Authority FY22 budget

Fire Operating 206 FY22 & FY23 Draft budgets

LT Fire 206 Projections

**HARTLAND DEERFIELD FIRE AUTHORITY**  
**2021-22 OPERATING FUND BUDGET**

**December 16, 2020**  
**Pg. 1 of 2**

ACCT#	DESCRIPTION	2021-22 DRAFT	2020-21 AMENDED	2019-20 ACTUAL	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL
<b>REVENUE</b>		<b>2.6%</b>	<b>0.9%</b>	<b>1.9%</b>	<b>3.2%</b>	<b>7.1%</b>	<b>4.7%</b>	<b>3.9%</b>
601	HARTLAND TOWNSHIP	3.1%	1,237,344	1,200,038	1,200,303	1,178,188	1,140,652	1,025,144
602	DEERFIELD TOWNSHIP	1.1%	382,244	378,209	364,629	357,911	348,450	302,763
610	FIRE PROTECTION CONTRACTS		150,000	150,000	158,928	134,805	154,452	118,235
626	COST RECOVERY		8,500	8,500	5,426	7,303	6,778	15,683
665	INTEREST INCOME		50	50	487	190	334	58
687	REBATES & REFUNDS		0	0	0	0	0	0
690	LOAN PROCEEDS		0	0	0	0	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, etc)		10,000	12,500	16,782	10,843	6,004	21,555
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)		7,000	124,483	11,875	0	0	0
	<b>TOTAL REVENUE</b>		<b>1,795,138</b>	<b>1,873,780</b>	<b>1,746,555</b>	<b>1,689,240</b>	<b>1,656,670</b>	<b>1,483,438</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
702	WAGES - FIRE CHIEF		93,056	93,056	93,056	89,909	89,909	87,134
703	WAGES - CHIEF OFFICERS		99,500	93,500	0	0	0	0
703.01	OT WAGES - CHIEF OFFICERS		3,500	4,400	0	0	0	0
704.1	WAGES - FIRE MARSHAL		0	0	0	1,038	52,624	52,624
704.11	OT WAGES - FIRE MARSHAL		0	0	0	0	947	844
704.3	WAGES - SHIFT SUPERVISORS		179,800	168,890	110,393	101,520	95,566	94,785
704.31	OT WAGES - SHIFT SUPERVISORS		10,500	11,800	7,500	6,469	8,500	7,565
704.4	WAGES - ADMIN. ASST.		47,975	47,200	47,523	46,240	44,492	44,283
704.41	OT WAGES - ADMIN. ASST.		1,500	1,685	3,450	3,001	2,000	2,136
704.5	WAGES - FIRE INSPECTOR		60,750	55,200	46,195	44,700	21,810	0
704.51	OT WAGES - FIRE INSPECTOR		3,500	4,400	6,200	6,797	0	0
705.1	WAGES - CHAPLAIN		6,500	8,000	8,090	0	0	0
705.2	WAGES - sUAS UNIT		650	650	1,717	0	0	0
708.1	WAGES - DEPUTY CHIEFS		0	0	29,932	27,564	32,647	33,912
708.3	WAGES - CAPTAIN		5,350	5,200	4,217	3,122	5,282	4,535
708.4	WAGES - LIEUTENANTS		63,550	62,000	137,211	83,249	82,343	45,010
708.41	OT WAGES - LIEUTENANTS		4,000	7,900	0	0	0	0
708.5	WAGES - SERGEANTS		78,950	77,000	103,480	92,275	105,478	108,848
708.6	WAGES - FIREFIGHTERS		238,300	232,500	227,035	258,288	236,997	227,615
708.7	WAGES - CADET FIREFIGHTERS		3,000	3,000	9,732	11,907	6,463	6,067
708.8	WAGES - ACCOUNTANT/HR		26,500	26,500	26,500	24,546	22,832	17,497
709	WAGES - CELL PHONE STIPEND		8,000	8,000	7,000	5,050	4,250	5,080
710	WAGES - BOARD MEMBERS		6,300	6,100	6,000	5,700	6,275	5,475
711&714	WAGES - INSTRUCTORS (ACADEMY & DIVE)		4,500	4,600	4,550	0	0	0
712	WAGES - ACCRUED PTO		6,000	6,000	4,361	2,128	4,055	4,491
715	PAYROLL TAXES		72,804	70,960	67,118	58,982	58,417	56,519
	<b>TOTAL PERSONNEL</b>	2.6%	<b>1,024,485</b>	<b>998,541</b>	<b>951,260</b>	<b>871,447</b>	<b>828,354</b>	<b>805,672</b>
<b>PROFESSIONAL FEES</b>								
801	ACCOUNTING/AUDITING & PAYROLL SERVICE		12,600	12,600	12,931	12,034	11,689	11,322
801.1	I.T./COMPUTER SERVICES		13,500	13,500	15,239	6,552	5,651	8,530
810	EMP. ASST. PGM.		2,000	2,000	1,710	1,613	1,496	1,529
826	LEGAL FEES		2,500	2,500	1,750	2,070	1,750	2,650
827	HIRING/RETENTION/PROMOTION		1,500	1,500	1,215	2,634	2,267	994
956	BANK FEES		100	100	0	0	0	0
	<b>TOTAL PROFESSIONAL FEES</b>	0.0%	<b>32,200</b>	<b>32,200</b>	<b>32,845</b>	<b>24,903</b>	<b>22,853</b>	<b>25,168</b>
<b>INSURANCE &amp; BENEFITS</b>								
716	HEALTH CARE/LIFE & DISABILITY INS		121,500	119,000	114,941	73,920	61,203	66,434
716.3	INSURANCE (W/C & LIABILITY)		109,500	107,000	108,983	114,974	112,168	105,881
718	RETIREMENT (DB, DC, 457 MATCH)		37,200	37,200	65,472	36,853	47,760	41,973
718.1	MERS DC		28,000	26,000	0	11,100		
718.2	457 MATCH		15,000	11,500	0	8,000		
	<b>TOTAL INSURANCE</b>	3.5%	<b>311,200</b>	<b>300,700</b>	<b>289,396</b>	<b>244,847</b>	<b>221,131</b>	<b>214,288</b>
<b>EQUIPMENT &amp; SUPPLIES</b>								
719.1	UNIFORMS		8,500	8,500	8,467	9,165	8,791	7,142
719.2	TURN OUT GEAR		6,500	6,500	12,603	6,360	8,935	3,981
727	OFFICE SUPPLIES		6,000	6,000	5,635	7,965	9,330	5,568
729	COMPUTERS & RECORDS MGMT.		9,700	9,700	10,728	11,229	16,289	12,370
740	OPERATING SUPPLIES		19,000	19,000	15,306	23,465	25,762	16,075
744	MEDICAL SUPPLIES		6,000	6,000	5,161	5,167	4,534	3,525
860	FUEL		28,500	28,500	28,499	28,508	23,864	20,462
928	sUAS		1,500	1,500				
930	R & M - ANNUAL APPARATUS & EQUIP		19,500	19,500	22,263	13,649	13,284	15,170
930.1	R & M - SMALL EQUIP		3,000	3,000	3,807	6,126	3,224	2,694
930.2	R & M - VEHICLES		50,000	50,000	56,992	56,065	53,533	44,066
930.8	R & M - RADIOS/BATTERIES		3,000	2,000	112	348	2,736	1,588
	<b>TOTAL EQUIPMENT &amp; SUPPLIES</b>	0.6%	<b>161,200</b>	<b>160,200</b>	<b>169,573</b>	<b>168,047</b>	<b>170,282</b>	<b>132,641</b>

**HARTLAND DEERFIELD FIRE AUTHORITY**  
**2021-22 OPERATING FUND BUDGET**

**December 16, 2020**  
**Pg. 2 of 2**

ACCT#	DESCRIPTION	2021-22 DRAFT	2020-21 AMENDED	2019-20 Budget	2018-19 ACTUAL	2017-18 ACTUAL	2016-17 ACTUAL	2015-16 ACTUAL
	UTILITIES							
802	GARBAGE & SNOW	18,000	18,000	18,872	23,163	26,553	17,727	18,444
920	GAS	8,500	8,500	11,128	12,879	7,455	5,195	4,776
920.1	ELECTRIC	21,500	21,500	20,611	20,480	22,291	20,079	23,248
920.2	WATER & SEWER	3,900	3,900	3,696	3,329	2,723	2,742	2,875
	TOTAL UTILITIES	0.0% <u>51,900</u>	<u>51,900</u>	<u>54,307</u>	<u>59,851</u>	<u>59,022</u>	<u>45,743</u>	<u>49,343</u>
	DUES & SUBSCRIPTIONS							
804	MEMBERSHIPS & PUBLICATIONS	5,000	5,000	4,257	4,903	6,486	5,684	6,066
805	Liv.Co. Specialized Response Teams	4,000	4,000	4,000	4,000	3,500	3,500	3,500
	TOTAL DUES & SUBSCRIPTIONS	0.0% <u>9,000</u>	<u>9,000</u>	<u>8,257</u>	<u>8,903</u>	<u>9,986</u>	<u>9,184</u>	<u>9,566</u>
720	PHYSICALS & VACCINES	8,000	8,000	4,484	9,892	983	9,353	4,456
	TOTAL PHYSICALS & VACCINES	0.0% <u>8,000</u>	<u>8,000</u>	<u>4,484</u>	<u>9,892</u>	<u>983</u>	<u>9,353</u>	<u>4,456</u>
	TRAINING							
739	PUBLIC EDUCATION	9,500	8,000	12,274	6,856	6,198	3,423	2933
957	TRAINING	7,500	5,800	9,313	7,098	499	9,250	10396
957.1	TRAINING - SUPPLIES/OTHER	2,000	1,200	1,869	3,540	7,859	4,036	1519
957.15	TRAINING & RECERT - BLUE CARD	500	1,700					
957.2	TRAINING & RECERT - FIRE INSPECTORS	300	300	875	0	1,684	350	383
957.3	SEMINARS & CERTIFICATIONS	6,000	6,000	9,284	6,743	9,239	9,468	4892
957.4	TRAINING & RECERT - EMS	350	350	1,550	2,147	2,550	4,226	0
957.6	HIGH SCHOOL FIRE ACADEMY	500	500	25	0	0	0	0
957.7	COUNTY FIRE ACADEMY	12,000	12,000	11,028	0	0	0	0
957.8	TRAINING - DIVE/ICE/WATER RESCUE	3,000	3,800					
	TOTAL TRAINING	5.0% <u>41,650</u>	<u>39,650</u>	<u>46,218</u>	<u>26,384</u>	<u>28,029</u>	<u>30,753</u>	<u>20,123</u>
	COMMUNICATIONS							
851	TELEPHONE	5,500	5,500	5,500	5,352	7,256	7,968	7,938
	TOTAL COMMUNICATIONS	0.0% <u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>5,352</u>	<u>7,256</u>	<u>7,968</u>	<u>7,938</u>
	BUILDINGS							
746	CLEANING SUPPLIES	5,000	5,000	6,067	4,032	3,209	3,208	3,137
930.4	R&M/IMPROVEMENTS	10,000	13,000	13,929	9,286	12,676	4,568	8,484
941	RENT - all 3 Fire Stations (\$1 each)	3	3	3	3	3	3	3
	TOTAL BUILDINGS	-16.7% <u>15,003</u>	<u>18,003</u>	<u>20,371</u>	<u>17,721</u>	<u>21,388</u>	<u>12,179</u>	<u>16,024</u>
890.1	CONTINGENCY/UNINSURED LOSS	0	0	0	3,129	2,434	10,111	6,500
	TOTAL CONTINGENCY/UNINSURED LOSS	N/A <u>0</u>	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>2,434</u>	<u>10,111</u>	<u>6,500</u>
	TRANSFERS							
999	TRANSFERS TO CAPITAL REPLACEMENT	135,000	125,603	78,625	210,000	240,000	209,710	170,000
999	TRANSFERS TO CAPITAL REPLACEMENT - PRIOR	0	124,483	11,875	26,889	0	43,796	0
	TOTAL TRANSFERS	N/A <u>135,000</u>	<u>250,086</u>	<u>90,500</u>	<u>236,889</u>	<u>240,000</u>	<u>253,506</u>	<u>170,000</u>
	TOTAL EXPENDITURES	<u>1,795,138</u>	<u>1,873,780</u>	<u>1,660,836</u>	<u>1,650,476</u>	<u>1,611,718</u>	<u>1,512,770</u>	<u>1,439,642</u>
	NET REVENUES OVER (UNDER) EXPEDITURES	0	0	85,719	11,875	39,607	-17,593	43,796
	BEGINNING FUND BALANCE	<u>100,000</u>	<u>224,483</u>	<u>138,764</u>	<u>126,889</u>	<u>87,282</u>	<u>148,671</u>	<u>104,875</u>
	ENDING FUND BALANCE	<u><u>100,000</u></u>	<u><u>100,000</u></u>	<u><u>224,483</u></u>	<u><u>138,764</u></u>	<u><u>126,889</u></u>	<u><u>87,282</u></u>	<u><u>148,671</u></u>

<u>Formula Data</u>	2020	
	Hartland	Deerfield
	Usage for Oct.1 thru Sep.30	2,568.8      730.7
	Usage Percentage	77.9%      22.1%

<u>21-22 Budget % @ 3yr Avg</u>	
Hartland	76.4%
Deerfield	23.6%

2019	
Hartland	Deerfield
3,088.9	1,016.5
75.2%	24.8%

2020-21
76.0%
24.0%

2018	
Hartland	Deerfield
4,137.2	1,299.1
76.1%	23.9%

2019-20
76.7%
23.3%

2017	
Hartland	Deerfield
3,889.9	1,177.4
76.8%	23.2%

2018-19
76.7%
23.3%

2016	
Hartland	Deerfield
3,907.4	1,154.5
77.2%	22.8%

2017-18
76.6%
23.4%

2016-17
75.8%
24.2%

HARTLAND TOWNSHIP  
 DRAFTS BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
206-000-402.000	CURRENT REAL PROP TAX	1,281,959	1,346,957	1,348,381	1,572,973	1,589,036
	FOOTNOTE AMOUNTS:			1,348,381	1,572,973	1,589,036
	(2017-18 To ?) FY22 PROPERTY TAXES BASED ON FINAL TV 2021					
	FY23 USES ESTIMATED TV 2021 PLUS ESTIMATED TV FROM NEW CONSTRUCTION FROM 2021					
	DISCOUNTED .05% FOR TAX CHARGEBACKS					
	NEW MILLAGE PASSED, EFFECTIVE IN 2021 2.04					
206-000-413.000	CHARGEBACK TAXES	106				
206-000-446.000	INT.&PEN DEL TAX	31				
206-000-573.000	LOCAL COMMUNITY STABILIZATION SHAI	3,669	4,700	3,650	3,500	3,250
	FOOTNOTE AMOUNTS:			3,650	3,500	3,250
	(2019-20 To ?) EST BASED ON PRIOR YEARS, BUT DECREASING DUE TO ADDED NEW PERS. PROPERTY VALUES					
206-000-665.000	INTEREST EARNINGS	1,922	1,800	975	1,000	1,000
	FOOTNOTE AMOUNTS:			975	1,000	1,000
	(2019-20 To 2022-23) PROJECTED FY21 IS ANNUALIZED ACTUAL TO DATE, FY22 AND FY23 ASSUMES CONTINUED LOW RATES AND SAME CASH AMOUNTS					
	AVAILABLE FOR INVESTMENT					
206-000-694.000	OTHER REVENUE	2				
Totals for dept 000 -		1,287,689	1,353,457	1,353,006	1,577,473	1,593,286
TOTAL ESTIMATED REVENUES						
		1,287,689	1,353,457	1,353,006	1,577,473	1,593,286
APPROPRIATIONS						
Dept 000						
206-000-727.000	SUPPLIES & POSTAGE		1,000			
206-000-801.000	CONTRACTED SERVICES	246		984	984	984
	FOOTNOTE AMOUNTS:			984	984	984
	(2020-21 To ?) ALARM MONITORING AT STATION 61					
206-000-801.009	CONTRACT SERVICES - WATER SYSTEM		904	904	904	904
	FOOTNOTE AMOUNTS:				904	904
	(2020-21 To ?) SEASONAL LABOR CONTRIBUTION PER DPW COST ALLOCATION SHEET - ATTACHED					
206-000-801.010	CONTRACT EQUIPMENT - WATER SYS		1,802	1,802	1,802	1,802
	FOOTNOTE AMOUNTS:				1,802	1,802
	(2020-21 To ?) FIRE CONTRIBUTION FOR EQUIPMENT OPERATIONS, MAINTENANCE AND DEPRECIATION BASED UPON ATTACHED SPREADSHEET					
206-000-802.000	LAWN/SNOW MAINTENANCE	4,607			6,000	6,000
	FOOTNOTE AMOUNTS:				6,000	6,000
	(2021-22 To ?) MOWING IN HOUSE; LANDSCAPING WEEDING AND MULCH CONTRACTED					
206-000-807.000	AUDIT FEES	850	850	850	850	850
	FOOTNOTE AMOUNTS:			850	850	850
	(2020-21 To 2022-23) NEW CONTRACT APPROVED IN 2020 FOR THREE YEARS					
206-000-826.000	LEGAL FEES		5,000	1,553		
206-000-850.000	TAX CHARGEBACKS	756	2,000	2,000	2,000	2,000
	FOOTNOTE AMOUNTS:				2,000	2,000
	(2016-17 To ?) PLACEHOLDER BASED ON ANNUAL ESTIMATE					
206-000-920.002	UTILITIES - ELECTRIC	620	876	876	902	930
	FOOTNOTE AMOUNTS:				902	930
	(2019-20 To ?) PER EXTENDED FORECAST FY19 - FY27 3% INCREASE					
206-000-930.000	SOFTWARE MAINTENANCE	133	156	156	157	160
	FOOTNOTE AMOUNTS:				157	160
	(2021-22 To ?) BS&A G/F & A/P, ESRI (GIS) FEES, 5% OF TOTAL EXPENSES ALLOCATED TO FIRE					
	ASSUMES SMALL ANNUAL INCREASES					
206-000-930.001	REPAIRS & MAINT. EQUIPMENT	8,304	6,100	6,100	6,100	6,100
	FOOTNOTE AMOUNTS:				1,850	1,850
	(2021-22 To ?) SIREN REPAIR RESERVE					
	FOOTNOTE AMOUNTS:				4,250	4,250
	(2021-22 To ?) SIREN SOFTWARE 425/SIREN - 10 SIRENS (ASSUMES ONE NEW SIREN PURCHASE)					
	GL # FOOTNOTE TOTAL:				6,100	6,100
206-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	14,417	2,500	8,000	2,500	2,500
	(2019-20 To ?) STA 61 PARKING LOT LIGHT MAINTENANCE					
	FOOTNOTE AMOUNTS:				2,500	2,500
	(2021-22 To ?) ANNUAL BASE REQUEST					
206-000-956.100	ASSESSMENTS	251	253	253		

BUDGET REPORT  
 Fund: 206 FIRE OPERATING

HARTLAND TOWNSHIP  
 DRAFTS BUDGET FY22 & FY23

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 MANAGER RECOMMENDED BUDGET	2022-23 MANAGER RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000						
	(2021-22 To ?) FINAL ASSESSMENT FY21					
206-000-970.001	CAPITAL OUTLAY - EQUIPMENT				20,000	
	FOOTNOTE AMOUNTS:				20,000	
	(2021-22 To ?) PER HARTLAND TOWNSHIP CIP 2021-2023 SUMMARY: NEW SIREN BIENNIAL PURCHASE					
206-000-970.003	CAPITAL OUTLAY - BLDG GRDS	49,770	48,950	42,000	150,000	
	(2020-21 To 2021-22) PER HARTLAND TOWNSHIP CIP 2021-2023 SUMMARY:					
	FOOTNOTE AMOUNTS:				5,500	
	(2021-22) STATION 62 INTERIOR LIGHT REPLACEMENT				6,500	
	FOOTNOTE AMOUNTS:				18,000	
	(2021-22) STATION 61 DRAIN REPAIR				12,000	
	FOOTNOTE AMOUNTS:					150,000
	(2021-22) STATION 62 PARKING LOT SEALCOATING					
	FOOTNOTE AMOUNTS:					
	(2021-22) STATION 61 CARPET REPLACEMENT					
	FOOTNOTE AMOUNTS:					
	(2022-23) STATION 61 PARKING LOT REPLACEMENT					
	<b>GL # FOOTNOTE TOTAL:</b>				<b>42,000</b>	<b>150,000</b>
206-000-999.336	CONTRIBUTION TO FIRE AUTHORITY	1,200,303	1,200,038	1,200,068	1,237,344	1,274,465
	FOOTNOTE AMOUNTS:				1,237,344	
	(2021-22) FY22: AMOUNT REQUESTED FROM DECEMBER 2020 FIRE AUTHORITY BUDGET					1,274,465
	FOOTNOTE AMOUNTS:					
	(2021-22 To ?) FY23 - 3% INCREASE OVER FY22					
	<b>GL # FOOTNOTE TOTAL:</b>				<b>1,237,344</b>	<b>1,274,465</b>
Totals for dept 000 -		1,230,487	1,271,249	1,272,496	1,321,543	1,446,695
TOTAL APPROPRIATIONS		1,230,487	1,271,249	1,272,496	1,321,543	1,446,695
NET OF REVENUES/APPROPRIATIONS - FUND 206		57,202	82,208	80,510	255,930	146,591
BEGINNING FUND BALANCE		1,232,871	1,290,072	1,290,072	1,370,582	1,626,512
ENDING FUND BALANCE		1,290,073	1,372,280	1,370,582	1,626,512	1,773,103

HARTLAND TOWNSHIP  
FIRE OPERATING 206 FUND PROJECTIONS  
10 YEAR ACTUAL/CURRENT YEAR PROJECTED  
EXTENDED FORECAST: FY22-FY28

VERSION 6.0

ASSUMPTION: TAXABLE VALUE % INCREASE BY 5 YR AVERAGE

PLUS NEW CONSTRUCTION - SEE ATTACHED

20 Year

Millage

Revised

1.48%

Millage Rate/Headline Rollback

TAXABLE VALUE

% Change in FY

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## **Hartland Township Board of Trustees Meeting Agenda Memorandum**

**Submitted By:** Robert M. West, Township Manager

**Subject:** Employee Merit Compensation Discussion

**Date:** February 23, 2021

### **Recommended Action**

Provide Township Manager feedback regarding proposed Township employee merit compensation based upon the 2020 calendar year.

### **Discussion**

The Township Manager has developed a proposal for the Township employee merit increases to be included in the FY2021-22 budget. The proposal is based upon the historic algorithm based upon the Consumer Price Index (CPI), changes in benefit costs and the Township adopted pay scale.

Furthermore, the Township Manager generally includes an additional incentive pay increase based upon the performance of the organization for the prior calendar year. The incentive pay recommendation is formulated from the employee performance evaluations.

The total recommended merit increase for the FY2021-22 Township Budget equates to \$22,365.29, which represents an overall increase of 2.985% of the current wages. The recommendation represents an increase of 0.855% of the total general fund revenues.

### **Financial Impact**

Is a Budget Amendment Required? ☐ Yes ☒ No

### **Attachments**

2021 Merit Pool Compensation.pdf

**HARTLAND TOWNSHIP  
INCENTIVE PAY AND/OR BONUS REFERENCE DATA**

*Incentive Pay and/or Bonus Reference Points*

*Net Inflationary Adjustment (pending year end update)*

Total of All Annual Wages/Salary- General Fund Only

Annualized Benefit Cost Increase (or Decrease) as a Percentage 0.0149%

\$ 782,659.92

2020 Detroit Consumer Price Index 1.4000%  
from above

As a Percent of Total Wages	Equivalent, In Dollars
0.25%	\$ 1,957
0.50%	\$ 3,913
1.00%	\$ 7,827
2.00%	\$ 15,653
3.00%	\$ 23,480
4.00%	\$ 31,306
5.00%	\$ 39,133

**NET INFLATIONARY ADJUSTMENT 1.3851%**  
(2020 Detroit CPI, less 2020 Annualized Benefit Cost %)

*Cumulative Adjustments & Township Manager Recommendation*

		As % of Total Wages	Proposed 2020		Proposed 2019		Proposed 2018*		Proposed 2017*	
All Eligible Wage Steps Increases Using Current Pay Grade Schedule	\$ 4,400.15	0.562%	\$ 5,343.28	0.755%	\$ 7,637.66	1.080%	\$ 9,675.63	1.227%	\$ 12,261.18	1.576%
Net Inflationary Adjustment for All Wage/Salary Positions & Pay Grades (with steps)	\$ 10,465.14	1.337%	\$ 19,143.37	2.705%	\$ 7,469.70	1.056%	\$ 8,016.98	1.016%	\$ 3,646.55	0.469%
Township Manager Recommendation for Additional Incentive Pay / Bonus Pool	\$ 8,500.00	1.086%	\$ 10,000.00	1.413%	\$ 9,800.00	1.385%	\$ 4,500.00	0.571%	\$ 10,413.48	1.339%
Retirement Contribution Increases (previous years)	\$ -	0.000%	\$ -	0.000%	\$ -	0.000%	\$ 7,890.73	1.000%	\$ 7,778.37	1.000%
Total of All Wage/Salary Adjustments and/or Bonuses	\$ 23,365.29	2.985%	\$ 34,486.65	4.873%	\$ 24,907.36	3.521%	\$ 30,083.34	3.814%	\$ 34,099.58	4.384%
As a Percent of Anticipated General Fund Revenues FY21	0.855%		1.247%		0.951%		1.203%		1.447%	

\* Four employees eligible for step increases per pay scale

\* Four employees eligible for inflationary increases only due to being new hires

\* One employees hours increased from 35 hours per week to 38 for a total of 156 new hours, but the base rate increase of \$3,770 has been included in the Treasurers budget