



Planning Commission

Larry Fox, Chairperson	Summer L. McMullen, Trustee
Michael Mitchell, Vice-Chairperson	Sue Grissim, Commissioner
Tom Murphy, Secretary	Jim Mayer, Commissioner
	Matthew Eckman, Commissioner

Planning Commission Meeting Agenda
WORK SESSION ONLY
Hartland Township Hall
Thursday, November 06, 2025
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Approval of Meeting Minutes
 - a. Planning Commission Meeting Minutes of October 9, 2025
6. Call to Public
7. Work Session
 - a. Accessory Dwelling Unit
 - b. Planning Commission 2026 Meeting Calendar
8. Call to Public
9. Planner's Report
10. Committee Reports
11. Adjournment

HARTLAND TOWNSHIP PLANNING COMMISSION **DRAFT** MEETING MINUTES

OCTOBER 9, 2025– 7:00 PM

1. **Call to Order:** Vice-Chair Mitchell called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance:**
3. **Roll Call and Recognition of Visitors:**
Present – Commissioners Eckman, Grissim, Mayer, McMullen, Mitchell, and Murphy
Absent – Chair Fox
4. **Approval of the Meeting Agenda:**
A Motion to approve the October 9, 2025, Planning Commission Meeting Agenda was made by Commissioner Eckman and seconded by Commissioner Mayer. Motion carried unanimously.
5. **Approval of Meeting Minutes**
 - a. Planning Commission Meeting Minutes of September 11, 2025
A Motion to approve the Planning Commission Regular Meeting Minutes of September 11, 2025, was made by Commissioner Grissim and seconded by Commissioner Murphy. Motion carried unanimously.
 - b. Planning Commission Meeting Minutes of September 25, 2025
A Motion to approve the Planning Commission Regular Meeting Minutes of September 25, 2025, was made by Commissioner Murphy and seconded by Commissioner Mayer. Motion carried unanimously.
6. **Call to the Public:**
None
7. **Old and New Business**
 - a. Site Plan Application #25-017 Private Shared Driveway (Tipsico Lake Road)

Director Langer stated the following:
 - Gave an overview of the location and scope of the project.
 - Request is located on the eastern side of Hartland Township, Tipsico Lake Road, north of M59.
 - Previously split, Applicant desires to split the norther parcel again.
 - Meets the minimum lot size area and required lot depth to width ratio but needs frontage on an access as it does not have access to a public or private road.
 - Elected to request a shared driveway to serve as an access for two future parcels which must meet the standards outlined in the Zoning Ordinance and be approved by the Planning Commission.
 - Land divisions are managed by staff but as there is no access available, they are pursuing a shared driveway.

Wayne Perry, Desine Inc., representing the Applicant, introduced himself stating it is a straightforward request and had nothing to add.

Vice-Chair Mitchell referred to the staff memorandum dated October 2, 2025, and the Shared Driveway Standards.

The Planning Commission briefly discussed the Public Utility Easement, noting there are no public utilities at this location currently. The Applicant stated when the electric and natural gas lines are installed, they will be located within the 66-foot easement.

Director Langer stated a cost estimate was not provided in time for the packet but has since been provided.

Commissioner McMullen asked if there will be language in the deed requiring the use of the shared driveway by both parcels. The Applicant stated the easement and maintenance agreement requires it, as does the Ordinance. Director Langer explained prior to 2012, some of these standards did not exist. At that time, an easement and maintenance agreement was not required, and up to four (4) properties could share a driveway. Many had problems so the Ordinance was amended in 2012 with these additional standards in an attempt to address those issues. To his knowledge, since the 2012 amendment, those problems have been avoided.

Commissioner Murphy offered the following Motion:

Move to approve Site Plan Application #25-017 a request to construct a private shared driveway, on Tipsico Lake Road, as outlined in the staff memorandum dated October 2, 2025.

Approval is subject to the following conditions:

- 1. The applicant shall adequately address the outstanding items noted in the Planning Department's memorandum, dated October 2, 2025.**
- 2. Applicant complies with any requirements of the Department of Public Works Director, Township Engineering Consultant, Fire Code requirements, and any other governmental agency.**
- 3. Approval of the proposed shared driveway does not include approval of any future land divisions.**
- 4. The proposed ingress/egress easement and maintenance agreement for the shared driveway shall be in a recordable format and shall comply with the requirements of the Township Attorney.**
- 5. (Any other conditions the Planning Commission deems necessary).**

Seconded by Commissioner Mayer. Motion carried unanimously.

8. Call to the Public:

None

9. Planner Report:

None

10. Committee Reports:

None

11. Adjournment:

A Motion to adjourn was made by Commissioner Eckman and seconded by Commissioner McMullen. Motion carried unanimously. The meeting was adjourned at approximately 7:23PM.

Hartland Township Planning Commission Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Accessory Dwelling Unit

Date: October 30, 2025

Recommended Action

Move to Initiate Ordinance Amendment regarding Accessory Dwelling Units.

Discussion

This memorandum is intended to outline the topic of Accessory Dwelling Units (ADU) as a potential Zoning Amendment.

In February of 2024, the Livingston County Planning Commission sent out an email to provide some preliminary background information on ADU's. This email was passed along to the Planning Commission, and the Planning Commission expressed some interest in drafting regulations that would permit ADU's. In March of 2024, the Planning Commission directed the Ordinance Review Committee to proceed with a draft ordinance. A copy of the draft ordinance from the Ordinance Review Committee is attached.

As background, an ADU would essentially be a second dwelling unit on a parcel. In general, single family residential zoning districts only permit one (1) dwelling unit, per parcel. Although permitting a second dwelling unit on the property may seem similar to a duplex or two (2) dwelling unit structure, in theory the ADU is thought of more as an accessory structure (or part of) in comparison to the principal structure. Whereas a duplex or two (2) dwelling unit structure, the dwelling units are very similar in size and appearance. Although legally, it may be very difficult to distinguish an ADU from a duplex, in practice, the principal structure is typically much larger than the ADU.

Hartland Township Zoning Regulations do permit something similar to an ADU in the CA (Conservation Agricultural) zoning district. However, it is limited to farming purposes. The property must be a farm, and the second dwelling unit must be related to that farming operation. This is outlined in Section 3.1.1.D.v. and it reads "duplex or two dwelling for farm family only, in conjunction with a farm operation."

Since this was previously discussed in a work session background information is not being sent in this memorandum.

Attachments:

1. Draft ADU Ordinance

TOWNSHIP OF HARTLAND
AMENDMENT TO PERMIT ACCESSORY DWELLING UNITS
IN SINGLE FAMILY DISTRICTS

PROPOSED AMENDMENT

Section 2. Definitions

76. DWELLING, MULTIPLE FAMILY: A ~~structure or~~ building used or designed as a ~~residence~~ **dwelling** for three (3) or more families **or functional families** for residential purposes living independently of one another, ~~with separate housekeeping, cooking and bathroom facilities for each.~~ Multiple family dwellings may include the following:

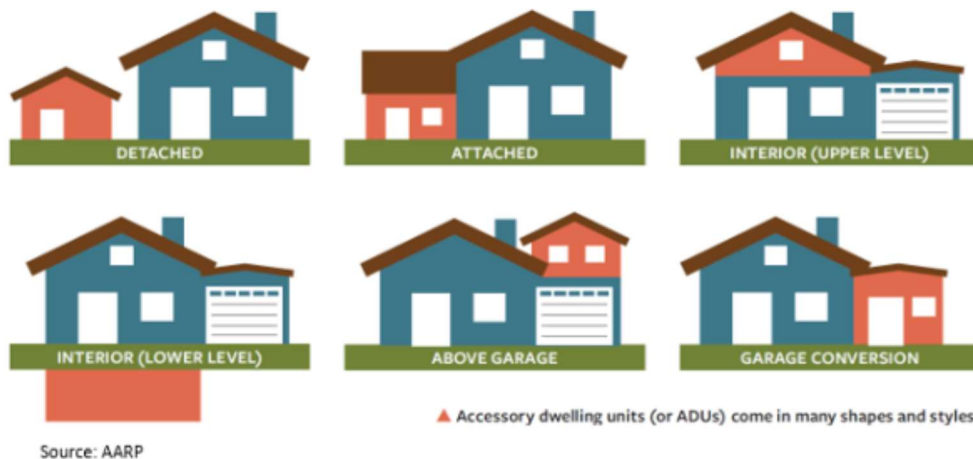
- A. Apartment: An apartment is an attached dwelling unit with party wall, contained in a building with other apartment units, which are commonly ~~reached off~~ **accessed from** a common stair landing or walkway. Apartments are typically rented by the occupants. Apartment buildings often may have a central heating system ~~and other~~ **or** central utility connections. Apartments typically do not have their own yard space. Apartments are also commonly known as garden apartments or flats.
- B. Efficiency Unit: An efficiency unit is a type of multiple-family or apartment unit consisting of **primarily with** one (1) principal room, ~~plus bathroom and kitchen facilities, hallways, closets, and/or a dining alcove located directly off the principal room~~ **and the other items to be a dwelling unit.**

78. DWELLING, SINGLE-FAMILY: A detached building **or structure** designed for or occupied exclusively by one (1) family, **or functional family**, for residential purposes.

80. DWELLING UNIT: Any ~~house, apartment, condominium unit,~~ **structure**, building, or part thereof, ~~which is occupied or intended to be occupied as home, residence, or sleeping place of or by a family or unrelated persons either permanently or transiently~~ **that is used for residential purposes and is either a completely separate structure or is separated from any other portion of the structure; and has its own independent sleeping place or bedroom; a bathroom; and cooking facilities, a kitchen, or capable of being used as a kitchen.** The dwelling unit may be used by a family, a functional family, or an individual.

A. **ACCESSORY DWELLING UNIT (ADU):** is a second dwelling unit on the same property as the principal dwelling unit and may be either attached or detached, as outlined below:

- 1) **Attached Accessory Dwelling Units (ADU)** shall consist of any separate dwelling unit that is located within an existing single family residential structure, such as within a basement, attic or upper level, above the garage, garage conversion, or attached to the principal dwelling unit.
- 2) **Detached Accessory Dwelling Units (ADU)** shall consist of any separate dwelling unit that is completely detached from the existing single family residential structure.



- B. PRINCIPAL DWELLING UNIT (PDU):** The single-family dwelling that serves as the primary dwelling for a family or functional family and is located on the same parcel as an Accessory Dwelling Unit (ADU).

Section 5.14.4 Accessory Dwelling Unit Standards

- A. Accessory Dwelling Units (ADU) are only permitted within single-family residential zoning districts, subject to the following requirements:**
1. Accessory Dwelling Units (ADU) shall obtain approval of a Land Use Permit prior to any work commencing. Accessory Dwelling Units shall also have all required permits from other agencies.
 2. Accessory Dwelling Units (ADU) shall comply with all setbacks, lot coverage, and building height requirements of the zoning district, in which the Accessory Dwelling Unit (ADU) is located.
 3. Detached and attached Accessory Dwelling Units (ADU) shall be permitted in the CA (Conservation Agricultural) zoning district. Only attached Accessory Dwelling Units (ADU) shall be permitted in the RUR (Rural Residential) district, RR (Residential Recreational) district, STR (Settlement Residential) district, RE (Rural Estate District) district, and SR (Suburban Residential) district.
 4. No more than one (1) Accessory Dwelling Unit (ADU) shall be permitted on a parcel and Accessory Dwelling Units (ADU) shall only be permitted on property that has an existing single-family dwelling. Accessory Dwelling Units (ADU) are not permitted on parcels with an existing duplex/apartment, even if they are considered legal non-conforming.
 5. The Accessory Dwelling Unit (ADU) shall be designed and constructed of the same quality of materials as the existing principal single family structure. The Accessory Dwelling Unit (ADU) shall also be a similar appearance as the existing single-family dwelling. Any garage that is converted to an accessory dwelling unit shall have the garage door replaced with a compliant wall that complies with this Section. Further, the ADU shall not detract from the appearance of the lot as a place of one (1) residence.
 6. Any driveway and parking associated with an Accessory Dwelling Unit (ADU) shall comply with the zoning district requirements for the zoning district the Accessory Dwelling Unit (ADU) is located within.

7. An owner(s) of the property must reside on the property where an Accessory Dwelling Unit (ADU) is located. The owner may reside in either the Principal Dwelling Unit (PDU) or the Accessory Dwelling Unit (ADU), as long as both units are not rented. In the event that both units are being rented, then the Accessory Dwelling Unit (ADU) shall no longer be deemed valid.
8. The Principal Dwelling Unit (PDU) and Accessory Dwelling Unit (ADU) may share common water, septic, electric, and gas facilities, if permitted and in compliance with State and County Codes. Otherwise, they are permitted to have separate facilities.
9. The minimum floor area of the Principal Dwelling Units (PDU) may not decrease below the required minimum floor area in the zoning district, as a result of the separate attached Accessory Dwelling Unit (ADU).
10. Attached Accessory Dwelling Units (ADU) shall not have its access to the accessory dwelling unit on the same building elevation as the Principal Dwelling Units (PDU) primary entrance, unless the existing structure already has two (2) entrances on the same elevation.
11. Detached Accessory Dwelling Units (ADU) shall be treated in a similar manner to an Accessory Structure in the zoning district in which they are located.
12. Accessory Dwelling Units (ADU) shall have a solid foundation around the perimeter of the entire structure, which also complies with the Michigan Residential Code and approved by the Livingston County Building Department.
13. Accessory Dwelling Units (ADU) shall not be trailers or mobile homes.
14. Accessory Dwelling Units (ADU) shall comply with the following size requirements:

Attached Accessory Dwelling Units:	190 square foot minimum size. 1,200 square foot maximum size.
Detached Accessory Dwelling Units:	190 square foot minimum size. 1,200 square foot maximum size, or 50% of Principal Dwelling Unit, which ever limits the size of the ADU.
15. The Accessory Dwelling Unit (ADU) and Principal Dwelling Unit (PDU) shall have separate addresses that are visible from the driveway and at the primary entrance.



Board of Trustees

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

Brett J. Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

2026
HARTLAND TOWNSHIP PLANNING COMMISSION MEETINGS
HARTLAND TOWNSHIP HALL
7:00 P.M.

The regular meetings of the Hartland Township Planning Commission for the year 2026 will be held on the following dates. All meetings are open to the public.

January 8, 2026	January 22, 2026
February 12, 2026	February 26, 2026
March 12, 2026	March 26, 2026
April 9, 2026	April 23, 2026
May 14, 2026	May 28, 2026
June 11, 2026	June 25, 2026
July 9, 2026	July 23, 2026
August 13, 2026	August 27, 2026
September 10, 2026	September 24, 2026
October 8, 2026	October 22, 2026
November 5, 2026	November 19, 2026
December 3, 2026	December 17, 2026

Tom Murphy
Hartland Township Planning Commission Secretary