

HARTLAND TOWNSHIP PLANNING COMMISSION  
SPECIAL JOINT MEETING  
WITH HARTLAND TOWNSHIP BOARD

AUGUST 7, 2003

6:30 PM FOR PUBLIC HEARING  
7:00 PM JOINT MEETING WITH TOWNSHIP BOARD

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AUGUST 7, 2003 SPECIAL JOINT MEETING AGENDA
5. APPROVAL OF JULY 24, 2003 PLANNING COMMISSION MEETING
6. CALL TO PUBLIC      PLEASE APPROACH FRONT CENTER MICROPHONE

**6:30 PM PUBLIC HEARING**

7. APPLICANT: HARTLAND UNITED METHODIST CHURCH      TEXT AMENDMENT APPLICATION #303  
AMENDING ARTICLE 10.00 SITE DEVELOPMENT STANDARDS  
SECTION 10.02 J CHURCHES AND RELIGIOUS INSTITUTIONS

**OLD BUSINESS**

**NEW BUSINESS**

8. DAVE NICHOLSON FROM MCKENNA & ASSOC.      CAPITAL IMPROVEMENT PLAN PRESENTATION
9. TOPICS OF DISCUSSION:
10. CALL TO PUBLIC
11. COMMITTEE REPORT
12. ADJOURNMENT

REGULAR SCHEDULED MEETING AUGUST 14, 2003  
REGULAR MEETING AUGUST 28, 2003

**1. CALL TO ORDER** – The Planning Commission meeting was called to order by Chairman Fountain.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL** – Members present: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Phillips and Commissioner Germane. Absent: Commissioner Colaianne. Commissioner Petrucci arrived before 7:00 p.m. Also present: David Nicholson of McKenna Associates, Deputy ZA Lutz and ZA Kuhn.

**4. APPROVAL OF AUGUST 7, 2003 JOINT MEETING AGENDA** – Move to approve the August 7, 2003 Joint Meeting Agenda as presented. Motion Kalenauskas. Second Phillips. Voice Vote. Motion Carried. 5-0-2.

**5. APPROVAL OF JULY 24, 2003 PLANNING COMMISSION MINUTES** – Move to table July 24, 2003 Planning Commission minutes. Motion Kalenauskas. Second Germane. Voice Vote. Motion Carried. 5-0-2.

**6. CALL TO THE PUBLIC** – There being no response, the call to the public was closed.

**6:30 p.m. PUBLIC HEARING**

**7. APPLICANT: HARTLAND UNITED METHODIST CHURCH TEXT AMENDMENT APPLICATION #303 AMENDING ARTICLE 10.00 SITE DEVELOPMENT STANDARDS SECTION 10.02 J CHURCHES AND RELIGIOUS INSTITUTIONS** – Chairman Fountain advised that the Planning Commission does not usually act on an item on the night of the public hearing.

The church is located on Maple in Hartland Village. There are difficulties in the Hartland and Parshallville village areas in meeting the requirements of the ordinance. If approved, the revision would become Sec. 10.002.J.8. as follows:

**Churches in STR Districts** – STR Districts were created to assist the Township in preservation of the traditional Midwestern settlements that exist in the township. Because of the unique attributes of those settlements and the churches that exist there, the Planning Commission and Township Board can exercise flexibility in the application of these regulations in order to maintain the traditional development character of the surrounding settlement. The requirements of subsections 10.02.J.1 through 10.02.J.7 above may be adjusted by the Planning Commission and Township Board in order to accommodate the redevelopment of churches in the STR Districts.

This public hearing is not for discussion of the proposed plan for the church, it is for the proposed text amendment on churches.

Chairman Fountain called for comments and questions from the audience. None were received.

The public hearing was closed at 6:38 p.m.

Mr. Nicholson will draft text for PC approval on those issues having a September public hearing. ZA Kuhn – The County has made the width of a driveway at the road 20 ft. The Township requires 18 ft. An amendment should be made to change the Township requirement to match the County.

Mr. Nicholson – The best solution to the parallel driveway issue is to run the drive down the property line and share it. This saves land and solves a number of issues. ZA Kuhn pointed out that one problem with this is to get both parties to share the cost if one of them is not interested in developing. It then becomes a burden on the one not choosing to split and make greater use of drive.

At the August 14 meeting the PC can take the following actions:

Recommendation on the text amendment

Recommendation on the special use

Recommendation on the site plan.

Dave Richardson of Lindhout Associates spoke for the church. They were aware that the text amendment may not get approval but they were anxious to move forward with construction as soon as possible.

Recess: 6:50 p.m.

Resume: 7:00 p.m.

## **JOINT MEETING**

Planning Commission: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Germane, Commissioner Phillips and Commissioner Petrucci. Absent: Commissioner Colaianne.

Township Board: Supervisor Rhodes, Treasurer Horning, Trustee Hill, Trustee Wyland, Trustee Phillips (serves on both entities) and ZA/ Trustee Kuhn. Absent: Clerk Ulrich.

Also present: Fire Marshal Adam Carroll and DPW Director Olney.

## **PLEDGE OF ALLEGIANCE**

### **NEW BUSINESS**

**8. DAVID NICHOLSON OF MCKENNA ASSOCIATES CAPITAL IMPROVEMENT PLAN PRESENTATION** - Mr. Nicholson gave a presentation on creating a capital improvement plan for planning various projects, funding those projects, budgeting and moving forward with them to completion. The basis of this presentation is the Municipal Planning Act of 1931. It is advisable when creating a CIP (Capital Improvement Plan) to avoid identifying specific locations to avoid jumping the price of the specific property. Be general in locating developments. Projects can include public buildings, utility systems, roads, land acquisition and the purchase of major equipment.

The CIP should cover 6 years of future needs and be updated yearly. With each yearly evaluation, some items may be moved further into the future or brought forward to be done sooner.

Developing a CIP-

1. Review what is in existence.
2. Review existing documents
3. Gather input from local agencies including homeowners associations.
4. Create a project record of ideas brought forth and who is responsible for them.
5. Prioritize where to invest funding. Create a spreadsheet of projects.
6. Develop funding methods for projects.

This requires regular updates of the Master / Comprehensive Plan. It is beneficial to have a committee that works on this with one member that is available during the day. The plan should not be at the mercy of elections but should maintain continuity to achieve the project goals. Chairman Fountain advised seeking a similar community that has a plan and use this for a template since this is a huge undertaking.

Mr. Nicholson – Seek input from community and then organize it while keeping the process as simple as possible.

The Master / Comprehensive Plan can be a great source of data for the CIP.

**9. CALL TO THE PUBLIC** – There being no response, the call to the public was closed.

**10. COMMITTEE REPORTS** – Nothing.

**11. ADJOURNEMENT** – Move to adjourn. Motion Kuhn. Second Wyland. Unanimous vote to adjourn.

The meeting was adjourned at 8:25 p.m.

These minutes are a preliminary draft until final approval.

Submitted by,

Christine A. Polk  
Recording Secretary

  
D. X. Kalenauskas  
Planning Commission Secretary

Next Meeting August 14, 2003 7:00 p.m.  
August 21, 2003 7:00 p.m.  
August 28, 2003 7:00 p.m..