

HARTLAND TOWNSHIP PLANNING COMMISSION
TOWNSHIP HALL
JANUARY 18, 2001 AT 7:30 PM

WORK SESSION

AGENDA

1. ROLL CALL
2. APPROVAL OF JANUARY 18, 2001 AGENDA
3. CALL TO THE PUBLIC
4. HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION REVIEW OF WORKSHOP MEETING ON JANUARY 13, 2001
 - a. CAPITAL IMPROVEMENT PLAN
 - b. TIMELINES FOR COMPLETION & CHECK LIST
 - c. MASTER PLAN
 - d. ORGANIZATION
 - e. SUMMARY OF ISSUES
5. CALL TO THE PUBLIC
6. COMMITTEE REPORTS
7. ADJOURNMENT

NEXT MEETING JANUARY 25, 2001

**HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION
JANUARY 18, 2001 - TOWNSHIP HALL - 7:30 P.M.**

1. ROLL CALL - The meeting was called to order by Chairman Fountain at 7:30 p.m. Members present: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Justin and Commissioner Petrucci. Commissioner Germane arrived at 8:00 p.m. Absent: Commissioner Phillips. Also present: ZA Christensen.

2. APPROVAL OF JANUARY 18, 2001 AGENDA - .Move to approve the January 18, 2001 agenda as presented. Motion Kalenauskas. Second Petrucci. Voice Vote. Motion Carried. 5-0-2.

3. CALL TO THE PUBLIC - Mr. Christensen presented a revised plan for the Shops at Waldenwoods drug store. There was a change in position for the exterior drive up window for the pharmacy. It will be in the middle of the building wall on the north side. Three additional stop signs are indicated. They will be seeking a decision of major / minor change to the site plan.

4. HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION REVIEW OF WORKSHOP MEETING ON JANUARY 13, 2001 -

- A. CAPITAL IMPROVEMENT PLAN**
- B. TIMELINES FOR COMPLETION & CHECK LIST**
- C. MASTER PLAN**
- D. ORGANIZATION**
- E. SUMMARY OF ISSUES -**

The discussions at the January 11, 2001 meeting produced the following issues that the Board would like the Planning Commission to work on: parks and recreation, road issues, Clyde Road and US23 development, sewer district and capital improvement among others. Some interest is being shown in developing the Clyde Road / US23 area.

Mr. Fountain felt that the items and actions requested by the Board will take time, expertise and a substantial budget. Guidelines must be in place to manage development. What kinds of development are desirable and what is the timeline for the future? The Planning Commission / Township Board need to formulate expectations so as to guide the planners in the direction the community wants.

Suggested Priorities

- 1. Architectural standards - close to completion.
- 2. Checklist - finalize and enforce with applicants. Packets must be complete before coming to the Commission.
- 3. ZA Christensen should have a deputy. Currently working on developing checklists for metes and bounds, signs, site plan applications and rezoning applications. This should be complete by the end of the month of January.

HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION
JANUARY 18, 2001 - PAGE 2

Move to have Planning Commission work sessions scheduled for the following dates in 2001 through May.

February 1 and 15

March 1 and 15 and 29

April 5 and 19

May 3 and 17. Motion Kalenauskas. Second Germane. Voice Vote. Motion Carried. 6-0-1.

The proposed schedule of meetings for budget purposes is: 16 work sessions, 4 joint Planning Commission / Township Board meetings, 20 possible regular Planning Commission meetings. It is proposed to have the planner at half of the work sessions.

Priority issues : Master Plan Update, Capital Improvement Plan, Architectural Standards, Checklist and Road Committee.

Pending / Upcoming issues: Transitional Areas, Open Space, Lighting, Commercial Development, Ordinance Update, Sidewalks and Walkable Community.

Active Committees

Road Committee - Bill Fountain, Chairman

Sign Committee - Matt Germane, Chairman

Informal Development Review Committee - Bruce Douglass, Chairman

Metes and Bounds - David Kalenauskas, Chairman

Ordinance Update Committee - Vicinia Phillips, Chairman

Checklist Committee - Joe Petrucci, Chairman

Sewer and Water Committee - Supervisor Bogdanski

Master Plan discussions should include capital improvement plan, transitional areas, open space, walkability and sidewalks.

Economic development needs input from a professional, trained expert.

Fred Dillingham can provide information to the Planning Commission. Mr. Petrucci will seek to set up a meeting with Mr. Dillingham.

5. CALL TO THE PUBLIC - There being no response, the call to the public was closed.

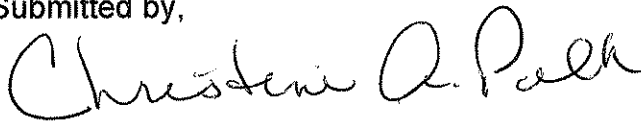
6. COMMITTEE REPORTS - Nothing.

The meeting was adjourned at 9:48 p.m.

HARTLAND TOWNSHIP PLANNING COMMISSION WORK SESSION
JANUARY 18, 2001 - PAGE 3

These minutes are a preliminary draft until final approval.

Submitted by,



Christine A. Polk
Recording Secretary



D. Kalenauskas
Planning Commission Secretary

Next Meeting - January 25, 2001

January 23, 2001

To: Hartland Township Planning Commission Members

From: Bill Fountain, Chair

Topic: Summary of the organizational meeting held on January 18, 2001

Following is a review of the special meeting held on 1-18-01.

Architectural Standards

It was determined that since a large portion of this is completed, the goal should be to finish this program and start the continuation process with the other entities review and approval. The goal is to have a draft completed by March 2001.

Checklists

Checklists for applications, including the standardization of time lines and flow charts pertaining to, but not limited to:

- Metes and Bounds
- Signs
- Special use applications.
- Site plan applications
- Planned developments
- Re-zoning applications

It was determined that Joe Petrucci and Dennis Christiansen work on these as a team.

Committees

If there is no objection from the board, the following committee chairs have been selected.

- Ordinance Development and change procedures, Phillips.
- Roads- Fountain
- Signs- Germane
- Informal Development review Committee- Douglass
- Metes and Bounds- Kalenauskas
- Checklists-Petrucci
- Sewer, Water- Bogdanski

Economic Development

Discussion occurred on Economic Development in the Township. Due to the tremendous amount of work that this will entail, we determined that Fred Dillingham would be the logical place to start. It was felt by several members that this is a high priority and needs to be addressed. Proper funding and support staff needs to be budgeted to provide adequate information and timelines to determine what, if any role the Township would play in this area.

Capital Improvement Plan

For budgetary consideration, we will invite the chairs of Roads, Seer, Water and Parks to a meeting to provide information to the board.

McKenna role

A discussion occurred on the Townships relationship with McKenna. We are proposing the following:

- Use them for Preparation.
- Presentation.
- Final Draft.

It was discussed that McKenna is a good resource for the Township to use. However, when it comes to the Master Plan, the Planning Commission would need guidance of what needs to occur to have it completed in a timely manner but the end result should be the vision of the residents of the community, not the planners.

Budget

To complete the agenda items, the following is a meeting schedule.

- Regular meetings- 22
- Work sessions- 16
- Work sessions with the Planner- 8
- Quarterly Board/Planning Commission workshops.

There should be some dollars allocated for continuing education for Planning Commission Members.

Sincerely,

Bill Fountain