

PLANNING COMMISSION MEETING AGENDA MAY 13 2024, 7:30 p.m.

- 1. Call to Order
- 2. Roll Call Ackerman; Aranda; Deckard, Gardner; J. Kling; T. Kling; Morales;
- 3. Approval of Agenda
- 4. Election of Officers
- 5. Approval of Minutes –
- a. 2024 February 12
- b. 2024 February 26 Special Meeting Public Hearing
- 6. Public Comment
- 7. Old Business
- 8. New Business
 - Discuss & Consider 502 Clark Street Site Plan Application
 - Discuss & Consider By Laws Review
 - Training Opportunity
- 9. Adjourn

City of Hartford Planning Commission Regular Meeting, Hartford City Hall February 12th, 2024, Minutes

Called to Order: 7:30p.m. by T. Kling

Members Present: S. Ackerman, G. Gardner, J. Kling, & T. Kling

Members Absent: J. Fuller & A. Morales, both excused unable to attend.

Also Present: Linnea Rader, Interim City Manager

<u>Note</u>: We would like to extend a warm welcome to Gage Gardner, our newly appointed Planning Commission member.

Approval of the Agenda: Motion made by G. Gardner, seconded by S Ackerman, to approve the February 12th, 2024 agenda as written. All present in favor, motion carried.

<u>Approval of the Minutes:</u> Motion made by G. Gardner, seconded by J. Kling, to approve the December 11th, 2023 meeting minutes as written. All present in favor, motion carried.

Public Comments Not on the Agenda: Linnea Rader Brief Updates:

- *New City Manager, Nicole Brown, under contract to start March 6th. Linnea will stay on to help with her transition.
- *Once the weather is good, work will continue on the water project extension to the homes affected by PFAS. The residents have been contacted, either in person or by mail, but some are hesitant. If they hook up now, it's free. If they wait and anything goes wrong later, it will be very expensive for updates and repairs.
- *City Council members are participating in an expectations workshop. One key aspect is to move forward in a positive manner. Linnea pointed out there was a lot of positive feedback & they had fun sharing all their ideas.
- *Other projects are pretty much wrapped up, re: sewer line completed up to water treatment plant, not past the river.
- *20% of homes in the city were chosen to be checked for lead (what kind of pipes are in place) wrapping up now, to update the Water Asset Management Plan.
- *Grant for park submitted. Lots of great updates planned, however may be awhile before approval. We're high on the list. There are some deed restrictions (currently no playground allowed) Main goal is to balance the wants & needs of community.
 - *Library is interested in doing more on their property in the future. There are some legal issues to be addressed.
- *T. Kling mentioned the Hum-vee the City acquired, donated at no cost, government surplus, to be used for emergencies, highway rescues. It's in really good shape. Can be sent back if there is a need to.

Public Hearing: None

Old Business:

- *Need to have the election of officers. Tabled until next meeting.
- *Need another Planning member to fill Nancy Spoula's position. Position has been posted. Reach out if know anyone.

New Business:

*Discuss & Consider Proposed Amendments to Marihuana Ordinances – T. Kling re-capped our previous discussions. He reiterated the fact that we must continue to grow & evolve to meet the needs and changes in our community. We added a few modifications under Sec.110.12 regarding the number of temporary marihuana events & licenses required and updated the number of licenses for Microbusinesses. This ordinance is regulated by the State of Michigan, in compliance with the current laws. Upon completion of our discussion, all were in favor of moving forward with setting the Public Hearing date.

*Set Public Hearing Date – Amendments to Marihuana Ordinances – Special Meeting for Public Hearing set for Monday, February 26th, at 7:30pm. Notices will be posted.

*Discuss & Consider Proposed Amendments to Zoning Ordinances – T. Kling re-capped our previous discussions. Linnea added that updates to language, verbiage used for marihuana businesses re: signage, are needed to comply with the state. Upon completion of our discussion, all were in favor of moving forward with setting the Public Hearing date.

*Set Public Hearing Date – Proposed Amendments to Zoning Ordinances - Special Meeting for Public Hearing set for Monday, February 26th, at 7:30pm. Notices will be posted.

*Application for re-appointment to Planning Commission - applications have been given to all planning members to fill out and submit to Roxanne or Linnea once completed. Some have been turned in already.

*Training Opportunities – there has been a good response to upcoming training being offered in Lawrence & Bangor. Most members have signed up. Online classes are also available if desired.

Other business: None

Adjournment:

Motion made by G. Gardner, seconded by S. Ackerman, to adjourn the meeting. All present in favor, motion carried. Meeting adjourned by T. Kling at 8:21 P.M.

Respectfully submitted by: Jenine Kling, Secretary

City of Hartford Planning Commission Special Meeting, Hartford City Hall February 26th, 2024, Minutes

Called to Order: 7:30p.m. by T. Kling

Members Present: S. Ackerman, G. Gardner, J. Kling, T. Kling, & A. Morales

Members Absent: J. Fuller

Also Present: Linnea Rader, Interim City Manager

Approval of the Agenda: Motion made by G. Gardner, seconded by S. Ackerman, to approve the February 26th, 2024, agenda as written. All present in favor, motion carried.

Approval of the Minutes: N/A

*Motion made by G. Gardner, seconded by A. Morales, to close the regular meeting and open the Public Hearing. All present in favor, motion carried.

Public Hearing: No Public Attendees present.

*Discuss & Consider Proposed Amendments to Marijuana Ordinance no's. 341-2023 & 342-2023:

T. Kling re-capped our previous discussions. Linnea pointed out that our suggested modifications had been updated. Re: Sec.110.12 number of temporary marihuana events and licenses & licenses required for Microbusinesses. Update to verbiage to allow the use of the word Cannabis in signage. The ordinances are regulated by the State of Michigan, in compliance with the current laws. Discussed that fenced in outdoor areas are allowed for recreational use, or inside separated areas that are well ventilated. G. Gardner had a question about violations, do police have the right to step in. There would have to be a public disturbance or law-breaking issue occurring outside of the facility.

*Discuss & Consider Proposed Amendments to Zoning Ordinance no. 343-2024 for sections 151.291, 151.309, 151.310, and 151.311:

T. Kling re-capped our previous discussions. Amendment would allow the City Commission to act as the Zoning Board of Appeals and remain having final approval over Special Use Permits & Site Plans. After a brief discussion, all were in favor of moving forward with approving the above proposed amendments and recommendation to City Commission for final approval.

*Motion made by G. Gardner, seconded by S. Ackerman, to close the Public Hearing and reopen the regular meeting. All present in favor, motion carried.

*Motion made by J. Kling, seconded by G. Gardner, to approve the Proposed Amendment to Marijuana Ordinance no's. 341-2023 & 342-2023 and recommend to the City Commission for final approval. All present in favor, per roll call, motion carried.

*Motion made by G. Gardner, seconded by A. Morales, to approve the Proposed Amendment to Zoning Ordinance no. 343-2024 and recommend to the City Commission for final approval. All present in favor, per roll call, motion carried.

Linnea informed us that there would be a Special Council meeting on March 11th where they would have a first reading of the proposed amendments to the above ordinances. A second reading will take place at the regular March meeting at the end of month.

Public Comments Not on the Agenda: Linnea Rader Brief Updates: N/A

Old Business: N/A
New Business: N/A
Other business: N/A

Adjournment:

Motion made by G. Gardner, seconded by A. Morales, to adjourn the meeting. All present in favor, motion carried. Meeting adjourned by T. Kling at 7:49 P.M.

Respectfully submitted by: Jenine Kling, Secretary



CITY OF HARTFORD

RECEIVED

APPLICATION FOR SITE PLAN REVIEW

MAY 0 6 2024

CITY OF HARTFORD

Name of Applicant: X Francisca loven 20 Phone 269 - 910 - 2342 Cell: 269 - 221 - 058
Applicant's Address: X9082 48 +HAVE water Liet Email Address: X10 renzo Fran 20 @icloud
Address of Property to be Developed/Occupied: 502 CLark Stree + com
Name of Proposed Development:
Name and address of every other person, firm or corporation having legal equitable interest in the property: (Attach additional sheets if necessary).
Name: XFrancisca loven20 Address: 9082 48 + H AUE waterulien + 48098 Name:
Legal Description. 882-15-3-16 Lot 7 and 8 Black 4 CLark Samsons Amended Addition
Zoning Classification: Resident Parcel(s)# 80-52-554-007-00
Parcel Size: (Road Frontage) 132' (Lot Depth) 133' (Acreage)
Proposed Use of Property: Home
Proposed or Type of Construction: House Trailer
Total Cost of Development: 400,000,00 Construction Time: A5 SOON 95 POSS 16 A
I(we), the undersigned, do hereby respectfully make an application and petition for site plan review under the provisions of the ordinances of the City of Hartford and in support of the application the information as required by Section151-250 of the Zoning Ordinance has been provided.
Signature Francisca Lorenzo Fernandez Date: 5-6-24
Signature Date:
For Office Use: Fee: Paid: Hearing Date: Planning & Zoning Meeting Date: Approved Denied City Commission Meeting Date: Approved Denied Planning & Zoning Meeting Date: Approved Denied

INFORMATION REQUIRED FOR ALL SITE PLAN REVIEWS AND CONDITIONAL USE PERMITS

General Information:

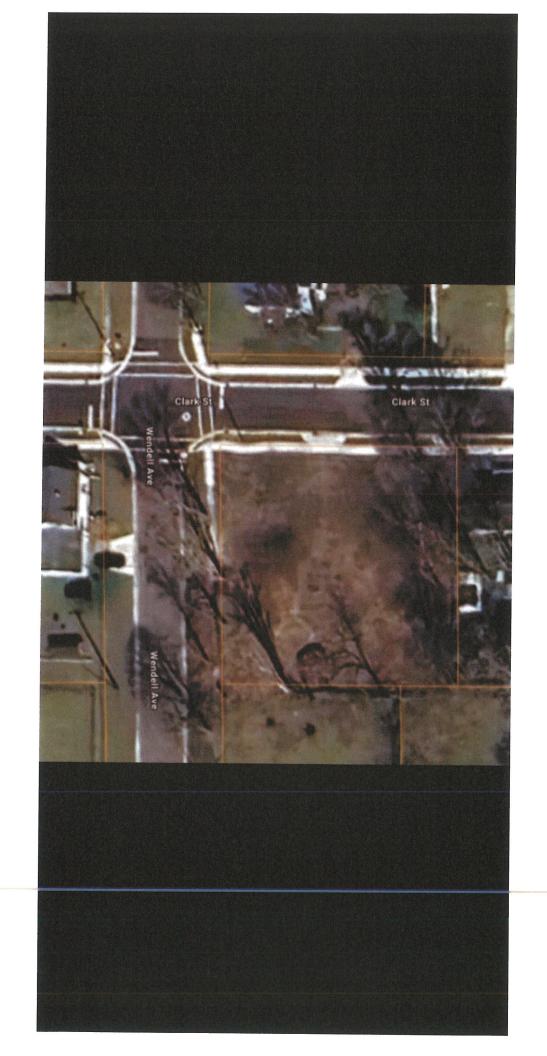
- 1. Statistical data, including the number of dwelling units, if any and total gross acreage involved.
- 2. Title and date of plan, including the date and nature of all subsequent revisions.
- 3. North arrow and scale (3acresor less 1" =50ft., 3 acres or more1"=100ft.)
- 4. Location map showing the site in relation existing roads and development within the City.
- 5. The dimensions of all lot and property lines, showing the relations of the subject property to abutting properties.
- 6. Boundary of track shown by heavy line, a legal description of the parcel and its acreage.
- 7. Zoning classification of the petitioner's parcel(s) and abutting parcels.
- 8. The location and height of all existing and proposed structures on within (100') one hundred feet of the subject property.
- 9. The location and pavement and the right-of-way width of all abutting roads and streets, and driveway locations on abutting public streets. The location of all recorded easements and proposed easements.
- 10. The name, address and telephone number of the property owner or petitioner.
- 11. The name, firm address, telephone number and professional seal of the person responsible for preparation of the site plan.
- 12. Notation of City, County or State license /permit required and secured.
- 13. Method of waste collection, including screening type for any waste containers.
- 14. A statement on intended phases of the project with boundaries of other phases shown with phantom lines.
- 15. All setbacks for front, side and rear yards as required by each zoning district.

Natural Features:

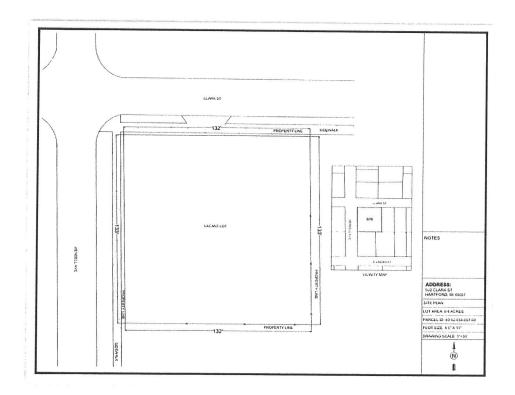
- 16. Existing and proposed topography with contours at (2') two feet intervals, extending a minimum of (200') feet beyond site boundaries. Also a grading plan showing finished contours at a maximum interval of (2') two feet, correlated with existing contours so as to indicate required cutting, filling and grading.
- 17. Description of soil erosion and sedimentation control measures.
- 18. Location of clusters of trees on site and all existing trees over (24") twenty-four inches in diameter.
- 19. Location of existing wetlands, floodplains drainage courses, lakes, ponds, drains, rivers and streams including their water surface elevation, floodplain elevation and normal high water elevation.
- 20. Soil characteristics of the parcel utilizing information provided by U.S Soil and conservation services Soil Survey of Van Buren County.

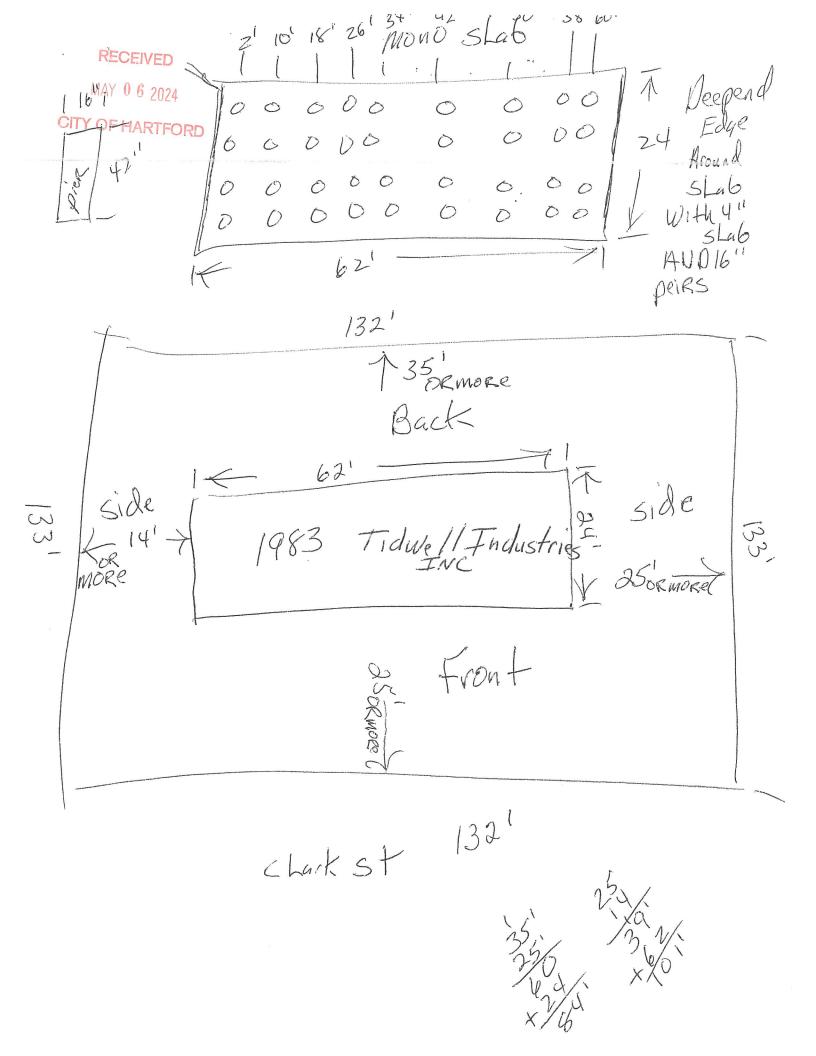
Physical Features:

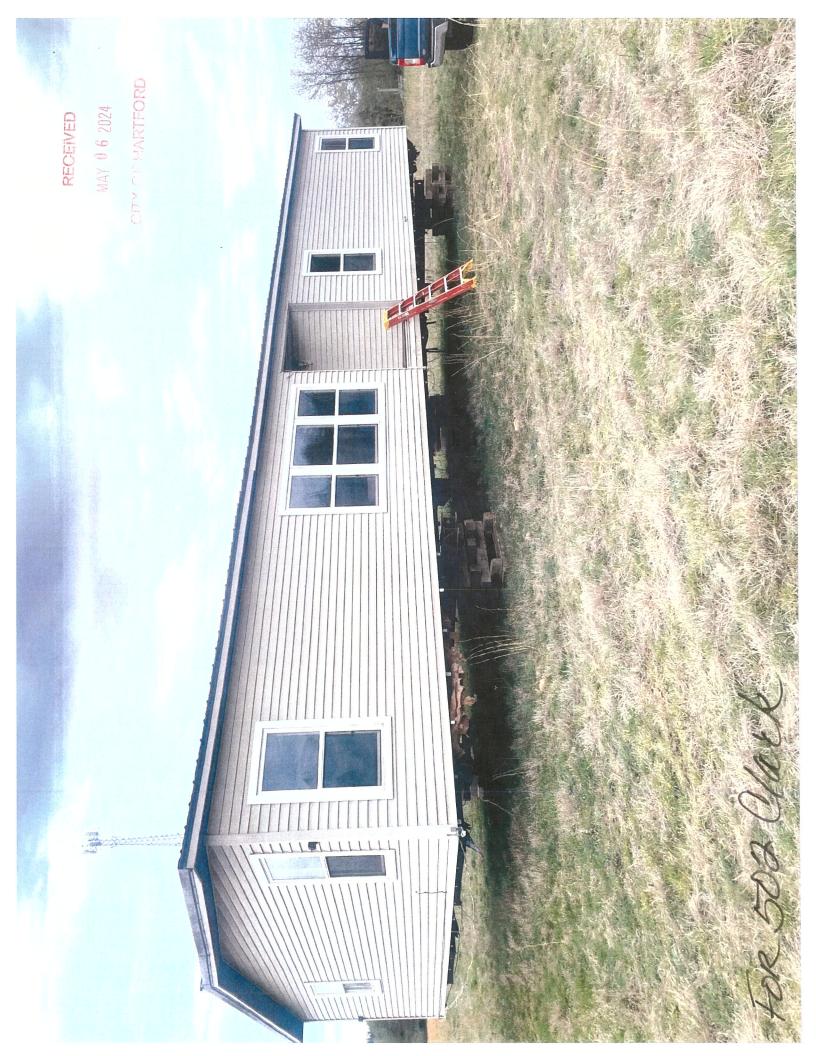
21. A schedule of parking needs and drawings showing dimensions for individual parking spaces for regular and handicapped spaces and type of lot surfacing. A note specifying maintenance of paved surfaces and other improvements. Maintenance Agreement could read "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed. Parking lot stripping and markings shall be maintained in a clearly visible condition.















CITY OF HARTFORD PLANNING COMMISSION BY-LAWS AND RULES OF PROCEDURE

1..AUTHORITY

These rules of procedures are adopted by the City of Hartford of Van Buren County, Planning Commission (hereinafter referred to as the Commission) pursuant to Public Act 285, or Public Act 282 or Public Act 168 of Michigan Public Acts, as amended, and Public Act 267 of 1976, as amended, the Open Meetings act.

2. OFFICERS.

- 2.1 Selection. At the February meeting, the Commission shall elect from its membership a chairperson, vice-chairperson and secretary who shall serve for a twelve month period and who shall be eligible for re-election.
- 2.2. DUTIES. A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office of the chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of vice-chairperson at the earliest practicable time. The secretary shall be responsible for the preparation of minutes, and turning the original signed copy over to the City Clerk to be maintained in the official Planning Commission record book. In the event the Secretary is absent, the Chairperson or acting chairperson shall appoint a temporary secretary for such meeting.

The City Clerk shall be responsible for keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Commission, issuing notices of public hearings, and performing related administrative duties to assure efficient and informed Commission operations.

2.3 TENURE. The officers shall take office immediately following their election. They shall hold their office for a term of one year or until their successors are elected and assume office.

3.MEETINGS

- 3.1 MEETING NOTICES. All meetings shall be posted at the City hall according to the Open Meetings Act. The notice shall include the reason for, date and time of the meeting
- 3.2 REGULAR MEETING. Regular meetings shall be held monthly at the City Hall in Council Chambers on the second Monday of each month. The dates and times shall be posted at the City Hall and a notice should be published in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same

manner as originally established. When a regular meeting falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

3.3 SPECIAL MEETINGS.

A special meeting may be called by two members of the Planning Commission upon written request to the Secretary or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Open Meetings Act. Public notice of the time, date, reason, and place of the special meeting shall be given in the manner as required by the Open Meetings Act, and the City Clerk shall send written notice of the special meeting to commission members not less than 48 hours in advance of the meeting.

3.4 QUORUM.

In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of the voting of the Commission shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place The members of the Commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.

3.5 HEARINGS

Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinance cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1.OPENING OF HEARING

A. The chairperson shall give the official opening announcement, indicating basic nature of request, citing public notice in official newspaper and notification. of neighboring properties. (If applicable).

- B. The chairperson shall announce the order of the hearing which is as follows:
 - (1) Explanation of request as received by the community.
 - (2) Review and recommendation by professionals.
 - (3) Comments and explanations by applicant.
 - (4) Questions by Planning Commission.
 - (5) Responses by professionals and/or applicant.
 - (6) Opening of hearing for public comments.
 - (7) Close hearing to public comments.
 - (8) Consideration of action by the Planning Commission.
- C. Announce that all comments will be addressed to the Chair. Each person will be given an opportunity to be heard; second comments will not be permitted until each person has

- (9) Any Other Business/ongoing Business.
- (10) Adjournment/close.

A written agenda for special meetings shall be prepared and followed, however, the form as enumerated above shall not be necessary.

- 3.9 RULES OF ORDER. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Roberts Rules of Order".
- 3.10 NOTICE OF DECISION. A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of a request.

4 MINUTES.

- 4.1 Commission Minutes shall be prepared by the secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of he conditions or recommendations made on any action; and recording attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be monthly deposited with the City Clerk.
- 5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS.
- 5.1 All meetings of the Commission shall be opened to the public and held in a place available to the general public.
- 5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5 and address the Commission concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of peace committed at the meeting.
- 5.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.
- 6.AMENDMENTS. These rules may be amended by the Commission by a concurring vote pursuant to subsection 3.7, during any regular meetings, provided that all members have received an advance copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

THESE BY-LAWS AND RULES OF PROCEDURES ARE ADOPTED THIS 11^{TH} DAY OF AUGUST 20093.

CITY OF HARTFORD, MICHIGAN, PLANNING COMMISSION

Roxann Isbrecht

From: Augst, Tyler <augsttyl@msu.edu>

Sent: Monday, May 6, 2024 11:09 AM

To: Roxann Isbrecht

Subject: Upcoming MSU Extension Local Government Programs

Follow Up Flag: Follow up **Flag Status:** Flagged

Dear local official,

Hope all is going well, below is a list of upcoming programs and resources related to local government from MSU Extension for your consideration. Please forward this email as appropriate and encourage others in your jurisdiction to join this email distribution list by emailing augsttyl@msu.edu (reply to this email if you wish to be removed). If you are interested in bringing these, or other similar MSU Extension government and community programs to your community please reach out.

Keep reading to learn more about:

- <u>Master Citizen Planner Webinar: Zoning Enforcement: Policies, Property Rights, and Politics</u> (05/16/2024)
- Building a Foundation for Attainable Housing Two Locations (05/29/2024 & 06/17/2024)
- Fiscally Ready Communities: Nuts and Bolts Fees, Fines, Purchasing, and Receipting (06/03/2024)
- Master Citizen Planner Webinar: Site Plan Review for Planning Commissioners (06/20/2024)
- Governing Essentials: Summer Series (08/01/2024, 08/08/2024, & 08/15/2024)
- Recent MSU Extension Articles and Resources

Master Citizen Planner Webinar: Zoning Enforcement: Policies, Property Rights, and Politics

Thursday, May 16, 2024 6:30PM – 7:30PM

Zoom

Registration: https://events.anr.msu.edu/2024MCPWebinar/

Cost: \$10 for MCPS; \$20 for regular registration

Enforcement is a necessary component of having a zoning ordinance, yet it can be overlooked, avoided, or underfunded. The absence of zoning enforcement can lead to damaging community narratives about the validity of the ordinance or the work of the Planning Commission or ZBA. Participants in this session will learn about enforcement tools and policies, private property rights and curtilage, and the role of elected and appointed boards in supporting enforcement efforts.



Michigan State Extension

The 2024 Master Citizen Planner (MCP) Webinar Series is designed to offer participants the latest updates and information on current topics. All webinars will be recorded, and the recordings and presentation materials sent to registrants.

Building a Foundation for Attainable Housing – Two Locations

Wednesday, May 29, 2024

10:00AM - 3:00PM

ProMedica Coldwater Regional Hospital Community Care and Conference Center, 370 E. Chicago

Coldwater, MI 49036

OR

Monday, June 17, 2024 10:00AM – 3:00PM Kalamazoo Expo Center, Room B, 2900 Lake Street Kalamazoo, MI 49048

Registration: https://events.anr.msu.edu/2024RHPJWorkshops

Cost: Free

Michigan is facing a housing challenge of serious proportions as discussed in Michigan's Statewide Housing Plan. The lack of affordable, attainable and workforce housing is becoming a critical issue that limits the full potential of our communities. Regional, tribal, and local officials and staff have a responsibility to help communities address housing demands and ensure an availability of a wide range of housing types and prices. Despite the



challenges, there are a diverse range of planning and regulatory tools available as solutions. Communities that proactively plan and implement greater access to a variety of housing types can improve residents' quality of life and overall prosperity.

MSU Extension, in partnership with the Region J Housing Partnership, is offering this free training to help local government officials and staff plan for, and implement strategies to improve access to attainable, affordable, and inclusive housing. Activities in the program will help build participants' skills and confidence in local housing discussions and decisions.

Lunch will be provided and all participants will receive a copy of the program materials and additional resources. To fully participate in the activities participants are asked to either bring, or have access to, a copy of their community's master plan, zoning ordinance, and zoning map.

Fiscally Ready Communities: Fees, Fines, Purchasing, and Receipting

Monday, June 3, 2024 10:00AM-11:30AM

Registration: https://events.anr.msu.edu/fiscallyready24/

Cost: Free

This partnership between MSU Extension and the <u>Michigan Department of Treasury</u> helps local governments work towards fiscal health by sharing best practices in fiscal sustainability. These trainings help local governments work towards long-term fiscal sustainability, helping them to support thriving communities. Building a culture of fiscal sustainability is essential to local government fiscal health. Well-thought-out policies on fees, fines, purchasing, and receipting lead to clear rules and fair treatment, which are essential pillars to that culture of fiscal sustainability.

This webinar will include a deep dive into best practices related to fees, fines, purchasing, receipting, and more. It will cover what they are, why such policies are necessary, how they contribute to local fiscal health, and how to get started on implementation.

Master Citizen Planner Webinar: Site Plan Review for Planning Commissioners

Thursday, June 20, 2024 6:30PM – 7:30PM

Zoom

Registration: https://events.anr.msu.edu/2024MCPWebinar/

Cost: \$10 for MCPS; \$20 for regular registration

Site plan review is a significant power of local government in ensuring that all local, state, and federal regulations are satisfied with proposed development. Yet, planning commissioners tend to get overzealous crossing into site design as opposed to sticking to the lane of reviewing for conformity with the ordinance. Participants will learn about the benefit of using checklists for site plan review, gain experience using a scale, and gain insights on the use of conditional approval, escrow fees, and performance guarantees.



MICHIGAN STATE Extension

The 2024 Master Citizen Planner (MCP) Webinar Series is designed to offer participants the latest updates and information on current topics. All webinars will be recorded, and the recordings and presentation materials sent to registrants.

Governing Essentials: Summer Series

Thursdays, August 1, 8, & 15, 2024

Noon - 1:00 PM

Registration: https://events.anr.msu.edu/goodgov/ Cost: \$20 per session, \$50 for the 3-course series

The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 3-part series.

- Open Meetings Act (08/01/2024): The Michigan Open Meetings Act (OMA) furthers government transparency by requiring elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act as well as answers to frequently asked questions.
- **Introduction to Parliamentary Procedure** (08/08/2024): Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, and debate and decorum during meetings. Participants will explore scenarios and practice skills.
- Components of Extraordinary Governance (08/15/2024): The Components of Extraordinary Governance draws the best ideas together for a thorough overview of board governance. This session will help your board apply the components to impact in your community. Better board governance, leading to more effective organizations, that improve our communities. That's a goal we can all share!

All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.

Recent MSU Extension Articles and Resources

Looking for what to read or watch next? The list below has some recent articles, videos, and other resources related to MSU Extension for you to dive into. You can always find our newest resources at www.extension.msu.edu

- <u>Difference between a zoning ordinance and a master plan</u> (MSU Extension)
- Zoning related to adult foster care (AFC) homes (MSU Extension)
- Great Lakes Environmental Justice (Thriving Communities Technical Assistance Center) TCTAC
 - o Services
 - o <u>Intake Form</u>
- Michigan County Government Survey: Services Provided to Local Government Summary Report (MSU Extension)