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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

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**PLANNING COMMISSION MEETING**  
**Wednesday, February 19, 2025, at 7:00 PM**  
**Hamburg Township Hall Board Room**

**MINUTES**

**CALL TO ORDER**

Commissioner Muck called the meeting to order at 7:00 pm.

**PLEDGE TO THE FLAG**

**ROLL CALL OF THE BOARD:**

**1) PRESENT:**

John Hamlin  
Patricia Hughes  
Victor Leabu Jr  
Deborah Mariani  
Ron Muir  
Jeff Muck, Chair  
Joyce Priebe

**2) ABSENT:**

**APPROVAL OF MEETING AGENDA for tonight.**

**Approval Motion** to approve the meeting agenda as presented was made by Commissioner Mariani, seconded by Commissioner Muir, to approve the agenda as presented.

**VOTE: MOTION CARRIED UNANIMOUSLY**

## **APPROVAL OF THE MEETING MINUTES**

**Approval Motion** was made by Commissioner Priebe, seconded by Commissioner Muir, to approve October 16, 2024, Planning Commission Meeting Minutes as corrected by Commissioner Muir.

**VOTE: MOTION CARRIED UNANIMOUSLY**

**CALL TO THE PUBLIC-** No public response

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **1. Planning Commission Master Plan-Five Year Review Discussion**

Chair Muck opened the meeting to David Rohr. David explained that there were two paths to update our Master Plan. There is the traditional review where the Planning Commission decides that there is no major amendments needed, making a resolution that your 5-year statutory review. Any formal substantial changes to the master plan require a statutory notification of such changes and it is a more involved process. We will need to do this if we need some major changes, such as you expect some dramatic demographic shifts, up or down, in the population. Somethings that our community is moving in a different direction. David would like to provide all the commissioners with the documentation ahead of time so they can review it. And in anticipation of next month's meeting, all the commissioners will go over the document and send David their comments for specific sections so he can pull all the comments into an Excel Sheet and provide that to all the commissioners prior to the planned review meeting. David wanted to consider all the commissioners' vacation schedules and try to schedule a targeted review meeting. David asked the commissioners if they could send him their comments before the week of March 7. Then the comments could be compiled together prior to the March 19 PC Meeting. Chair Muck will not be able to attend the April 16 PC meeting due to his city's budget meeting. Chair Muck asked David to clarify what he meant by substantial changes. David said that a substantial change would be a dramatic increase in our population. It would be a large, expected development that is coming to fruition. It would be something that the master plan did not anticipate initially, or a retailer development that started to happen that we didn't anticipate, such as Chilson Commons as it is an outlier. It is debatable what each person deems a substantial change. It is something that the master plan did not actually envision happening is occurring or started to happen and pulled us in a direction which the master plan does not offer quality guidance. Master Plans are good for ten to 20 years. David clarified that you do not go through the amendment process for things such as demographics. Master plans or comprehensive plans give you date snapshots of demographic shifts, construction costs, housing costs, and traffic counts. We check to see if they have heavily changed.

Commissioner Hughes asked if she could get a copy of the Village Center Plan. David said he will send her a link to this area plan. Commissioner Priebe mentioned that the maps of the VC have been a point

of contention. Development on Hall Road is deemed residential by the Master Plan, but it is industrial. She said she sees the conflict to develop that area, so she would like for the PC to review this area again. She mentioned the soil that had been contaminated and that it shouldn't be developed into residential homes. Commissioner Hamlin agreed with Priebe on this review for this area. He asked who decides if something is substantially enough to make changes to the Master Plan. David said the Planning Commission would be that decider of changes needed. If we decide the Master Plan needs formal amending, then it will need to notify the community about this process. Such formal amending of the Master Plan will be recommended to the Trustee Board for approval. This process will not take 12-18 months like a traditional plan review takes.

Commissioner Hamlin had questions about creating plans to help address the homes for the missing middle population. David provided clarification on this process regarding this issue. With properties that have not been developed and are dangerous, David said that our department now has a mechanism to deal with by having these buildings torn down. Commissioner Leabu said he will not be able to attend the March 19, 2025, PC Meeting. He mentioned that our master plan talks about preserving farmland, but we don't follow it. He said we might consider removing that verbiage from the master plan or make sure it is referenced correctly to the underlying zoning. Leabu asked if this would be a substantial change. David agreed it was substantial. David mentioned that a small area plan such as the Village Center Plan could help address this issue. David said that he had read 40-50 Master Plans and most of them use standardized language in reference to the rural character of a local municipality. We need to remind residents that the Master Plan is not statutory, it is just a guide. It is an overarching wish of what we want the community to look like. Small area plans narrow this vision down even more, and then the zoning map defines this vision in more detail. Hamburg does not have farmland that has been zoned for preservation, so Commissioner Leabu would like to see this rural language change. Commissioner Hamel agreed that the farmland in the township is zoned for development.

Commissioner Priebe mentioned that when she was on the commission in 1981-1991, that there were t-shirts made up that stated development of large tracks of farmland was covered in Section 25. This development near M36 was to have the buildings right up on the M-36 stretch so the township would not just see parking lots along the road. Parking would be located behind the buildings.

## **2. Board of Trustees Memorandum: Parliamentary Procedure**

Chair Muck invited David to speak about this topic. David let the Planning Commissioners know that Trustee Hardesty introduced this parliamentary procedure to the Board of Trustees two weeks ago. This is an attempt to formulize and standardize parliamentary procedure using the Roberts Rule of Order in conducting board and commission meetings for the township board members. The ZBA had formally adopted it as an addendum to their formal rules of procedure. It is just an attempt to formalize and codify the parliamentary procedure utilizing Robert's Rule of Order. Trustee Hardesty wanted to standardize these procedures across all three boards. One process is when the board makes a formal motion, it is not supposed to be supported, but it is seconded. Then there is a discussion. After the discussion, the board votes on the motion. Now all motions will need a first and then a second vote.

Commissioner Priebe mentioned that the parliamentary procedure document would need to reflect the Planning Commission board instead of the Township Board, as is written in this document. The PC discussed the 3-minute rule limitation for each resident's public comment. Chair Muck asked if we have

a rule for this limitation. Discussion found that if a timer was used, it would be a good guidance tool for speakers. Commissioner Leabu said it would be nice to take the pressure off the Chair to control the length of time that a speaker is talking at the podium. Chair Muck stated that if one board makes this type of limitation rule, it would be good to do it for all three boards. Chair Muck said that at his park meetings, they follow certain rules that he could send to David. David agreed that he would like to see them.

Trustee Hughes stated that Trustee Hardesty was reading the by laws and found reference to the Robert's Rules of Order of many different versions, such as modified or simplified. She stated that the Trustee Board's policy and procedures had a 3-minute limitation on public comments at the podium. She said that the Livingston Water Authority has a 3-page document on how public comments are handled. Such rules can be at the bottom of every board and commission meeting agenda would be helpful. Commissioner Leabu asked if we could get a timer that could be used for each meeting and does the Township Board need to approve which one is used.

Chair Muck stated that the Planning Commission is recommending 1) for a formal verbiage on our agenda stating what a public comment is, and 2) we are suggesting a timer. Muck said that it is good to allow the chair to have a little bit of discretion if a resident is getting ready to finish but they had one more point to finish after the timer goes off. Trustee Hughes stated that Robert's Rules of Order state that you need a first and a second to bring a motion to the floor. Supporting a motion is not the same as a second.

### **3. Planning and Zoning 2024 Annual Report.**

We decided that we are not going to have a formal Joint Meeting this year. The Township Board received this annual report a few weeks ago, and they recommended that it be published on the website. David let the PC members know that he is providing this Planning and Zoning Annual Report to all the board members. 2024 had been a busy year with a lot of development. The Hamburg Village Townhomes got their first phase land use permits approved already and they are in the process of getting their Livingston County building permits. The apartment complex engineers are working on the private club space and partition.

Chair Muck made a few suggestions to David for the Planning and Zoning Department. One to place the Planning and Zoning Annual Report on the Planning and Zoning website as a stand-alone document. Second, he felt that some mention of the building plans and where they are in their completion process of the past five years would be beneficial to all the board and commission members and township residents. Chair Muck mentioned that the Hardware Store still has not completed the curb cuts that were approved a few years ago. It would help the PC members better police the projects along with your staff. Commissioner Hamlin said that the Township Board did not approve the curb cuts and so that is why they have not been done. Hamlin mentioned that he spoke to David about Nick Zander's new building on M-36. The lighting of this new building is extremely bright at night. He said that they are not meeting our ordinance and so when David and Ted go out to do the final inspection for this project, they might go out there at night to ensure they have met the ordinance standards for this site project.

Commissioner Leabu stated that he is embarrassed by what has come to fruition here. He said he is waiting for the front porch and awnings over all the suites to be installed. The discussion established

that the project would not receive a final Certificate of Occupancy if they were not fully compliant with the conditions for their commercial site approval. Leabu said that when he did the finals, that he would go on a night drive with light meters and determine if the lighting met their standards. Chair Muck said that the only approved housing development that has come to fruition since he has been on the PC board is The Regency Village. Muck said that the residents want to attached Hamburg Township to the Green Oak developments, but they are not in our jurisdiction. Muck said he has thought of everything that the PC has recommended for approval and much has not come to fruition, such as Murie Glen, the Wedding Barn, Farber's Market, Bluewater condo building, and convenience store. Suppression systems are needed in commercial buildings, and you need a lot of water to manage those systems. Chair Muck said to include all approved projects that have expired in the annual report.

Trustee Hughes said she was pleasantly pleased with the final for the Pettysville Gas Station. She asked if they were doing anything with the old building. David said he isn't doing anything yet.

#### **ADJOURNMENT**

**Approval motion** to adjourn at 7:51 pm was made by Commissioner Muir, seconded by Commissioner Hamlin.

**VOTE: MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

**Lisa Perschke**

*Planning/Zoning Coordinator & Recording Secretary*

**David Rohr**

*Planning & Zoning Director*

The minutes were approved as presented/corrected: \_\_\_\_\_

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Commissioner Jeff Muck, Chairperson