

**City of Hartford**  
**Planning Commission Meeting**  
**December 9th, 2024, Proposed Minutes**

**Call to Order:** 6:00pm by T. Kling

**Members Present:** Steve Ackerman, Gage Gardner, Jenine Kling, & Tim Kling

**Members Absent:** Adolfo Morales

**Also Present:** Nicol Brown, City Manager; Donovan Smith, Principal Planner for McKenna & Assoc.; Public Attendees: Mandy Gauss, PE Sr. Project Mgr. for Casey's General Store

**Approval of the Minutes:**

Motion by Ackerman, seconded by Gardner, to approve the minutes of the October 14<sup>th</sup>, 2024, meeting.

Motion carried, 4 – 0

**Approval of the Agenda:**

Motion by Gardner, seconded by Ackerman, to approve the December 9<sup>th</sup>, 2024, agenda as presented.

Motion carried, 4 - 0

**Public Comments Not on the Agenda:**

\*Nicol introduced Donovan Smith, Principal Planner for McKenna & Associates. He helped with the site plan review for Casey's and may also be available to assist us with our master plan update. She wants to budget for them next year.

\*Gage offered a couple ideas to fill our two vacant Planning Commission seats: Get Hartford HS students involved, interested in learning, good for college resumes. We could also update our By-Laws and reduce the number of members required.

\*Tim suggested advertising on the Hartford Happenings site on Facebook or reaching out to past members. Must have residency in the city to be a member. Nicol said she could work on making that happen.

\*Nicol suggested possibly bringing a City Commissioner in as a member, maybe Pete Aranda, since he was previously with us? will check into that. Other cities currently do this. It benefits both the City & the Planning Commission, great opportunity for sharing ideas.

\*Donovan added that we could just change our quorum now, reduce # of members required. T. Kling shared his thoughts and still feels keeping our quorum at 4 and the required # of members at 7 is best. Adds more variety and input when making decisions. That's just his thoughts. We can revisit making a change later if we have trouble filling our vacant positions.

**\*Additional City Manager Comments:** Nicol updated us on all the grants that are currently in the works:

-Shared Streets & Spaces Program: Grant for \$200k to put in new sidewalk from Center to 60<sup>th</sup> St – she attended team meeting. Wightman's staff also participated. Reviewed construction drawings. MDOT stated it would take 3 months to receive grant agreement. A further update will be in Wightman's project update.

-DWSRF Project: Drinking Water State Revolving Fund, through Egle, 14M – pending the decision on which financial institutions to invite to submit a proposal.

-Spark Grant/DNR/Council Michigan Foundation: \$900k – Abonmarche scheduled meeting to start grant work.

-MDOT Grant: Center St. railroad crossing upgrade (by HHS) 40% match

-Streetscape Downtown Improvement Grant: Project closed; USDA has all info to release \$99k grant reimbursement.

-Housing Readiness Incentive Grant: \$50k to update our Master Plan. We can apply.

Other Comments: Vacant Rite Aid – A realtor owns the property now. Working on what business can come in. Some possibilities are an automotive store or grocery store.

**Unfinished Business:**

\*Discuss & Consider- By-Laws Review – we each received the new draft to review in our meeting packets.

Nicol brought up the Secretary position & responsibilities, specifically the submission of the meeting minutes. Tim spoke on behalf of Jenine who has been Secretary since 2006, stating that she would like to pass the responsibility onto another member. Nicol said it's possible that the Deputy Clerk could take the minutes for the meetings. She will follow up on this.

Gage had some thoughts about properties deemed suitable that are just sitting, if we could add something like some of the other local city planning by-laws had, where we know what to do with these properties. Tim shared that vacant properties & development of such properties are not included in our responsibilities. We're in place to review & act on proposed zoning ordinances and amendments, site plan reviews and special land use permits.

We agreed that we would keep the members at 7 at this time.

After completing our discussion Tim said we could continue with the motion to approve the updated by-laws draft.

Motion by Ackerman, seconded by Gardner, to approve the updated by-laws draft as presented.

Motion carried, 4 - 0

**New Business:**

\*Site Plan Review- 61827 CR 687 Casey's General Store #4611

Mandy Gauss, PE, Sr. Project Manager presented the Site Plan in detail. Each member had received a copy. Donovan went over the Planning & Zoning Site Plan Review – Site Improvements for Casey's #4611 presented by McKenna. There were only a few items of recommendation that need to be addressed, otherwise, the site plan is in compliance and is approved. Donovan did share that the rezoning to Light Industrial had been approved as Conditional Rezoning. It could have remained B2, Commercial, but it works either way.

Motion by Ackerman, seconded by Gardner, to approve the Site Plan for 61827 CR 687 Casey's General Store #4611, with the conditions recommended by McKenna & Associates.

Motion carried, per roll call, 4 - 0

**Other business:** None

**Adjournment:**

Motion by Gardner, seconded by Ackerman, to adjourn the meeting at 6:47 pm.

Meeting adjourned by T. Kling

Respectfully submitted by: Jenine Kling, Secretary