



CITY OF CHELSEA
PLANNING COMMISSION AGENDA
MAY 21, 2013
CHELSEA MUNICIPAL BUILDING
311 S. MAIN ST., CHELSEA, MI

CALL TO ORDER

APPROVAL OF WORK SESSION MINUTES

Approval of the Planning Commission Work Session Minutes for May 7, 2013.

APPROVAL OF MEETING MINUTES

Approval of the Planning Commission Meeting Minutes for October 16, 2012.

NEW BUSINESS

- **Motion for dates, times, and location for the 2013 Planning Commission and Work Session meetings.**
- **Request from Steve Tracy for a Site Plan extension for Heritage Point Phase IIB.**
- **Chelsea Mill** – An application has been filed by Chelsea Milling Company for an Amended Final Site Plan approval of a proposed flour transfer building and nine silos with equipment building on the following described parcel of land: TAX CODE: # 06-06-12-170-002, Chelsea Milling Company, 201 W. North St.
- **United Methodist Retirement Communities – Towsley Village Memory Care Center:** An application has been filed by Tom Covert of Metro Consulting for an Amended Final Site Plan approval of a proposed 66 room addition on the following described parcel of land: Tax Code: # 06-06-11-480-006, 809 W. Middle.
- **United Methodist Retirement Communities – Dancey House:** An application has been filed by Tom Covert of Metro Consulting for an Amended Final Site Plan approval of a proposed office and fitness center addition on the following described parcel of land: Tax Code: # 06-06-11-480-014, 809 W. Middle.

(over)

DISCUSSION

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
MAY 21, 2013
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN ST., CHELSEA, MI

Members Present: Chairman George Kinzer, Vice Chair Jack Garland, Melissa Johnson, Erik Larsen, Larry Ledebur, Sarah Haselschwardt, Rich Montoye , Secretary Darlene Stanley

Members Absent: Robert Stephens

Others Present: Council Trustee Cheri Albertson, City Planner Carl Schmult

Others Absent: Planning, Engineering, Zoning & Community Development Director Christine Linfield

CALL TO ORDER

Chairman Kinzer called the meeting to order at 7:03 pm.

APPROVAL OF WORK SESSION MINUTES

Approval of the Planning Commission Work Session Minutes for May 7, 2013.

Motion by Erik Larsen, seconded by Sara Haselschwardt to approve the minutes of May 7, 2013. 8 ayes, 0 no, 1 absent. Motion approved.

APPROVAL OF PC MEETING MINUTES

Approval of the Planning Commission Meeting Minutes for October 16, 2012.

Motion by Jack Garland, supported by Darlene Stanley to approve the meeting minutes of October 16, 2012. 8 ayes, 0 no, 1 absent. Motion passed.

NEW BUSINESS

- **Motion for dates, times, and location for the 2013 Planning Commission and Work Session meetings.**

Motion by Darlene Stanley, supported by Erik Larsen to set the regular Planning Commission Meetings on the third Tuesday of each month at 7:00 p.m. during 2013. The Planning Commission Meetings will be held in the Council Chambers at the Municipal Building at 311 S. Main St., Chelsea, MI. The Planning Commission Work Sessions will meet the 1st Tuesday of each month as needed in 2013 at 7:00 p.m. in the lower level conference room at City Hall, 305 S. Main St., Chelsea, MI. 8 ayes, 0 no, 1 absent. Motion passed.

- **Request from Steve Tracy for a Site Plan extension for Heritage Point Phase IIB.**

George Kinzer explained to the Planning Commission that we have been allowing the extensions based on the economic situation for some time.

Melissa Johnson asked for a little background on the project as this predates her time on the Planning Commission. How long ago was the site plan approved? While the Planning Commission PC Minutes 5.21.13

did not have the exact date, they determined it had been at least 6 years. Chairman Kinzer said it was a 5 phase project and when the economic rate changed drastically, the second phase was split into two phases IIA and IIB. Phase IIA is complete and they are working on IIB. Commissioner Johnson asked if anything has changed with the infrastructure in those 6 years. Carl Schmult has discussed this with Christine Linfield and we would not require anything different today.

Larry Ledebur asked what would happen if we denied the request. Carl Schmult said the process would start all over but you would probably be inviting a lawsuit, you need a compelling reason to deny.

Erik Larsen is on the Home Owners Association at Heritage Point and he will abstain from voting.

Motion by Jack Garland, seconded by Larry Ledebur to extend the final site plan for Heritage Pointe for 1 year. 7 Ayes, 1 Abstention - Erik Larsen, 1 absent. Motion passed.

- **Chelsea Mill** – An application has been filed by Chelsea Milling Company for an Amended Final Site Plan approval of a proposed flour transfer building and nine silos with equipment building on the following described parcel of land: TAX CODE: # 06-06-12-170-002, Chelsea Milling Company, 201 W. North St.

Utpal Patel went over the plan discussing the new building and 6 additional silos.

Melissa Johnson asked what the extra impact on the water system, streets, and electric would be. Utpal said there is no water, electricity is being worked on with the city, and the silos can receive ingredients by rail.

Carl Schmult went over his report along with Christine Linfield's.

Darlene Stanley asked what the blowers were for. Mr. Patel said each ingredient has its own blower to help move the ingredient through the whole system. Chairman Haselschwardt asked about the noise levels of those blowers and Utpal said that one of the buildings is being built to house the blowers which will be insulated.

Melissa Johnson made a motion based on review of section 4.22 which is General Industrial which is where the Chelsea building construction is to occur, and it seems to meet the standards and regulations that I make a motion to approve the amended site plan with the conditions as outlined earlier by Mr. Schmult with the inclusion of a description of the proposed use of the blower building and transfer building addition, location of all proposed lighting with fixture details and proposed lighting levels on the proposed site plan, clarification of the property line shown on sheets C0.01 and C1.00 to make sure the owner is called out, and finally a resolution regarding running proper electric service to the proposed structure, seconded by Eric Larsen. Commissioner Johnson amended her original motion to include Christine Linfield's report. 8 ayes, 0 no, 1 absent. Motion approved.

- **United Methodist Retirement Communities – Towsley Village Memory Care Center:** An application has been filed by Tom Covert of Metro Consulting for an Amended Final Site

Plan approval of a proposed 66 room addition on the following described parcel of land: Tax
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Kate Collins Director of the UMRC discussed the project. The original building was built in 1959 and this new addition will include 66 independent rooms.

Tom Covert from Metro Consultant also went over the project and discussed how the addition will be added, and what will take place. They will have deferred parking if additional parking for the future. The entrance road will move to the west. One detention pond will be filled in, and the addition will take place on that land. They have done soil borings and feel confident the land is solid enough. At this time they do not have to get county approval changing the detention ponds as it is far enough away from county drains.

Commissioner Haselschwardt asked for clarification on the western road. Kate Collins commented that the road will be for staff and deliveries and that there is a very wide fire access lane all around the building also adjacent to the Fieldstone Development.

Kate Collins also said that they are reconfiguring some of the old rooms which held two patients into private rooms.

Melissa Johnson asked what thought was given to make sure the development all blends together. She can see each phase in the different projects at UMRC. Kate Collins said that they actually do that on purpose for the residents. It helps to differentiate the buildings and what those facilities mean, and also because of the donation process. Kate said this was considered very carefully. They are doing the same brick, and some vinyl siding along with similar building height.

Carl Schmult went over both his report and Christine's. The site is zoned MC and requires an area plan for the total site. He wanted the floor area noted that from the UMRC area plan they have a total floor area build out as they saw it back in 1998. The ordinance provides that they can increase the floor area ratio by 1 percentage point. Before this addition the site has 255,000 square feet of floor area. The proposed building will add 45,600 for a total of 300,600 and will only leave capacity for 57,730 under the area plan. With the next addition on the agenda for UMRC, it leaves 52,700 square feet. If in future development they want to exceed the 52,700 square feet, they will have to amend the area plan which is basically a zoning amendment

A motion was made by Melissa Johnson, seconded by Erik Larsen that based on review of 4.18 which encompasses Medical Center and also section 5.14 of the Commercial Design Standards of the ordinance I move to approve the amended site plan of the UMRC Towsley Center addition with the following contingencies: that UMRC satisfies the cities required upgrade REU fee, that the design of the outdoor courtyard be submitted to staff for approval if allowed by staff approval, that Chelsea Light and Power be provided with the necessary easements outlined by Mr. Schmult earlier, that the luminary schedule on the photometric plan call out the fixtures, and include the schematic detail of the light fixtures and parking lot light poles for visual reference, that the AG zoning south and west of the site is noted as Sylvan Township on the plan. 8 ayes, 0 no, 1 absent. Motion passed.

- **United Methodist Retirement Communities – Dancey House:** An application has been filed by Tom Covert of Metro Consulting for an Amended Final Site Plan approval of a proposed office and fitness center addition on the following described parcel of land: Tax Code: # 06-06-11-480-014, 809 W. Middle.

Kate Collins went over the proposed project. They will be adding centrally located staff offices

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along with new dining experiences, shopping, and a fitness area and swimming pool.

Tom Covert with Metro Consulting said the project is being proposed in two phases. Office space is the first, and the second addition will be the recreation and pool area. The pool is 25 x 60 and will be 5 feet deep. This will be a salt water pool.

There was much discussion among the Planning Commission regarding phase II and that the petitioner has changed the plan making it smaller and removing a terrace, and also concerns about comments from the Fire Chief who needs enough room for access in case of emergency. Some members of the Planning Commission were not comfortable approving a plan that has changed. Carl Schmult reminded the commission that Christine's Linfield's reports say that is ok if UMRC had to reduce the building. She can administratively approve that plan. The fire chief has already reviewed the plan. Mr. Covert discussed different methods to allow for fire access such as making the corners of the courtyard smaller. They will also be eliminating a portion of the building which allows enough room for access. The Planning Commission asked for specific numbers. How many feet was the chief requiring. Jim Heussler of Peters Building said the chief wanted 12 feet of access.

Melissa Johnson who made the motion said she will not include the reduced size portion because as she understands it the amended plan they have in front of them satisfies the requirements. Sara Haselschwardt said we believe it meets the requirements per the developer not the staff reports.

Melissa Johnson made a motion to amend this final site plan with the conditions, and I should note that the addition of offices and a recreation and pool do meet the allowances in the MC zone portion of the ordinance, that it definitely is included in the campus intensions as well, and specifically stated in the ordinance but I do make a motion to approve the amended site plan with the following conditions, the applicant will need to pay the upgrade reu fee as we discussed with the Towsley addition as well, and the condition that it meets all safety requirements of the City of Chelsea whether that be EMS, Engineering Code the Fire Department and that if anything that exceeds staff requirements changes staff approval that it would come back to the Planning Commission. Seconded by Darlene Stanley. 8 Ayes, 0 no, 1 absent. Motion passed.

DISCUSSION

Chairman Kinzer announced that this was the last meeting for Jack Garland and that he will be missed. Jeff Blazak will take his place beginning in June. In addition, he announced that he will not be able to make the meeting in June and will discuss options with Christine Linfield.

PUBLIC PARTICIPATION

No public in the audience.

ADJOURNMENT

A motion by Jack Garland, supported by Darlene Stanley to adjourn the meeting at 8:55 p.m.

Respectfully Submitted,



Karon R. Barbour
Planning and Zoning Technical Administrative Assistant

A motion is needed for the following meeting dates unless of course the Planning Commission decides to change it.

A motion to set the regular Planning Commission Meetings on the third Tuesday of each month at 7:00 p.m. during 2013. The Planning Commission Work Sessions will meet the 1st Tuesday of each month as needed at 7:00 p.m. in 2013.

Steve Tracy
1765 Cypress Pointe Ct.
Ann Arbor, MI 48108

May 9, 2013

City Of Chelsea Planning Commission
305 S. Main
Chelsea, MI 48118

Dear Planning Commission Members:

At your June 19, 2012 meeting I requested and you granted a one year extension for the final site plan approval of Heritage Pointe phase 2B. Since little has changed in the past year we are faced with the prospect of carrying this project until an economic turn-around occurs in the state. Due to these extreme economic circumstances I would once again respectfully request a one year extension of the final site plan approval. Thank you for your assistance and consideration.

Sincerely,

Steve Tracy

CITY OF CHELSEA - ENGINEERING DEPT.

TO: Planning Commission
FROM: Christine Linfield, (Planning, Engineering, Zoning & Comm. Dev. Dir.)
SUBJECT: Chelsea Milling Silo Expansion (Corn Meal Receiving)
Amended Final Site Plan - PC Report
DATE: 05/14/13
CC:

The applicant has submitted a revised five page Amended Final Site Plan dated 03/28/13, revised 05/02/13, and stamped received 05/06/13. The applicant has also submitted several large detailed sets of plans, such as the architectural plans, internal electrical/photometrics plans and silo structural plans.

In order to reduce the size of the planning commission packets, only the Amended Final Site Plan and Architectural plans are included. The remaining detailed sheets are in my office if the commission would like to review prior to the meeting.

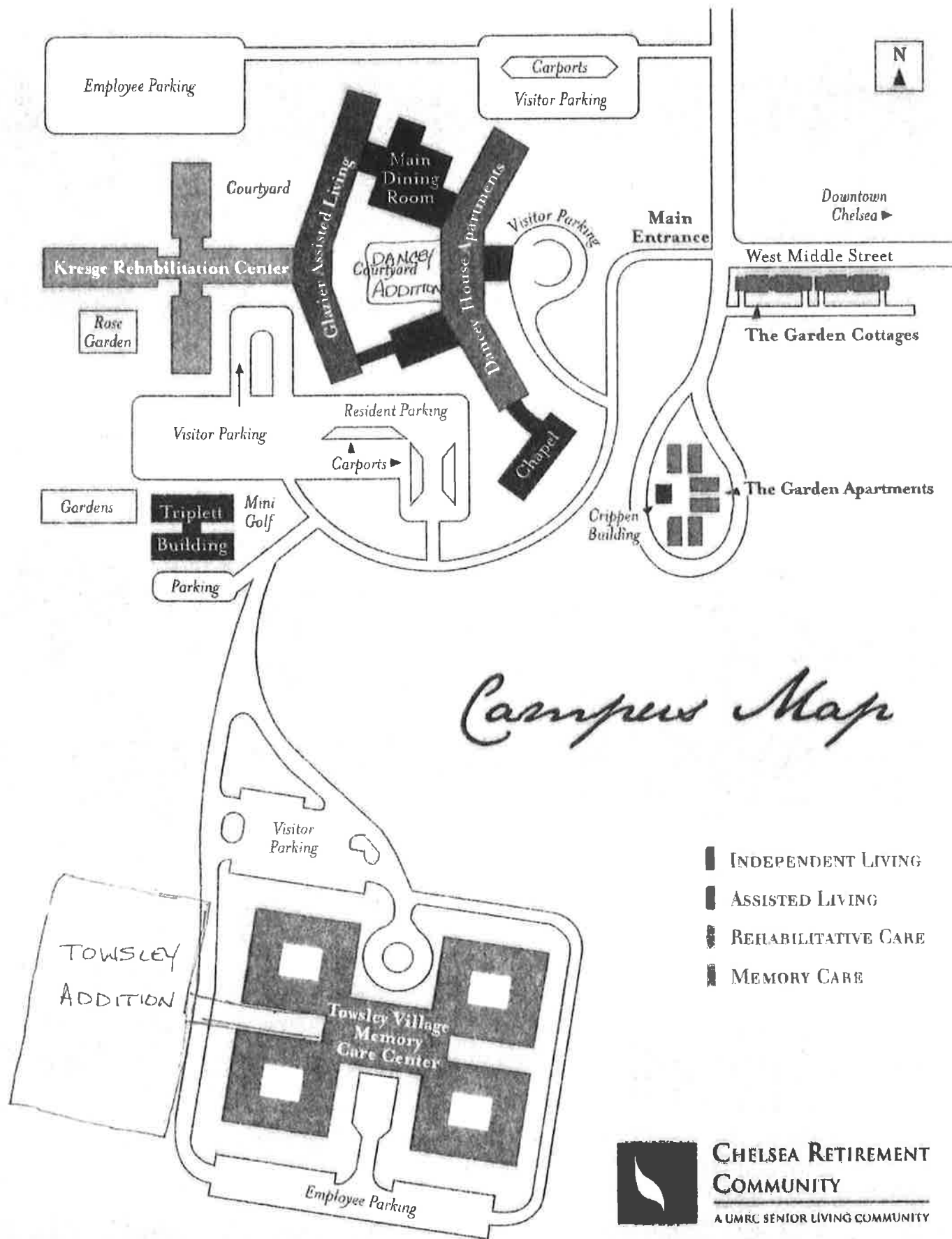
1. Include location of all proposed lighting (wall mounted, etc.) with fixture details and proposed lighting levels on the site plan layout sheet (C1.00).
2. Include more specific labeling of the proposed use and number of stories of blower and transfer building on the site plan layout sheet (C1.00).
3. Hold meeting with the City to discuss the strategy for running electric service to the proposed new structures.

MEMORANDUM

TO: City of Chelsea Planning Commission
FROM: Carl V. Schmult, Jr.
Professional Community Planner
DATE: May 13, 2013
RE: Chelsea Milling Amended Final Site Plan
Silo Expansion

I reviewed the above, consisting of five sheets, date stamped May 6, 2013, as received by the City. I offer the following comments.

1. The following information should be added to the plan.
 - a. Description of proposed use of the blower building and the transfer building addition.
 - b. Proposed exterior lighting – locations, height, details of fixtures.
2. Clarify property lines shown on sheets C0.01 and C1.00. The sheets show two property lines that meet, then diverge, and located within the indicated railroad tracks. Call out the owner of the land between the property lines.
3. The proposed construction represents a relatively minor addition to the site, considering the size of the existing building and the project's location between that building and the railroad tracks (see sheet C3.00), and does not raise layout issues.



CITY OF CHELSEA - ENGINEERING DEPT.

TO: Chelsea Planning Commission
FROM: Christine Linfield, (Planning, Engineering, Zoning & Comm. Dev. Dir.)
SUBJECT: UMRC Towsley Center Addition - Amended Final Site Plan Interim Report
DATE: 05/14/13
CC:

After reviewing the twenty page site plan dated 04/04/13, revised 05/08/13, and stamped received 05/09/13, the following comments are listed below.

1. As previously discussed, due to the nature of the proposed improvement, the applicant will need to pay an REU upgrade fee. This fee will be determined in the next few days and must be paid prior to approving/stamping the amended final site plan.
2. There is a small section of the proposed north parking lot addition that has an aisle width of 20 ft instead of 22 ft, also there is a small section of sidewalk that is 5 ft wide instead of 7ft. These slight reductions are necessary in order to blend into the existing parking lot and preserve continuity.
3. The design of the outdoor courtyard created within the center of the new addition has yet to be finalized. Once a design is determined, it will be submitted to the city for separate approval. If the proposed improvements meet the criteria of Section 9.09, then the area could be approved by staff as an administrative amendment to an approved site plan.
4. Chelsea Light & Power needs to have the electric easement extended to the south property line and also the east property line for future connections. The preferred location for the easterly extension is between the combined detention basin and the parking lot. Please show easements on the plans and also include notation that UMRC will have the easement documents created and recorded prior to final certificate of occupancy.
5. The Luminaire Schedule on the photometric plan calls out fixtures that are metal halide and are full cut off meeting the nighttime friendly criteria. Include schematic details of light fixtures and parking lot light poles for visual reference. Maximum height is 20 ft pole set on a max 2 ft high base.

MEMORANDUM

TO: City of Chelsea Planning Commission
FROM: Carl V. Schmult, Jr.
Professional Community Planner
DATE: May 14, 2013
RE: HFA Final Site Plan Amendment

I reviewed the above, consisting of 20 sheets, date stamped May 9, 2013, as received by the City and offer the following comments.

1. The following information should be provided on the plan.
 - 1.01 Call out AG zoning to the south and west of the site as Sylvan Township.
 - 1.02 Location of proposed exterior lighting on sheets 7-13; details of poles and fixtures (cut sheet details, in the plan), including building mounted fixtures.
2. The site is zoned MC, Medical Center. This is a special zoning district and is subject to the procedures, standards, and regulations of Chapter 15 of the Zoning Ordinance. The area plan for the approved MC district provides for a total floor area on the site of 340,000sf, which results in a FAR of 0.134 (13.4%). Section 15.14C-6 of the Ordinance provides that a change that increases the FAR by more than one percentage point is a major change, which requires a zoning amendment. A one percentage point increase in the FAR permits a total floor area of 353,338sf. At present the site has 254,991 sf of floor area. The proposed building will add 45,612 sf, which will increase the total floor area to 300,608sf. Therefore, after the proposed building is completed, the site will have capacity for an additional 52,730sf of floor area under the existing area plan. Addition of floor area above this number will require an amendment to the zoning district (and revision of the area plan).

CITY OF CHELSEA - ENGINEERING DEPT.

TO: Planning Commission
FROM: Christine Linfield, (Planning, Engineering, Zoning & Comm. Dev. Dir.)
SUBJECT: UMRC Dancey House Addition - Amended Final Site Plan PC Report
DATE: 05/14/13
CC:

After reviewing the fifteen page site plan dated 04/04/13, revised 05/08/13, stamped received 05/09/13, the following comments are listed below:

1. As previously discussed, due to the nature of the proposed improvement, the applicant will need to pay an REU upgrade fee. This fee will be determined in the next few days and must be paid prior to approving/stamping the amended final site plan.
2. Chief Payeur with the Chelsea Area Fire Authority has met with the design firm over his concerns with the construction of the Phase II fitness addition. The addition blocks access to the Glazier Assisted Living Center. The Fire Chief was told that a portion of the Glazier building is proposed to be removed in the future which will open up access. It was also discussed that if the portion of the Glazier building is not removed then the northwest and southwest corners of the Phase II fitness addition would be removed to open up more access for firefighters. Please place a note on the plans reflecting the possible building change and requiring final review by the fire authority prior to issuance of building permit for Phase II. Per Section 9.09 (g), staff can administratively approve future amendments to an approved final site plan for a reduction in building size.

MEMORANDUM

TO: City of Chelsea Planning Commission
FROM: Carl V. Schmult, Jr.
Professional Community Planner
DATE: May 14, 2013
RE: UMRC-Dancey House Final Site Plan Amendment

I reviewed the above, consisting of 15 sheets, date stamped May 9, 2013, as received by the City and offer the following comments.

1. The required information is provided.
2. The site is zoned MC, Medical Center. This is a special zoning district and is subject to the procedures, standards, and regulations of Chapter 15 of the Zoning Ordinance. The area plan for the approved MC district provides for a total floor area on the site of 340,000 sf, which results in a FAR of 0.134 (13.4%). Section 15.14C-6 of the Ordinance provides that a change that increases the FAR by more than one percentage point is a major change, which requires a zoning amendment. A one percentage point increase in the FAR permits a total floor area of 353,338 sf. The site currently has 300,608 sf of floor area, including the proposed HFA (Towsley Center) addition. The proposed additions will add 11,849 sf, which will increase the total floor area to 312,457sf. Therefore, after the proposed additions are completed, the site will have capacity for an additional 40,881 sf of floor area under the existing area plan. Addition of floor area above this number will require an amendment to the zoning district (and revision of the area plan).

PLEASE SIGN IN
PLANNING COMMISSION
MAY 21, 2013

NAME

ADDRESS

Jay Miedema Post Associates
Arnold PFLUEGER CMC
Utpal Patel, CMC
Steve Tracy
Howdy Holmes
TOM COVERT

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Ann Arbor
JIFFY mixes
MCA FOR UMRC