



CITY OF CHELSEA

**PLANNING COMMISSION AGENDA
OCTOBER 21, 2014 7:00 P.M.
CHELSEA MUNICIPAL BUILDING (Council Chambers)
311 S. MAIN ST., CHELSEA, MI**

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES

Approval of the Regular Meeting Minutes for 08/19/14 & WS Minutes for 10/07/14

PUBLIC HEARINGS

Request by Dena Gilmore (Wags to Wiskers) to Amend Article 4, Section 4.16(B.) to add text under Special Uses to allow temporary boarding of small animals.

Request by the City of Chelsea, with support from the Zoning Board of Appeals, to Amend Article 5, Section 5.16(E.1)(c.) to allow LED light fixtures for site lighting.

UNFINISHED BUSINESS

NEW BUSINESS

Dena Gilmore Zoning Ordinance Amendment Request - Recommendation to Council

City of Chelsea Zoning Ordinance Amendment Request - Recommendation to Council

Discuss Possible Cancellation of 11/4/14 Work Session Due to Elections

Adoption of 2015 Planning Commission Meeting Schedule

Election of Secretary

DISCUSSION

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
OCTOBER 21, 2014
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA MICHIGAN

NAMES OF THOSE PRESENT: George Kinzer, Erik Larsen, Marcia White, Cary Church, Sarah Haselschwardt, Larry Ledebur

MEMBERS ABSENT: None

MEMBERS VACANT: Three

OTHERS PRESENT: Cheri Albertson, Carl Schmolt, Christine Linfield, Dena Gilmore

CALL TO ORDER

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

APPROVAL OF THE AGENDA

MOVED by Haselschwardt, SECONDED by Ledebur, to approve the agenda as presented. All ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

Sarah Haselschwardt recommended the following corrections to the 08/19/14 regular meeting minutes.

1. Page 2 – Rewrite the third sentence in the first paragraph to state...*"She stated that she does not feel like masonry wall would be as appropriate as the 20' setback which is required by the Zoning Ordinance, which the Planning Commission in a PUD District can revise."*
2. Page 2 – Rewrite the fourth sentence in the first paragraph to state...*"She stated that she believes that only 15-20% of the property setbacks meet the criteria called for in the Zoning Ordinance."*
3. Page 2 – Rewrite the third sentence in the fifth paragraph to state...*"Sarah Haselschwardt pointed out there are other options the petitioner could look into to meet the setback requirement and still maintain parking."*
4. Page 2 – Rewrite the first sentence in the sixth paragraph to state...*"George Kinzer asked for each commissioner to vote on whether they would support requiring the 20' setback if it meant reducing parking."*
5. Page 2 – Rewrite the third sentence in the eighth paragraph to state...*"Sarah Haselschwardt stated that it is not the amount of parking spaces that is causing the lack of setbacks along the southeast boundary and that other items on the site plan can be changed."*

Minor spelling and grammar errors were also pointed out by the commission.

MOVED by Larsen, SECONDED by Haselschwardt, to approve the meeting minutes for 08/19/14 as corrected. All Ayes. Motion Carried.

MOVED by Ledebur, SECONDED by Larsen, to approve the work session minutes for 10/07/14 as presented. All Ayes. Motion Carried.

PUBLIC HEARINGS

Public Hearing No. 1 – Request by Dena Gilmore (Wags to Wiskers) to Amend Article 4, Section 4.16(B.) to add text under Special Uses in the C4 District to allow temporary boarding of small animals. George Kinzer opened the public hearing. No comments from the public.

Public Hearing No. 2 – Request by the City of Chelsea, with support from the Zoning Board of Appeals, to Amend Article 5, Section 5.16(E.1)(c.) to allow LED light fixtures for site lighting. George Kinzer opened the public hearing. No comments from the public.

UNFINISHED BUSINESS

NEW BUSINESS

Zoning Ordinance Amendment – Request by Dena Gilmore (Wags to Wiskers)

George Kinzer went over staff reports and the recommended amendment language. Carl Schmult's reported recommended amending the C-4 Restricted Commercial District, Special Uses, being Section 4.16B, by adding the following new subsection 8:

“Boarding and day care of domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fenced or otherwise enclosed area and is supervised.”

MOVED by Ledebur, SECONDED by White, to recommend that the City Council approve amending the C-4 Restricted Commercial District, Special Uses, being Section 4.16B, by adding language as presented in Carl Schmult's report. All Ayes. Motion Carried.

Zoning Ordinance Amendment – Request by City of Chelsea

Christine Linfield presented the item stating that due to the changes in technology, LED site lighting is becoming more commonplace due to energy efficiency. Recently, Speedway Gas Station received a variance from the Zoning Board of Appeals to install LED site lighting. The Zoning Board of Appeals also recommended that the Zoning Ordinance be amended to allow LED light fixtures.

George Kinzer went over Carl Schmult's report which recommended amending Section 5.16(E.1)(c.), Site Lighting, by adding the words “or LED” between the words “halide” and “fixtures.”

MOVED by Church, SECONDED by White, to recommend that the City Council approve amending Section 5.16(E.1)(c.), Site Lighting, by adding language as presented in Carl Schmult's report. All Ayes. Motion Carried.

Discuss Possible Cancellation of 11/04/14 Work Session Due to Elections

MOVED by Haselschwardt, SECONDED by Church, to approve the cancellation of the November 4, 2014 work session. Prior to the vote, Larry Ledebur pointed out that even though he will vote "yes" to the motion he is concerned with the slowness of work on the Comprehensive Plan. All Ayes. Motion Carried.

Adoption of the 2015 Planning Commission Meeting Schedule

MOVED by Haselschwardt, SECONDED by White to set the 2015 regular Planning Commission meeting schedule for the third Tuesday of each month at 7:00 pm and to also set the 2015 Planning Commission work session meeting schedule for the first Tuesday of each month at 7:00 pm with all meetings being held in the City of Chelsea Council Chambers located at 311 S. Main Street. All Ayes. Motion Carried.

Election of Secretary

Due to the recent resignation of Planning Commission Secretary Nick Helmholdt, the election of a replacement secretary is needed to fill the vacant seat until the election of new officers in July 2015. Sarah Haselschwardt volunteered and also informed the Planning Commission that she may need to miss a few meetings due to family issues. Christine Linfield volunteered to take minutes when Sarah Haselschwardt is absent.

MOVED by White, SECONDED by Larsen, to appoint Sarah Haselschwardt as the new Planning Commission Secretary. All Ayes. Motion Carried.

DISCUSSION

Marcia White mentioned that she had received a DVD from the Chamber of Commerce called the "Dollars and Sense of Protecting Community Character" and recommended that the Planning Commission watch it at an upcoming work session.

Christine Linfield reported to the Planning Commission that as part of the RR crossing improvements, MDOT will be prohibiting southbound M52 vehicular traffic from turning left onto Jackson Street. She also reported that Jackson Street businesses and residents were sent letters informing them of the change.

Cheri Albertson reported that a resident has expressed concern regarding how emergency vehicles cross the tracks in the event the gates are down for long periods of time. Christine Linfield stated that the City Clerk forwarded the information to Chelsea Police for review.

ADJOURNMENT

MOVED by White, SECONDED by Larsen to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:47 pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Christine Linfield". The signature is written in a cursive, flowing style.

Christine Linfield,
Acting Planning Commission Secretary

DRAFT PLANNING COMMISSION MINUTES
AUGUST 19, 2014
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN ST., CHELSEA, MI

NAMES OF THOSE PRESENT: George Kinzer, Nick Helmholdt, Marcia White, Cary Church, Sarah Haselschwardt
MEMBERS ABSENT: Larry Ledebur, Erik Larsen
MEMBERS VACANT: Two
OTHERS PRESENT: Cheri Albertson, Carl Schmult, Christine Linfield, Rene Papo, Tom Covert, Mel Oakley, ?? others ??

CALL TO ORDER

George Kinzer called the meeting to order at 7:00 pm.

APPROVAL OF MEETING MINUTES

Cary Church moved to approve the regular meeting minutes for July 15. The motion was supported by Marcia White. 5 ayes, 0 nays. Motion passed.

Marcia White moved to approve the work session meeting minutes for July 1. The motion was supported by Nick Helmholdt. 5 ayes, 0 nays. Motion passed.

Marcia White moved to approve the work session meeting minutes for August 5 with the corrected date. The motion was supported by Cary Church. 5 ayes, 0 nays. Motion passed.

APPROVAL OF THE AGENDA

Marcia White moved to approve the agenda. Nick Helmholdt supported. 5 ayes, 0 nays. Motion passed.

UNFINISHED BUSINESS

- **Magellan Properties Rezoning Request:** To amend the Chelsea City Zoning Ordinance to revise the Zoning Map from (I-1 to PUD) in the area described as: Tax Code 06-06-12-435-005, **425 Congdon** and 06-06-12-435-015, **500 S. Main St.**, Chelsea, MI (Commonly known as the Federal Screw Plant).

George Kinzer described the two resolutions provided in the commission's packet. Christine Linfield clarified the two items described in her memo to the planning commission regarding the exact description of uses and items to be reviewed at the time of the final site plan. Christine Linfield stated that she spoke with the fire chief regarding the turning radius for emergency vehicles. She stated that the chief was satisfied with the revisions made by the petitioner to accommodate fire trucks on the site.

George Kinzer stated that the first resolution deals with the findings. Sarah Haselschwardt stated that she has a concern regarding the setbacks for the south property line (4.04.3.c). She stated that there is a residential property neighboring this section of the property. She stated that she does not feel like a masonry wall would be less appropriate than a 20' setback. She stated that she believes that only 15-20% of the property setbacks called for in the zoning ordinance.

Marcia White stated that she does not believe the adjacent property owner has participated in previous meetings regarding this site. She furthermore stated that the previous use (Federal Screw Works) presented a more intense use closer to the residence. She further stated that she had a concern regarding overflow parking.

Cary Church stated that he would support the position described by Marcia White since it is not making the issue any worse than it had been.

George Kinzer described some of the history of the Federal Screw Works property and limitations of the residential parcel to the south of the site such as its narrowness and depth, which limit future development options.

Sarah Haselschwardt stated that page PSP.03 shows that the proposed site has an excess of parking compared to the minimums required in the zoning ordinance. George Kinzer raised the concept of replacing angle parking with parallel parking. Sarah Haselschwardt listed a few options that the petitioner could do to increase the setback along this segment such as removal of parking, removal of a drive thru lane, adjustment of building dimensions, and so forth.

George Kinzer asked for each commissioner to vote on whether there should be a parking reduction at the site. Cary Church voted no, Nick Helmholdt voted yes, Marcia White voted no, Sarah Haselschwardt voted yes. Rene Papo asked the commission to preserve the parking as described on the site plan. George Kinzer voted no. The informal vote to reduce parking failed.

Sarah Haselschwardt noted that the wall along the east property line along 118 E. Lincoln as shown in the plans does not align with the findings. Rene Papo agreed to amend the plan to reflect the findings.

Cary Church moved to approve Resolution #1, Findings as written. The motion was supported by Marcia White. Sarah Haselschwardt stated that it is not the addition of parking spaces that is causing the lack of setbacks along the southeast boundary and that other items on the site plan can be changed. 4 ayes, 1 nay. Motion passed.

George Kinzer turned attention to Resolution # 2, Recommendation for Approval. George Kinzer read the document aloud.

Carl Schmolt suggested a new # 19 regarding the proposed decorative masonry wall along 119 E. Lincoln.

Marcia White moved to approve Resolution #2 with the addition of item #19 as drafted by Carl Schmolt and with the revisions to the cover sheet as identified by Christine Linfield. The motion was supported by Cary Church. 4 ayes, 1 nays. Motion passed.

*** get exact wording of # 19 from Carl Schmolt ***

NEW BUSINESS

- **Sheridan Books - Amended Final Site Plan:** To amend the final site plan to add a 6,649 sft single story office addition on lot described as: Tax Code: #06-06-12-250-013, 613 E. Industrial Drive, Chelsea, MI.

Carl Schmolt described his proposed correction to the final site plan to identify the finished surface as grass.

Christine Linfield described the process of the Architectural Control Committee relative to the site and that there were no additional changes requested. Christine Linfield stated that no exterior lighting was specified in the site plan.

Tom ?? unknown name ?? and Mel Oakley stated that there was no exterior lighting proposed in the addition. Mel Oakley stated that the intended use is increased office space. He stated that primary access will be through the existing space.

Nick Helmholdt moved to approve the final site plan with no corrections or conditions. The motion was supported by Sarah Haselschwardt. 5 ayes, 0 nays. Motion passed.

- **Chelsea Retirement Communities - Combined Preliminary & Final Site Plan:** To allow the combining of a preliminary and final site plan for the construction of a 2,808 sft storage building on the lot described as: Tax Code: #06-06-11-480-014, 805 W. Middle Street, Chelsea, MI.

Christine Linfield described the proposal and her report to the commission. Christine Linfield stated that combined preliminary and final site plans are allowed to save applicants in MC district time and effort. Furthermore, she stated that improvements of this type could be considered a minor change to the district which furthermore streamlines the applicant's process.

Carl Schmolt stated that the fire chief has reviewed the site plan and that the fourth comment on his report is no longer relevant.

Tom Covert addressed the commission. He stated that the storage building will be used for holiday decorations, office furniture, and resident furniture. He stated that the lights will be shown on the revised plans.

Cary Church asked what is currently on the site. Tom Covert said that a previous shed had been on the site but has since been removed.

Nick Helmholdt asked if the building will be heated and cooled. Tom Covert said it will be unconditioned.

Sarah Haselschwardt moved to state that the proposed improvements are a minor change. The motion was supported by Cary Church . 5 ayes, 0 nays. Motion passed.

Sarah Haselschwardt moved to combine the preliminary and final site plans. The motion was supported by Nick Helmholdt. 5 ayes, 0 nays. Motion passed.

Sarah Haselschwardt moved to approve the combined preliminary and final site plans subject to the satisfaction of conditions outlined in the staff reports by Carl Schmolt and Christine Linfield. The motion was supported by Cary Church. 5 ayes, 0 nays. Motion passed.

DISCUSSION

Cheri Albertson stated that she had met with the city manager to discuss pedestrian crossing closures along M-52 at the railroad crossing.

ADJOURNMENT

Marcia White moved to adjourn the meeting at 8:17 pm. The motion was supported by Nick Helmholdt. 5 ayes, 0 nays. Motion passed.

Meeting adjourned at 8:17 pm.

Respectfully Submitted,

Nick Helmholdt
Planning Commission Secretary

Planning Commission Work Session Minutes
October 7, 2014
Chelsea Municipal Building Council Chambers
311 S. Main Street., Chelsea, MI

Members Present: Chairman George Kinzer, Vice Chair Erik Larsen, Larry Ledebur, Marcis White, Sarah Haselschwardt, Cary Church

Members Absent: None (Currently, three vacancies.)

Others Present: Carl Schmolt (Planning Consultant) & Cheri Albertson (Council Liaison)

CALL TO ORDER

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

DISCUSSION:

Item #1: Revision request to C4 Special Use to include temporary boarding for small animals.

The commissioners were all in agreement that we would support adding this use if it includes wording to address the following points:

1. Domestic Animals;
2. Boarding and grooming inside building (no outdoor kennels)
3. Leashed, supervised outside access
4. Short term stays
5. Any animal waste to be directed into sanitary sewer.
6. Cleanliness and Acoustics controlled to ensure minimal to no impact on neighboring uses

In addition, we discussed the fact that we would be able to review conditions on site by site basis, to look at the amount of green space available in comparison to the number of potential boarded animals.

The commissioners also expressed that the safety and welfare and fair treatment of the animals is of primary focus.

Item #2: Revision to lighting criteria to allow LED site lighting.

The commissioners all are in support of revising language to add LED lighting as an acceptable light type. Metal halide should still be included as an acceptable lighting type.

Meeting adjourned: 8:03 pm.

Respectfully submitted,

Sarah Haselschwardt, Acting Secretary

CITY OF CHELSEA
CHELSEA, MI 48118

CITY OF CHELSEA, WASHTENAW COUNTY, MICHIGAN APPLICATION NO. _____

APPLICATION FOR ZONING ORDINANCE AMENDMENT

PLEASE TYPE OR PRINT (if additional space is needed, use back side)

A. MAP CHANGE

1. Application is hereby made by: Name (s) _____
Address: _____ Telephone: _____
2. The applicant (s) is/are: () the owner (s) of the property involved. () acting on behalf of the owner (s) of the property involved.
3. Address of property involved: _____
4. Name and address of property owner: _____

5. Petitioners interest in property: _____

6. Legal description & Tax ID# _____

7. Zoning Change from _____ to _____

NOTE: ATTACH AN ACCURATE SURVEY DRAWING OF SAID PROPERTY showing existing and proposed building and structures, types thereof and their uses.

B. TEXT CHANGE

1. Application is hereby made by: Name (s): Dena Gilmore - Ways To Wiskers
Address: 1192 S. Main Telephone: 734-717-7075
2. Proposed text change including Article and Section No. Amend Article 4, Section 4.16(B)
to Add Text Under Special Uses To allow Temporary
Boarding of Small Animals.

I/we Dena Gilmore do hereby swear that the above information is true and correct to the best of my/our knowledge.

Date: 9-18-14

Applicant (s) [Signature]
signature

Fee Received: \$ # 1100
Date Received: 9/18/14

signature
City Clerk Karina Kanis
signature

Date forwarded to Planning Commission: _____

Over

NOTICE OF PUBLIC HEARING WAS PUBLISHED IN THE Chelsea Standard

Planning Commission : Month 10 Day 02 Year 14
City Council Month _____ Day _____ Year _____

B. COUNCIL ACTION

The Chelsea City Council having reviewed said application hereby:

adopts Ordinance No. _____

denies application. Such action being taken at a _____ meeting of the City Council held on _____

Date: _____

Clerk: _____

MEMORANDUM

TO: Chelsea City Planning Commission
FROM: Carl V. Schmult, Jr., Professional Community Planner
DATE: October 16, 2014
RE: Proposed Zoning Ordinance Amendments

1. Amend the C-4 Restricted Commercial District, Special Uses, being Section 4.16B, by adding the following new subsection 8:

“Boarding and day care of domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fenced or otherwise enclosed area and is supervised.”

2. Amend Section 5.16E-1-c, Site Lighting, by adding the words “or LED” between the words “halide” and “fixtures”.

The City Attorney should review final wording and put the amendments into proper form.

Memorandum

To: Chelsea City Planning Commission
From: Christine Linfield
Date: 10/17/14
RE: Proposed Zoning Ordinance Amendments

1. In regards to the proposed text change to allow boarding of domestic pets in the C4 District, I have only one comment. In the work session minutes, it was discussed that the dog waste shall be directed into the sanitary sewer. Because this issue is addressed in other codes and regulations, I instructed Carl to not include it in the zoning ordinance amendment language.

If Planning Commission would still like to include mention of it, I recommend that standard language be added to require animal waste to be disposed of per city, county and state regulations.

2. I have no comments on the proposed lighting amendment.

Sample Motion:

Motion to set the 2015 regular Planning Commission meeting schedule for the third Tuesday of each month at 7:00 pm and to also set the 2015 Planning Commission work session meeting schedule for the first Tuesday of each month at 7:00 pm with all meetings being held in the City of Chelsea Council Chambers located at 311 S. Main Street.