



## CITY OF CHELSEA

**PLANNING COMMISSION AGENDA**  
**Tuesday, April 19, 2016 7:00 pm.**  
**Chelsea Municipal Building (Council Chambers)**  
**311 S. Main Street, Chelsea, MI**

**CALL TO ORDER**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MEETING MINUTES**

Approval of the Regular Meeting Minutes for 3/15/16

**PUBLIC HEARING** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

Heritage Pointe Phase 2B Final Site Plan Approval Extension Request

Healthy Smiles – Approval of Landscape Plan

UMRC Prairie Cottages – Phase I Final Site Plan

ZBA Appointment

**DISCUSSION**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**

**PLANNING COMMISSION MINUTES**  
April 19, 2016  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Larry Ledebur, Sarah Haselschwardt, Steven Parker, George Olsen, Peter Shaw

MEMBERS ABSENT: Cary Church, Robert Dean, Erik Larsen

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson, Carl Schmolt, Christine Linfield, Tom Covert (Midwestern Consulting), Jim Haeussler (Peters Construction), James O'Neill (Healthy Smiles)

**CALL TO ORDER**

Larry Ledebur called the meeting to order at 7:00PM.

**APPROVAL OF THE AGENDA**

MOVED by Shaw, SECONDED by Olsen. MOTION Carries.

**APPROVAL OF MEETING MINUTES**

MOVED by Olsen, SECONDED by Parker to approve the Regular Meeting Minutes of the March 15, 2016 Planning Commission Meeting.

All Ayes. MOTION Carries.

**PUBLIC HEARING**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Heritage Pointe Phase 2B Final Site Plan Approval Extension Request**

MOVED by Haselschwardt, SECONDED by Olsen to Grant Steve Tracy a ONE YEAR EXTENSION to the Final Site Plan for Heritage Pointe Phase 2B.

All Ayes, MOTION Carries.

**Healthy Smiles – Approval of Landscape Plan**

Per the condition noted at the March 15, 2016 Meeting, as part of the Final Site Plan Approval for Healthy Smiles, James O'Neill presented the revised Landscape Plan.

The applicant added evergreen trees at the north property line to address neighbor concerns presented at the March 15 meeting.

MOTION by Shaw, SECONDED by Olsen to APPROVE the Amended Landscape Plan with conditions noted in Staff Reports.

All Ayes. MOTION carries.

**United Methodist Retirement Communities (UMRC) Prairie Cottages- Final Site Plan Phase I**

Christine Linfield and Carl Schmolt reviewed Staff Reports for the Final Site Plan.

Tom Covert presented the updates to the project, addressing Staff Report Items, as well as items mentioned at the March 15, 2016 meeting.

Notable are the following:

1. Item #11 from Carl Schmult Report regarding Landscape Requirements.
  - The Commission agreed that UMRC calculations for required landscape is accurate.
  - Approx 100 of the required shrubs will be included in Phase II.
  - The Site Plan includes trees beyond those required by the ordinance, and are located along streets.
2. The Final Site plan indicates a 7' street extension, beyond the last driveway. The applicant believes this is adequate for a vehicle to back out of the driveway and onto the street.

MOVED by Shaw, SECONDED by Haselschwardt to APPROVE the UMRC Prairie Cottage Phase I Final Site Plan, contingent on compliance with Staff Report Items, excluding Item #11 on Carl Schmult's report. All Ayes. MOTION Carries.

#### **ZBA Appointment**

One of the members of the Zoning Board of Appeals is traditionally a member of the Planning Commission. Due to the vacancy on the Planning Commission and ZBA left by Marcia White, a replacement is needed.

MOVED by Haselschwardt, SECONDED by Olsen to appoint Peter Shaw to the Zoning Board of Appeals. All Ayes. MOTION Carries.

#### **DISCUSSION**

Larry Ledebur encouraged Commissioners to consider possible candidates for the newly vacated seat on the Planning Commission. Any candidates interested in the position will be recommended by the Mayor for City Council approval.

Larry commended Peter Shaw for speaking to the Transition Town Chelsea group on the topic of sustainability. It was also noted that this group should be included in communications on the Master Plan Update.

The May Work Session will be held. Agenda item to include Master Plan Update work on information from our Planning Consultant.

#### **PUBLIC PARTICIPATION**

None.

#### **ADJOURNMENT**

MOVED by Olsen, SECONDED by Shaw to adjourn the meeting.

All Ayes. MOTION Carried.

Meeting adjourned at 7:38 pm.

Respectfully Submitted,

Sarah Haselschwardt  
Planning Commission Secretary

**PLANNING COMMISSION MINUTES**  
March 15, 2016  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Marcia White, Larry Ledebur, Sarah Haselschwardt, Peter Shaw, George Olsen, Steven Parker

MEMBERS ABSENT: Cary Church, Robert Dean

MEMBERS VACANT: None

OTHERS PRESENT: Cheri Albertson, Carl Schmult, Christine Linfield, Tom Covert (Midwestern Consulting), John Thorhauer (United Methodist Retirement Communities UMRC), Kate Collins (UMRC), Bob Overhiser (ADG), Jim Heisler, Jim O'Neil (Healthy Smiles), Scott McElrath (Dangerous Architect), Shiloh Dahlin (Alpine Engineering).

**CALL TO ORDER**

Larry Ledebur called the meeting to order at 7:00PM.

**APPROVAL OF THE AGENDA**

MOVED by Olsen, SECONDED by Larsen to approve the Agenda  
All Ayes. MOTION Carries.

**APPROVAL OF MEETING MINUTES**

MOVED by Shaw, SECONDED by Larsen to approve the Regular Meeting Minutes of the January 21, 2016, Planning Commission Meeting.

All Ayes. MOTION Carries.

**PUBLIC HEARING**

**United Methodist Retirement Communities Prairie Cottages- Preliminary Site Plan**

-Presentation made by Tom Covert from Midwestern Consulting explaining the Cottage Project with the following highlights:

- Similar concept to the Cedars of Dexter without the Clubhouse
- 41 Higher Density housing units (5 units/acre) focused on walkability, independence, life leases, barrier free design, one or two stall garages, some outdoor patio space, access to other UMRC Site amenities

-No public Comment.

-Public Hearing closed.

**Healthy Smiles – Combined Preliminary & Final Site Plan**

Presentation made by Jim O'Neill from Healthy Smiles explaining the project with the following highlights:

- Taking existing non-conforming building and making no structural changes, only site and finish upgrades and improvements.
- Site clearing has been ongoing, with special focus on north end of site and removal of old concrete, tires, various debris and old landscape.
- Intent is to blend in with neighbors (match Speedway brick, continue low masonry wall.
- Will be asking for Signage variance

Public Comment from representatives of the Village Place Condominium Association. While the current proposal focuses development on the south portion of the site, with work on the retention basin the sole focus at the north end, they expressed concern over future plans for the north portion of the site that abuts the condominium property. Site clearing of the "natural area/tree line" at the north property line has affected view and privacy that existing landscape created. See Attached Letter. They are asking for consideration in how any future development or work in the Healthy Smiles property may affect them as neighbors.

Healthy Smiles representatives agreed to take these concerns into consideration. They did indicate that several options for the north end of the site could include a future building or possibly parking.

#### **UNFINISHED BUSINESS**

None.

#### **NEW BUSINESS**

##### **United Methodist Retirement Communities Prairie Cottages – Preliminary Site Plan**

Carl Schmolt and Christine Linfield reviewed Staff Reports for the proposed project. UMRC representative, Tom Covert explained that since the submission of the Preliminary Site Plan, they have addressed the grading concern at retention basins to get them less than 1:5 to avoid fencing. He noted that this is a consideration at the Final Site Plan Review, and is looking ahead.

The project will be completed in two phases. A final Site Plan will be submitted for each phase.

MOVED by Parker, SECONDED by White to APPROVE the UMRC Prairie Cottages Preliminary Site Plan with the following conditions that layout is revised so that Dead End streets will be extended to allow adequate exiting by vehicles from adjacent drives, (approx. 7 feet beyond driveway edge).

All Ayes. MOTION Carries.

##### **United Methodist Retirement Communities- Authorize Foundation and Grading Work @ Prairie Cottages**

Applicant is requesting Approval to authorize the Issuance of Permits by the Building Inspector for grading and foundation work on a portion of the Prairie Cottage Project.

MOVED by Haselschwardt, SECONDED by Larsen to Authorize Issuance of Permits by the Building Inspector for Grading and Foundation Work for Units 1 through 3 only contingent on the following three items from the City Engineer Staff Report:

- a. Provisions for control of possible erosion are made.
- b. UMRC exempt the City from any liability if a final site plan is not approved.
- c. A bond is furnished for the restoration of the site is work does not proceed to completion.

All Ayes. MOTION Carries.

##### **Healthy Smiles – Combined Preliminary & Final Site Plan**

The applicant is requesting that the Planning Commission Review documents as a combined Preliminary & Final Site Plans.

MOTION by Olsen, SECONDED by Larsen to Review Healthy Smiles Site Plan as a Combined Preliminary & Final Site Plan.

All Ayes. MOTION Carries.

### **Healthy Smiles – Preliminary & Final Site Plan Review**

Christine and Carl reviewed staff reports.

Item #1 on City Engineer's Report refers to the requirements and possible action the PC may take with this Site Plan, since it is in the **Gateway Overlay District, but is considered "non-conforming" as it existing prior to the adoption of the Gateway Overlay District and the Commercial Design Standards.** Section 10.10(B) of the Zoning Ordinance provides Planning Commission with the possibility to require that the applicant bring the building and site into partial or complete compliance with the requirements of both standards. **Commissioners reviewed each area of those Standards that the property is not in compliance with and determined the following:**

1. The existing building roof slope is not 7:12 or steeper and has a Metal Roof that has been recently added. These two conditions do not meet Section 4.36(E)(4)(a) of the Ordinance. The commissioners agreed that the metal roof is acceptable, and that it would be unreasonable in relation to expense/property value and structural modifications to require changing the existing structure to comply.
2. Existing Building is not 2 story, nor does it appear 2 story per requirements of Section 4.36(E)(4)(b). Commissioners concurred that it would be unreasonable in relation to expense/property value and structural modifications to require changing the existing structure to comply.
3. Existing and proposed windows do not comprise 50% or more of the first floor façade per Section 4.36(E)(5)(a). The applicant indicated that they are reusing existing windows and are adding one window, where it is possible to the front façade. To comply with the Ordinance, the applicant would need to remove an existing fireplace that is desirable feature in the Office Lobby. Commissioners agreed that because of the Office use of the structure, as well as the difficulty that changing the existing structure would require, it is acceptable to accept the windows as presented.
4. The applicant confirmed that the existing and any new windows are or will be non-reflective, and are clear or light tint and are fixed or double hung. This complies with Section 4.36(E)(5)(c).
5. Section 4.36(F)(3) requires that any street walls shall be compatible with any existing or approved on any adjacent lots. In this case, the property to the east should be considered at the Speedway site.  
Commissioners agreed that because the street wall on this site will be newly constructed, it shall comply with the Standard.
6. Per Section 4.36(F)(4), Site lighting shall be ornamental at the street and adjacent to building, however PC may permit complementary parking lot lighting if they are downward directed cut off fixtures on a maximum 20ft pole on a 2ft base.  
Commissioners agreed that complying with the latter, non-decorative requirement is appropriate for this property.

Commissioners also discussed the landscape/development concerns presented at the Public Hearing by the Chelsea Village Place Condominium Association. They agreed that these concerns need to be addressed.

MOTION by Shaw, SECONDED by Larsen to Approve Preliminary and Final Site Plan for Healthy Smiles with the following conditions:

1. Applicant complies with Items 2-6 on the City Engineer's Report
2. Applicant complies with Items 1 and 2 on the City Planning Consultant's report.
3. The new screen wall matches the height, materials and character of that on the adjacent Speedway property.

4. A Final Review of the revised Landscape Plan is completed at the next Planning Commission meeting with special attention paid to the North Property Line and screening from the neighbors.

#### **DISCUSSION**

1. Reminder to Commissioners to try to attend the Michigan Planning Association Seminar at Dexter Township Hall on March 29, 2016 at 6:00pm.
2. Update for Commissioners on City Council actions regarding Zoning Items from the Planning Commission:
  - The UMRC Rezoning request passed with 1 dissenting vote after much questioning from council
  - C4 Zoning amendments passed.
  - The Removal of Design Standards from the Zoning Ordinance is still under discussion by the City Council. The revision was sent back to the City Attorney for further review.

#### **PUBLIC PARTICIPATION**

None.

#### **ADJOURNMENT**

MOVED by Olsen, SECONDED by Shaw to adjourn the meeting.

All Ayes. MOTION Carried.

Meeting adjourned at 8:25 pm.

Respectfully Submitted,

Sarah Haselschwardt  
Planning Commission Secretary



## CITY OF CHELSEA

### **Memorandum**

**To:** Chelsea Planning Commission  
**From:** Christine Linfield  
**Date:** April 13, 2016  
**RE:** Heritage Pointe Phase 2B Final Site Plan Extension Request

Attached is a written request from Steve Tracy for another one year extension of the approval of the sixty page final site plan for Heritage Pointe Phase 2B. This site plan still meets the city's requirements. Staff wholeheartedly supports this request.



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

April 12, 2016

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

Dear Planning Commission Members:

At your May 19, 2015 meeting I requested and you granted a one year extension for the final site plan approval of Heritage Pointe phase 2B. There has been no change with the project but we continue to remain optimistic for the future of the project. The economic viability continues to be a challenge. I would once again respectfully request a one year extension of the final site plan approval so that we may continue to pursue the development of the project. Thank you for your assistance and consideration.

Sincerely,

Steve Tracy



## CITY OF CHELSEA

### **Memorandum**

**To:** Chelsea Planning Commission  
**From:** Christine Linfield  
**Date:** April 13, 2016  
**RE:** Healthy Smiles Landscape Plan

I have no comments in regards to the Landscape Plan other than that the applicant has installed screening along the north property line in addition to the required landscaping around the building, parking lot and retention basin.

The Planning Commission will need to discuss the proposed plan and then take action.

**MEMORANDUM**

**TO:** Christine Linfield, Planning, Engineering, Zoning, and Community  
Development Director, City of Chelsea

**FROM:** Carl V. Schmult, Jr.  
Professional Community Planner

**DATE:** March 31, 2016

**RE:** Healthy Smile Final Site Plan

I reviewed the revised landscape plan for the above, a single sheet dated March 23, 2016, revised. The revised plan provides nine conifer trees along the north property line as screening for the residences to the north. The trees are arranged in three clusters of three trees each. Two of the clusters contain Norway Spruce, the other White Spruce, at 15 foot centers. Both species attain a height of 40-60 feet at maturity. Norways have a 25-30 foot spread and the Whites 10-20 foot spread at maturity.

The remainder of the landscape plan is the same as the Planning Commission reviewed March 15. The numerical errors described in item #2 of my March 8, 2016 report have not been corrected.



## CITY OF CHELSEA

### Memorandum

To: Chelsea Planning Commission  
From: Christine Linfield  
Date: April 14, 2016  
RE: Prairie Cottages Final Site Plan Phase I

After reviewing the submitted final site plan for phase I, the following revisions are listed below. All of these items are minor in nature and are nothing that in staff's opinion would prevent approval of the final site plan for phase I.

1. Revise utility note #5 to allow the contractor to use either EJIW 5BR-250 or Waterous American Flow Control hydrants provided nozzle sizes are comparable.
2. Revise utility note #12 to state that the watermain and sanitary sewer testing shall be performed by the contractor and witnessed by the city.
3. Label the high water elevations of all basins on Sheet C2.
4. Label the wetland boundary on Sheet C2.
5. Label the proposed width of the temporary gravel drive.
6. Note height of street light poles. Maximum 20 ft pole on a 2 ft base.
7. Include storm sewer profiles for R58-R57 & R62-R63 to verify separation with existing 12" watermain.
8. On Sheet C8.2, reformat the storm sewer calculations table which appears to have been cut off at the bottom of the page.

## MEMORANDUM

**TO:** City of Chelsea Planning Commission  
**FROM:** Carl V. Schmult, Jr.  
Professional Community Planner  
**DATE:** April 7, 2016  
**RE:** CRC Prairie Cottages Phase 1 Final Site Plan

I reviewed the above, consisting of 43 sheets, dated March 25, 2016 and received March 29, 2016 and offer the following comments.

1. The plan is consistent with the approved preliminary site plan.
2. The plan is consistent with the approved MC zoning district.
3. Provide a detail of tree protection fence.
4. Provide details of the protection area for the 24" Oak tree to be saved, such as an enlarged plan, sections, notes, etc. A plan for protecting the tree during construction and for treating the tree for a period of time following construction to improve its chances of survival, should be reviewed by a certified arborist, provided to the City, and incorporated into the final site plan.
5. Call out 20' setback line, series 2 sheets.
6. Add LC and FAR to the Site Summary table, sheet 2.0.
7. Dimensioned front location of each unit, sheets 2.1 and 2.2.
8. Details of construction at the west end of Gadwall Way.
9. Note no exterior storage of trash.
10. Call out 24" Oak tree to be saved on all applicable plan sheets.
11. The only landscaping requirements that apply to this site plan are those for landscaping around detention basins, namely 1 tree (canopy and/or conifer) and 10 shrubs for each 50 feet of perimeter at the high bank elevation. Based on these standards, the following landscape materials are required.

NW basin: perimeter = 515lf, which requires 11 trees and 110 shrubs.

SE basin: perimeter = 1,650lf, which requires 33 trees and 330 shrubs.

Total requirement = 44 trees and 440 shrubs.

The plan provides:

NW basin: 5 trees (3 canopy, 2 conifer) and 30 shrubs.

SE basin: 22 trees (11 canopy, 11 conifer) and 107 shrubs.

The plan also provides 4 trees (3 canopy, 1 conifer) and 43 shrubs in the wetland buffer, 41 street trees (all canopy), 8 trees (2 canopy, 6 conifer) along the north property line, and 5 canopy trees in the interior of the site.

Total plant materials provided on sheets C5.1 and 5.2 = 85 trees (65 canopy, 20 conifers) and 180 shrubs. The plant list on sheet C7.2 shows 92 trees and 209 shrubs are provided. The applicant should explain the differences.

Call out areas of lawn or other ground cover.



## CITY OF CHELSEA

### **Memorandum**

To: Chelsea Planning Commission  
From: Christine Linfield  
Date: April 14, 2016  
RE: ZBA Appointment

Per Article 12 of the Chelsea Zoning Ordinance, one of the members of the Zoning Board of Appeals may be a member of the Planning Commission. Historically, a member of the Planning Commission has always served on the Zoning Board.

Due to the recent appointment of Marcia White to City Council, her seat is available on the Zoning Board of Appeals. The term is for three years and historically the Board has meetings maybe 2-4 times a year.

Staff requests that the Planning Commission discuss the vacant seat on the Zoning Board of Appeals and make a motion to nominate a replacement.