



CITY OF CHELSEA

CHELSEA PLANNING COMMISSION NOTICE OF WORK SESSION

Notice is hereby given that the Chelsea City Planning Commission will hold a Work Session on **Tuesday, March 4, 2014** at 7:00 P.M. at the Chelsea Municipal Building (Council Chamber) located at 311 S. Main Street, Chelsea, Michigan.

The purpose of the meeting will be to discuss the following items:

- Continue Discussion of **Magellan Properties rezoning request** from (I-1 to PUD) in the area described as: Tax Code 06-06-12-435-005, **425 Congdon Street** and 06-06-12-435-015, **500 S. Main Street**, Chelsea, MI. (Commonly known as the Federal Screw Plant.)
- Review of Comprehensive Plan draft amendment to remove the residential component from the list of mixed uses for the parcels listed above.
- Continue the discussion of the 5 year review process of the Comprehensive Plan.

Persons requiring reasonable accommodations due to disabilities in order that the meeting is accessible to them are requested to notify the Chelsea Planning Commission of such disability no later than five (5) business days prior to the date of the meeting.

George Kinzer, Chair

PLANNING COMMISSION WORK SESSION MINUTES
MARCH 4, 2014
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN ST., CHELSEA, MI

NAMES OF THOSE PRESENT: Marcia White, Erik Larsen, Sarah Haselschwardt, Larry Ledebur, George Kinzer, Nick Helmholdt, Cary Church
MEMBERS ABSENT: Darlene Stanley
MEMBERS VACANT: Rich Montoye
OTHERS PRESENT: Carl Schmult, Christine Linfield, Cheri Albertson, Rene Papo, John Lange

The chairman called the meeting to order at 7:08pm
George celebrated his 73rd birthday.

Christine presents the agenda for the meeting.
New commissioner, Cary Church.
Rich Montoye resigned as commissioner effective March 3.
Notice of Intent has been sent out by city staff.

Rene Papo presented revised site plan with changes from previous planning commission meeting, including setbacks and comments from Christine & Carl. Commissioners reviewed the plans. He stated that the changes have reduced the lot coverage, but not below 20%.
Sarah Haselschwardt opened a conversation about parking requirements for site.
Rene Papo stated that he believes 4 parking spots per 1000 square feet is a good balance.
Carl Schmult stated that the area plan will have a list of uses which will drive a "worst case scenario" for parking demand.
Sarah Haselschwardt stated she would like to see additional setbacks on Main st. She is concerned about narrowing of driveway and NW corner of site.
Larry Ledebur, Nick Helmholdt, Marcia White, and Erik Larsen stated that they would like to proceed with the site plan as shown.
Erik Larsen asked Rene Papo if there was not a bank, would additional parking take up that space?
Rene Papo stated that he foresees a larger footprint on the building.
Multiple commissioners indicate that they have achieved a consensus on the issues of setbacks and lot coverage.
Christine Linfield stated that a traffic study will consider internal and external traffic flow.
Rene Papo commented that he has already engaged MDOT for traffic study.
Christine Linfield said site design issues will be up for discussion when a preliminary site plan has been submitted.
Sarah Haselschwardt and Nick Helmholdt discussed items that should be considered for future discussions regarding the NW corner of the site and traffic flow.
Marcia White commented upon previous projects that Rene Papo has completed in Chelsea.
Christine Linfield stated that the city approved demolition plan for two buildings along Congdon.
Erik Larsen stated concern regarding "no window wall" on the NW corner of the site.
Various commissioners discussed the rationale for preserving the two buildings on site.
Cary Church raises facts about the history of the site, and the two buildings.

Discussion turned to amending the master plan. The planning commission reviewed the memorandum submitted by Carl Schmult with proposed language. Carl Schmult described the next steps for planning commission to review and send draft language to city council.

Nick Helmholdt recommended changing wording by flipping Main St and interior of site in second sentence. Carl Schmult read a suggested revision which separates second sentence into two sentences. George Kinzer requested Carl Schmult bring rewrite of FSW paragraph to next meeting.

ADJOURNMENT

Meeting adjourned at 8:45pm

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Nick Helmholdt", followed by a long horizontal flourish line extending to the right.

Nick Helmholdt
Planning Commission Secretary

Magellan Properties Rezoning Request

There is no information regarding this item in the packet.
Information shall be shared at the meeting.

MEMORANDUM

TO: City of Chelsea Planning Commission

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

DATE: February 11, 2014
Revised February 17, 2014

RE: Comprehensive Plan Amendment – Federal Screw Works Site

The following is a draft of an amendment to the CP for the Federal Screw site. This is a first draft and is for discussion purposes only.

Page 28, last sentence:

Delete the last sentence and insert the following new sentence to stand in its place:

“Redevelopment areas that are designated for mixed use should have a selection of uses that are appropriate for existing conditions of the site and that will be compatible with existing and future conditions in the surrounding area.”

Page 29, third paragraph:

Delete the third paragraph entitled **Federal Screw Works** and insert the following new paragraph to stand in its place:

“**Federal Screw Works.** The site should be redeveloped with mixed uses consisting of office and neighborhood commercial uses that will be compatible with maintaining the stability and integrity of the existing residential neighborhood. Commercial uses should be oriented toward the interior of the site and Main Street (M52) for access and service operations. The Congdon Street frontage of the site should be generally free of any indication of the presence of commercial uses on the site. Buildings should be designed and the site should be landscaped to create a new environment that will be visually and functionally consistent with and supportive of the existing residential character. The site should be designed and developed as one undivided parcel of land.”

intensity in this area north of the railroad tracks should be strongly considered when reviewing development proposals for this area. As noted in the central business district land use and strategies, multiple family dwellings are also allowed in the CBD. Multiple family is also encouraged in areas designated for mixed-use development.

- **Central Business District.** This district is intended for a combination of retail, office service, and residential uses. This area is the core of the Chelsea area and should continue to thrive with a mixed use land use pattern and pedestrian oriented design that is in keeping with its existing character.
- **Neighborhood Business.** This area is characterized with limited commercial/service-oriented uses. Uses are intended to serve the immediate area and are designed to be within walking distance of its users. These are planned in nodes at main intersections. One conceptual location designated for Neighborhood Business is the corner of Freer Road and Dexter-Chelsea Road in order to offer conveniently located services to the emerging residential area on the northeast side of the city. The exact site is not designated because it could vary depending on future development plans for these property owners.
- **General Business.** Many commercial and service uses are located along major corridors such as M-52. They consist of relatively small businesses, groceries, auto service and repair and local services such as restaurants and dry-cleaning. This area is generally designated along M-52 between the I-94 interchange and US 12.

- **Mixed Use.** Select locations in Chelsea outside of the central business district, including the former Federal Screw Works and the area on the north side of Buchanan Street, would benefit from redevelopment where a mixture of uses are housed in a single building, on separate floors. Live-work units, with individual storefronts as part of a residential unit, or more traditional multi-floor buildings with street-level retail and living units or offices above, provides additional housing options while contributing the small-town character of Chelsea. On larger sites, such as Federal Screw Works, the mixture of uses may be in separate buildings but with an integrated design. Development areas designated for mixed-use should include both residential and business uses.



Above: Mixed-use – street-level retail with above-floor residential.

- **Chelsea Community Hospital.** In addition to the Chelsea School District, the Chelsea Community Hospital is a major anchor of the Chelsea area. As the campus expands in the future, it should grow generally toward the south along Old US-12 frontage, and not any further toward the west along the historically single-family character of M-52.
- **WA Thomas Hy-Lift.** Like the road commission garage, this industrial use is also located within a residential district and should be converted to multiple family if the current use is discontinued. If the property becomes available, the city may wish to consider acquiring it. With the parcel's location near the art center, it would provide a complementary public use.
- **Federal Screw Works.** An adaptive reuse of the site into a mixed-use development of loft condominiums, apartments, office, and neighborhood commercial uses should be encouraged, provided that adequate parking can be provided on-site. A landscaped courtyard or open space area should be planned in conjunction with multiple family residential uses. Any commercial component should be oriented toward M-52, with residential uses (and lower intensity office if desired), designed to fit the character and form of the adjacent neighborhood, on the west half of the site.
- **Vacant or Unused School District Property.** Although the Middle School property and other areas are owned by the school district, there may come a time when the additional land is no longer needed. Due to their location within residential areas, single family residential should be planned in a pattern that respects the established neighborhood character, if a change of ownership occurs.
- **Buchanan Street Property.** The city currently owns a significant parcel on the north side of Buchanan Street west of Main Street. If this property is not redeveloped in accordance with its current industrial zoning, it should be developed with a mixture of commercial and/or residential uses. Any redevelopment of this site should show sensitivity to the park that is north of the site and the natural features on the north and west sides. Significant buffering or open space to transition development on the site to the park area is a necessary element to any design plans for the site.

CITY OF CHELSEA - ENGINEERING DEPARTMENT

TO: City of Chelsea Planning Commission
FROM: Christine Linfield
SUBJECT: Continued Discussion of 5 Year Review
DATE: 02/27/14
CC:

The last work session regarding the five year review of the city Comprehensive Plan was held on December 17, 2013. I have attached the minutes of that meeting for your review.

The January work session was canceled due to the weather and our February work session was dedicated completely to the 500 S. Main Street project rezoning request.

**PLANNING COMMISSION WORKSESSION MINUTES
DECEMBER 17, 2013
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN ST., CHELSEA, MI**

Planning Commission Present: Vice-Chair Erik Larsen, Sarah Haselschwardt, Marcia White, Robert Stephens, Darlene Stanley and Larry Ledebur

Planning Commission Absent: Chair George Kinzer, Secretary Nick Helmholdt, Rich Montoye

Others Present: Cheri Albertson (City Council) and Christine Linfield (Staff)

The Comprehensive Plan discussions continued.

CHAPTER 3 - Land Use

Page 44 – Add new bullet for traffic calming. Include elements to improve access across M52 and the areas north and south of the tracks.

Page 25 – Under Future Land Use Goals, include new third bullet for establishing a future northern gateway overlay district.

Page 45 – In first paragraph, add reference to the future public events center to be located on the old Palmer parking lot site. Also delete reference to the small park & small parking lot to serve the library.

Page 45 – Include a new primary goal to create a landscaped ceremonial plaza at all four corners of M52 and the railroad tracks to create a destination for pedestrians and to promote a safe & aesthetically pleasing railroad crossing. Promote connectivity for areas north and south of the tracks. Also, the plan must take into consideration safety improvements for the upcoming high speed rail project which is slated to be operational in the fall of 2017. Update Map 2B to show the new railroad plaza plan and also create a draft conceptual sketch for to be used in upcoming visioning meetings with the public.

Page 27 – Under mixed use, strike the term “Live-Work” to avoid future conflict issues with home occupations. Start sentence with “multi-level”.

Page 29 – Under the Federal Screw Works section remove the phrase “an adaptive reuse” and put in reference to the redevelopment of the site into a balanced mixed use. Also strike the term “loft” and revise the text to include multiple family and single family uses.

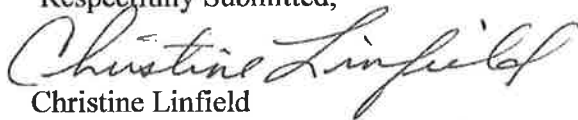
Revise the Future Land Use Map to convert 140 Buchanan street (old Sheridan Books parcel once owned by the city which has now been sold to Chelsea Milling Company) back to the current industrial use.

Page 45 – Redo section regarding historic preservation to reflect the recently established historic district. Obtain address list from Jim Myles of properties within the historic district. Revise the second sentence to remove the wording that the “Planning Commission should carefully consider renovations”...to reflect that renovations will consider historic character in order to ensure that the historic character of these buildings is retained. Remove the last sentence in the paragraph. Revise the second to last sentence in the paragraph to remove the “historic district, north area plan and downtown area, and downtown area neighborhoods”, and insert “Central Business District.”

Next work session will focus on Neighborhood Management Strategies. Input from the Wellness Foundation and the local senior communities would be valuable.

At the end of the meeting, Robert Stephens reported that he was moving outside the city and will no longer be serving on the Planning Commission or Zoning Board of Appeals. Due to his interest in Complete Streets policies, Robert handed out his comments regarding suggested changes to Chapter 4 which deals with Transportation issues.

Respectfully Submitted,



Christine Linfield

Planning, Engineering, Zoning and Community Dev. Dir.