

**CITY COUNCIL/PLANNING COMMISSION**

**JOINT WORK SESSION AGENDA**

**JULY 2, 2013, 7:00 P.M.**

**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**

**311 S. MAIN ST., CHELSEA, MI**

1. Introduction - 5 Minutes
2. Master Plan Process- 10 Minutes
3. Role of the Planning Commission - 10 Minutes
4. Role of the Council - 10 Minutes
5. Community Planning Priorities - 30 Minutes
6. Re-cap/Next Steps – 5 Minutes
7. Adjourn

**PLANNING COMMISSION JOINT WORKSESSION MINUTES  
JULY 2, 2013, 7:00 P.M.  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN ST., CHELSEA, MI**

**City Council Present: City Mayor Jason Lindauer, City Manager John Hanifan Frank Hammer, Cheri Albertson, Marcia White, Ann Feeney**

**Planning Commission Present: Chairman George Kinzer, Melissa Johnson, Rich Montoye, Erik Larsen, Sarah Haselschwardt, Larry Ledebur, Robert Stephens**

**Planning Commission Absent: Jeff Blazok, Darlene Stanley**

**Others Present: City Planner Carl Schmolt, Planning, Engineering, Zoning & Community Development Director Christine Linfield**

No sign in sheet but Lisa Alemindinger was in attendance with two members of the public. (They made no comments.)

John Hanifan started the meeting at 7:00 pm. He gave a brief welcome and overview of the agenda. He stated that the goal of the meeting is for both groups to meet each other and for everyone to get an understanding of what each group's role is in the process of revising the Comprehensive Plan.

Introductions were made between City Council and Planning Commission.

Christine Linfield gave a brief overview regarding the status to date of the Planning Commission review schedule. The Planning Commission has had two meetings so far to discuss the plan. The first meeting was to determine the scope of the review because each community can structure their reviews differently. The action plan for the commission is to review the plan internally over several meetings, then meet with City Council to receive their input regarding the vision of the community and suggested revisions to the plan, then hold public meetings with the community to receive input, then digest all the information in order to make an informed recommendation to City Council to keep the old plan or to revise. Once the decision is made to revise the plan, then the notification process to surrounding communities would begin and additional comments received. At the June Work Session, the commission started reviewing the plan.

Carl Schmolt spoke briefly regarding the role of both Planning Commission and City Council during the review process. He stressed that it is very important to remember that the plan is a living, fluid document and must be reviewed continuously. The statute requires that the document be reviewed every five years but to keep in mind that the document is a planning tool and can be reviewed and amended at anytime do to changing needs of the community. Carl also reported that the statute changed in 2008 so that it now

requires adoption by the elected body of the community. During the last review, the Planning Commission did recommend adoption to the City Council similar to the rezoning process even though the law did not require it at that time. Carl also advised that since City Council is the elected body then they need to be involved in the process to help shape the vision of the community.

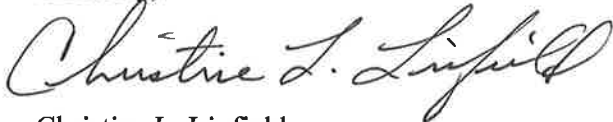
Discussions ensued between the Planning Commission and City Council regarding how far the commission is in their review, if there was any particular items that they wanted early input on from council and if there was a preliminary decision yet to amend the plan. Melissa Johnson stated that they have reviewed only the first 17 pages of the plan and that she wanted to wait until the initial Planning Commission review process was complete before making the decision to amend the plan or not. Melissa did state that her generation and younger was under represented from the document and that the Planning Commission needs to make it more inclusive. We need to take into consideration both seniors and the younger generation.

Larry Ledebur reported that the revised census data does show that the Chelsea population is continuing to age but that he also would like to see that issues that involve the younger generation is addressed.

John Hanifan wrapped up the meeting by asking when staff should schedule a second joint meeting to continue the discussion of the plan review. It was decided that the Planning Commission and City Council should meet at least quarterly to share ideas and input. The next Joint Work Session is tentative schedule for November but there was some concern regarding the fall election and turnover of elected officials. It was decided that the next Joint Work Session would still be scheduled for November.

Meeting adjourned at 7:57 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Christine L. Linfield". The signature is written in black ink and is positioned above the printed name and title.

Christine L. Linfield  
Planning, Engineering, Zoning & Community Development Director