

**PLANNING COMMISSION MINUTES  
SEPTEMBER 18, 2018  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN**

**CALL TO ORDER**

Vice Chair Robinson called the meeting to order at 7:00 pm.

Present: Claire Robinson (Vice Chair), Erik Larsen, Vincent Elie, Adam Ellison and Michael Townley.

Absent: Larry Ledebur (Chair), Sarah Haselschwardt (Secretary), Steven Parker and Peter Shaw.

Vacant: None

Others Present: Scott Inman (Enterprise Holdings), Cheri Albertson (City Council Liaison), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by Ellison, SECONDED by Elie, to approve the agenda. All Ayes. Motion Carried.

**APPROVAL OF MEETING MINUTES**

MOVED by Elie, SECONDED by Townley, to approve the meeting minutes for 8/21/18. All Ayes. Motion Carried.

**PUBLIC HEARINGS:**

Vice Chair Robinson introduced an application filed by Scott Inman (Enterprise Leasing Company of Detroit, LLC) for a text amendment to Section 4.16 of the zoning ordinance to allow automobile rental as a special use in the C4 zoning district. The public hearing was opened with no comments from the public. Public hearing was closed.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**C4 Text Amendment – Automobile Rental as a Special Use**

Linfield went over the suggested amendment language and the support information to be considered.

Scott Inman introduced himself and was available for any comments.

Discussion followed.

Cheri Albertson asked at what location in the C-4 District was applicant looking at.

Scott Inman replied that they were looking at renting a portion of Golling Chrysler's (1185 S Main St) Used Car Lot.

MOVED by Townley, SECONDED by Larsen, to send to the City Council a text amendment to the C-4 Zoning Ordinance, as proposed by staff in the staff reports. All Ayes. Motion Carried. (See attached).

**PLANNING COMMISSION REPORTS:**

- ZBA – Absent
- Master Plan – Status of Draft Master Plan is still in the midst of changes
- Transportation Work Group – Has had first meeting regarding a safety audit at Freer and Dexter - Chelsea Roads
- Housing Research Advisory Commission – Continuing to research an inventory of existing housing stock in Chelsea
- Sustainability Advisory Commission – Vacant

**DISCUSSION:** Cheri Albertson noted that the Chrysler Proving Grounds is going to be expanding its functionality to be testing self-driving vehicles.

**PUBLIC PARTICIPATION:** None

**ADJOURNMENT**

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

Meeting adjourned at 7:22 pm.

Respectfully Submitted,



Karen Gilmer

*Assistant Clerk*

**CITY OF CHELSEA**  
**PLANNING COMMISSION AGENDA**  
Tuesday, September 18, 2018 7:00 p.m.  
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 8/21/18

**PUBLIC HEARING**

- **C4 Text Amendment – Automobile Rental as a Special Use**

An application has been filed by Scott Inman (Enterprise Leasing Company of Detroit, LLC.) for a text amend Section 4.16 of the zoning ordinance to allow automobile rental as a special use in the C4 zoning district.

Open & Close Public Hearing

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

- **C4 Text Amendment – Automobile Rental as a Special Use**

**PLANNING COMMISSION REPORTS**

- Zoning Board of Appeals
- Master Plan Subcommittee
- Transportation Work Group
- Housing Research Advisory Commission
- Sustainability Advisory Committee (Vacant)

**DISCUSSION**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**

**PLANNING COMMISSION MINUTES  
AUGUST 21, 2018  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN**

**CALL TO ORDER**

Chair Ledebur called the meeting to order at 7:00 pm.

Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haschelswardt (Secretary), Erik Larsen, Adam Ellison and Peter Shaw.

Absent: Steven Parker, Vincent Elie and Michael Townley

Vacant: None

Others Present: Lisa Carolin (Chelsea Update), Julie Konkle (FarmSudz), Yvonne Stunt, Ron Vollink (Sheridan Books), Tim Welshans (Sheridan Books), Andy Klein (Rand Construction), Neil Ganshorn (Rand Construction), David LeClair (Livingston Engineering), Cheri Albertson (City Council Liaison), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by Larsen, SECONDED by Haschelswardt, to approve the agenda. All Ayes. Motion Carried.

**APPROVAL OF MEETING MINUTES**

MOVED by Haschelswardt, SECONDED by Larsen, to approve the meeting minutes for 7/17/18. All Ayes. Motion Carried.

**PUBLIC HEARING:** An application has been filed by Julie Konkle (104 S Main St #2) for a Special Use Permit to allow manufacturing of natural skincare products at the FarmSudz retail store with the manufacturing operations to be less than 35% of total square foot on the following described parcel of land:

Tax Code: 06-06-12-430-001

Chair Ledebur opened the Public Hearing.

Yvonne Stunt talked in support of Julie Konkle and for a Special Use Permit for FarmSudz.

No other comments.

Chair Ledebur closed the Public Hearing.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**FarmSudz – Special Use Permit**

Linfield went over the staff report and the process for the Planning Commission to review for Special Use Permits.

- FarmSudz is a retail store located beneath Chelsea Print and Graphics and is zoned C-5 (Central Business District).
- FarmSudz would like to allocate 35% of floor space (162 square feet) for assembly of natural skincare products.
- The Planning Commission reviewed Sections 8.06, 8.07 and 8.08 of the Chelsea Zoning Ordinance for a Special Land Use Permit.

MOVED Robinson, SECONDED by Haschelswardt, to approve the Special Use Permit for the FarmSudz business located at 104 S Main St, #2, in the lower level provided that it includes allocation of no more than 35% of the floor space dedicated to manufacturing of natural skin care products which amounts to 162 square feet per drawing of the space. All Ayes. Motion Carried.

**Sheridan Books – Amended Final Site Plan - Warehouse & Parking Lot Addition**

Linfield went over the staff report noting that:

- Sheridan Books has submitted an Amended Final Site Plan for the construction of a 25,350 square foot warehouse addition and parking lot expansion.
- Per the Industrial Park Covenants, an Architectural Control Committee meeting was held on 8/9/18 to allow other businesses an opportunity to review the proposed site plan. None of the other business owners attended the meeting.

Linfield noted that she had met with the applicants this afternoon and that there will be some revisions done to the grading plan to take care of some of the concerns that she had. These include:

- Revising the cover sheet and any other sheet title block to specify that this is an Amended Final Site Plan.
- Due to existing grades, relocate the 12 deferred parking spaces elsewhere.
- Label the lengths and widths in the N parking lot and the widths in the S parking lot
- Applicant may want to place protective bollards near one light in the S parking lot that is not in an Island.
- As long as the applicant is aware that slopes are less than the minimum required, the city will allow the proposed drainage swale to be less than the 2% provided due to the existing soil type being Kendallville Loam (well drained soils).

- Place spot elevations on the plans to ensure that the cross-slope of the asphalt walkway does not exceed 2% from the ADA parking spaces to the northeast corner of the new addition.
- Construct the two ADA parking spaces out of concrete and place spot elevation on the plans to ensure that slopes do not exceed 2% in any direction.
- Double check the elevations of the 12" culvert.
- Cleanup the merge points along the southerly drainage swale near the SE and SW corners.
- Meeting with staff in regards to the grading near the SE corner of the drainage island.
- Consider 3 of the proposed trees from the southerly parking lot be relocated along the west side of the proposed addition.
- Consider adjusting the proposed trees around the west half of the south parking lot in order to fill in the gaps around the existing east half of the parking lot.
- A preconstruction meeting is required at least 1-2 weeks prior to construction with the City of Chelsea.

MOVED Ellison, SECONDED by Larsen, to approve the Sheridan Books proposed Amended Final Site Plan at 613 East Industrial Drive to include a 25,350 square foot warehouse addition and parking lot expansion as long as the conditions are met as put forth at tonight's meeting. All Ayes. Motion Carried.

### **PLANNING COMMISSION REPORTS**

- Peter Shaw reported that there was nothing to report for the ZBA.
- Ledebur reported for the Master Plan Subcommittee that there is another week or two needed for the reformatting to be done for the Planning Commission to look at the Master Plan.
- Linfield reported that the Transportation Work Group met and it was a low attended meeting but that a lot was accomplished. They focused on back to school, education and ways to get links on the City Website for information at SEMCOG. She also reminded everyone that with school starting back up to be mindful of children, bikes, walkers and school buses.
- Ellison reported that the Housing Research Committee has not met since the last report but they were scheduled to meet Wednesday, August 22, 2018, to work on a draft to submit to the City Council by October.
- The Sustainability Advisory Committee – no report (Planning Commission seat is vacant).

Claire Robinson wondered if any of the sub-groups were doing any active monitoring of the local Facebook groups because of a lively discussion recently of the flashing cross walks, the use of

them and the relative lack of enforcement of not stopping for them. Christine Linfield responded to Claire Robinson's comment and encouraged anyone that has any concerns to please let the City know directly what the concerns are by phone call, email or stopping by in person. Without staff actively monitoring Facebook pages, there may be community concerns that arise that the City is not aware of.

**DISCUSSION:** Cheri Albertson reported that the new public event space across the street from the City Hall should be completed in the next couple of weeks barring weather issues. She also questioned Ellison in regards to the document from Housing Research. Ellison responded that it has to do with different types of coding and ways of bringing housing to Chelsea and how it might affect the community and the City.

Linfield reported that Carl Schmolt, who has been the City of Chelsea's Planning Consultant since 1974 has officially retired as of August 20, 2018. Linfield also commented that he was a vast wealth of information and that anytime he spoke, she knew that she would learn something. Carl Schmolt has been our consultant for 44 years and will be greatly missed.

**PUBLIC PARTICIPATION:** None

**ADJOURNMENT:** MOVED Shaw, SECONDED by Robinson to adjourn the meeting. All ayes. Motion Carried.

Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Karen Gilmer  
*Assistant Clerk*



## CITY OF CHELSEA

### NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO THE CITY OF CHELSEA ZONING ORDINANCE

Notice is hereby given that the Chelsea Planning Commission will conduct a public hearing, as the statute in such case provides, for amendment of the Chelsea City Zoning Ordinance (Ordinance No. 166).

The proposed text amendment is being requested by **Enterprise Leasing Company of Detroit, LLC** (5913 Executive Drive, #300, Lansing, MI 48911) would **amend Section 4.16 Restricted Commercial District (C-4)**, by adding the following text to Section 4.16(B.) Special Uses:

**“Used and occupied for the sale, rental, leasing, storage, parking and service of motor vehicles and for the cleaning and preparation of such vehicles.”**

The aforesaid hearing will be held on **Tuesday, September 18, 2018 at 7:00 pm** at the **City Municipal Building** (Council Chambers) **located at 311 S. Main Street, Chelsea, MI.**

The petition is on file in the office of the Planning and Zoning Department, 305 S. Main St., Suite 100, Chelsea and may be examined prior to the date of the hearing.

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

**CHELSEA CITY PLANNING COMMISSION**  
**Larry Ledebur, Chair**



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): Enterprise Leasing Company of Detroit, LLC  
Address: 5913 Executive Dr 300 Lansing MI 48911 Telephone: (517) 202-6238
2. Proposed text change including Article and Section No. Section 4.16 (C4) Section B Special Uses.  
The proposed text would include automobile rental as a special use. We propose the text to read as follows:  
1. Used and occupied for the sale, rental, leasing, storage, parking, and service of motor vehicles and for the cleaning and preparation of such vehicles  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: 6-27-2018

Applicant (s) \_\_\_\_\_  
signature

signature

Fee Received: \$ 1100

City Clerk Laune Kaiser  
signature

Date Received: 7/19/18

Date forwarded to Planning Commission: \_\_\_\_\_

Over

NOTICE OF PUBLIC HEARING WAS PUBLISHED IN THE Chelsea Standard

Planning Commission :      Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_  
City Council                      Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

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**B. COUNCIL ACTION**

The Chelsea City Council having reviewed said application hereby:

( ) adopts Ordinance No. \_\_\_\_\_

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( ) denies application. Such action being taken at a \_\_\_\_\_ meeting of the City Council  
held on \_\_\_\_\_

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Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

**CITY OF CHELSEA - PLANNING, ENGINEERING & ZONING DEPT.**

To: City of Chelsea Planning Commission  
From: Christine Linfield  
Subject: C4 Restricted Commercial Text Amendment Request– Automobile Rental as a Special Use  
Date: 9/14/18

The City has received a proposed zoning ordinance text amendment request to include a rental car business as a Special Use in the C4 Restricted Commercial zoning district. (The C4 district is located south of Old US 12 and along M52.) The requested amendment language is:

1. *Used and occupied for the sale, rental, leasing, storage, parking, and service of motor vehicles and for the cleaning and preparation of such vehicles.*

Staff recommends that when the Planning Commission reviews the proposed text amendment language requested, that the following support information is considered.

1. The Planning Commission shall consider the attached standards in Section 13.07 (A-F) in preparing their recommendation to the City Council.
2. There is only one zoning district that allows the rental of motor vehicles as a Permitted Use outright. That district is the C3 Highway Commercial District which is located between the C4 district and I-94. The C3 district is a small district that was amended in 2016 to include more of the C4 uses to help spur growth on the vacant lots in that area. Since the storage, parking, servicing, cleaning, and preparation of these vehicles are standard operations of a rental car company...the C3 district ordinance language does not include these items individually. The language used is...*"Sales, rentals, and services of motor vehicles, trailers, and boats."*
3. There are no zoning districts that include automobile rentals as a Special Use.
4. Currently, the C4 Restricted Commercial district has automobile sales and services listed under the Special Use section which outlines requirements for the display of vehicles waiting for sale (see attached). The 25 ft vehicle display setback is not a hinderance to business owners...it actually helps because the front yard setback in C4 is 50 ft. Without this language, vehicle inventory displayed for sale (or if the ordinance is changed...vehicle inventory displayed for rental) would have to be set 50 ft back from the front property line which is further back than a standard retail customer parking lot.

5. The C4 district was amended in 2012 to include under Special Uses the sales, rentals and services of recreational vehicles provided the display of vehicles is consistent with automobile sales display requirements.

If the Planning Commission is considering recommending an amendment to the zoning ordinance to allow automobile rental operations in the C4 district, staff recommends that the following example be considered. Not only would the text be similar to the current ordinance language but future businesses applying for a special use permit would not be held to the 50 ft front yard requirement. Instead they would be treated the same as a car sales lot and RV rentals.

Example:

Existing Zoning Ordinance

Section 4.16(B.) Special Uses:

1. Automobile sales and services. Outdoor display of new and used automobiles may be permitted in the required front yard if all the following conditions are met.
  - a. The display area is setback at least 25 ft from the front property line.
  - b. The 25 foot side or wider setback area is planted and maintained in grass or other landscaping material.
  - c. The display area has an appearance of a parking lot.
  - d. Moving or portable signs are prohibited.
  - e. Elevated display shall be prohibited. Outdoor display of new and used automobiles shall not be permitted in any other required yard.

Proposed Zoning Ordinance Amendment:

Section 4.16(B.) Special Uses:

1. Automobile sales, rentals and services. Outdoor display of ~~new and used~~ automobiles may be permitted in the required front yard if all the following conditions are met.
  - a. The display area is setback at least 25 ft from the front property line.
  - b. The 25 foot side or wider setback area is planted and maintained in grass or other landscaping material.
  - c. The display area has an appearance of a parking lot.
  - d. Moving or portable signs are prohibited.
  - e. Elevated display shall be prohibited. Outdoor display of ~~new and used~~ automobiles shall not be permitted in any other required yard.

**AMENDMENTS**

**13.06 Cont. FINDINGS REQUIRED FOR A ZONING MAP AMENDMENT**

- B. The precedents, and the possible effects of such precedents, which might result from approval or denial of the petition.
- C. The capacity of the City of Chelsea or other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.
- D. Effect of approval of the petition on the condition and/or value of property in the City of Chelsea or in adjacent municipalities.
- E. Relationship of the petition to the adopted General Development Plan of the City of Chelsea and of other government units, where applicable.
- F. The petition is consistent with the zoning classification of surrounding land.
- G. The property in the petition complies with the regulations of the zoning district requested.
- H. The property in the petition is suitable in terms of its physical features and its location for all uses that are permitted in the zoning district requested.

 **SECTION 13.07 FINDINGS REQUIRED FOR A TEXT AMENDMENT**

The Planning Commission shall consider the following standards in preparing its report and recommendation to the City Council.

- A. The proposed amendment is consistent with the intent and purpose of the Zoning Ordinance.
- B. The proposed amendment will be consistent with the City's adopted Comprehensive Plan.
- C. The petition is supported by a change in conditions since the Zoning Ordinance was adopted, or by a mistake in the Zoning Ordinance.
- D. The proposed amendment is supported by problems or conflicts in implementation or interpretation of the Ordinance, as documented by City staff or the Zoning Board of Appeals.
- E. The proposed amendment is needed to accommodate changes in State legislation, by recent case law, or opinions

**AMENDMENTS**

**13.07 (F) Cont. FINDINGS REQUIRED FOR A TEXT AMENDMENT.**

rendered by the Attorney General of the State of Michigan.

- F.** The proposed amendment will promote compliance with changes in other City Ordinances or County, State or Federal regulations.

**SECTION 13.08 PUBLICATION**

Following City Council adoption of an amendment to the zoning ordinance, notice of the amendment shall be published in accordance with the Michigan Zoning Enabling Act 110 of 2006, as amended.

**SECTION 13.09 CONFORMANCE TO COURT DECREE**

Any amendment for the purpose of conforming a provision to the decree of a court of competent jurisdiction shall be adopted by the City of Chelsea and the amendments published without referring the same to any other board or agency.

**SECTION 13.10 REHEARING ON AMENDMENTS**

Whenever a proposed amendment, supplement or change has not been approved by the City Council, such amendment, supplement or change shall not be resubmitted to the City of Chelsea for at least one year from the effective date of final action unless it is established that there has been a material change in circumstances and attested thereto.

**ZONING DISTRICT**

**4.16 (A) Cont.**

**RESTRICTED COMMERCIAL  
(C-4)**

11. Business, vocational and technical training schools.
12. Fitness centers and health clubs.
13. Lumber yards, provided all outdoor storage areas are screened by a wall matching the principal building so that the materials stored are not visible from a public street.
14. Printing establishments.
15. Public and quasi-public institutional buildings, structures and uses.
16. Studios and schools for art, photography, music, dance and similar uses.
17. Accessory structures.

**B. SPECIAL USES**

1. Automobile sales and services. Outdoor display of new and used automobiles may be permitted in the required front yard if all the following conditions are met.
  - a. The display area is setback at least 25 feet from the front property line.
  - b. The 25 foot wide or wider setback area is planted and maintained in grass or other landscaping material.
  - c. The display area has an appearance of a parking lot.
  - d. Moving or portable signs are prohibited.
  - e. Elevated display shall be prohibited. Outdoor display of new and used automobiles shall not be permitted in any other required yard.
2. Drive-up windows for financial institutions; ATM's (automatic teller machines) and twenty-four-hour ready tellers which are separate from a financial institution.
3. Car wash, but not including fuel dispensing, subject to the standards in Section 5.20, herein.
4. Small animal clinics.

**ZONING DISTRICT**

**4.16 (B) Cont.**

**RESTRICTED COMMERCIAL  
(C-4)**

5. Manufacturing of beverages when accessory to a bar, restaurant, or a lounge.
6. Drive through windows for pharmacy/drugstores.
7. Sales, rentals and services of recreational vehicles. Display of recreational vehicles shall comply with the regulations in section 4.16 B(1) proceeding. (Amended by ord. no 166-2011-06 eff. 1-12-12).
8. Overnight boarding and day care kennels serving 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 fence or otherwise enclosed area and is supervised may be permitted if all the following are met.
- a. Supervised outdoor exercise area shall be provided and configured such that impacts to surrounding properties are minimized.
  - b. Indoor kennel facilities shall be in compliance with the minimum standards outlined in the USDA Animal Welfare Act (Part 3 - Standards).
  - c. Indoor kennel facilities shall obtain a Kennel License from the Washtenaw County Treasurer's Office and a Washtenaw County Sheriff's Department Inspection Certificate prior to the issuance of a Certificate of Occupancy. The Washtenaw County Kennel License must be applied for annually and failure to obtain the annual license shall be considered a violation of the Special Use Permit and provisions in Section 8.14 of this ordinance would apply.
  - e. The Planning Commission may establish additional conditions as necessary.

(Amended by ord. no 166-2014-11 eff. 1.14.15)