



CITY OF CHELSEA
PLANNING COMMISSION AGENDA
FEBRUARY 15, 2011, 7:00 P.M.
WASHINGTON STREET EDUCATION CENTER, BOARD ROOM
500 WASHINGTON ST., CHELSEA, MI

CALL TO ORDER

APPROVAL OF MEETING MINUTES

Approval of the Minutes for the January 18, 2011 regular meeting.

PUBLIC PARTICIPATION

OLD BUSINESS

- **Chelsea Police Station:** Remove from Table.
- **Chelsea Police Station:** An application has been filed by SCOTT BETZOLDT of MIDWESTERN CONSULTING for Preliminary and Final Site Plan approval of a proposed POLICE STATION on the following described parcel of land: TAX CODE: #06-06-12-410-003, Next to 305 S. Main St., CHELSEA.
- **Auto Zone:** Remove from Table.
- **Auto Zone:** An application has been filed by AUTO ZONE DEVELOPMENT CORP. of MEMPHIS TN. for Preliminary Site Plan approval of a proposed AUTOZONE RETAIL STORE on the following described parcel of land: TAX CODE: #06-06-150-011 & 12,1194 and 1196 S. Main St., Chelsea, MI.

REPORTS

ADJOURNMENT

**PLANNING COMMISSION MINUTES
FEBRUARY 15, 2011, 7:00 P.M.
WASHINGTON STREET EDUCATION CENTER, BOARD ROOM
500 WASHINGTON ST., CHELSEA, MI**

Members Present: Chairman-George Kinzer, Darlene Stanley, Ann Valle , Sarah Haselschwardt, Mary Schroer, Robert Stephens, Jack Garland, Peter Feeney, Casey Blair

Members Absent: None

Others Present: Planning & Zoning Administrator Jim Drolett, Council Trustee Cheri Albertson, City Planner Carl Schmult, City Engineer Christine Linfield

CALL TO ORDER

Chairman Kinzer called the meeting to order at 7:02.

APPROVAL OF MEETING MINUTES

Approval of the Planning Commission Meeting Minutes for the January 18, 2011 regular meeting.

A motion was made by Ann Valle, supported by Robert Stephens to approve the regular Planning Commission Meeting Minutes of January 18, 2011. 9 ayes, 0 no, 0 absent. Motion passed.

PUBLIC PARTICIPATION

Chairman Kinzer opened Public Participation. Warren McArthur of 115 E. Summit Street asked where in the ordinance it addresses dumpsters. James Drolett said that in Article 3.10 F and J under accessory structures. The Chairman closed Public Participation.

OLD BUSINESS

- **Chelsea Police Station:** Remove from Table.

A motion was made by Casey Blair, supported by Peter Feeney to remove the Chelsea Police Station from the table. 9 ayes, 0 no, 0 absent. Motion passed.

- **Chelsea Police Station:** An application has been filed by SCOTT BETZOLDT of MIDWESTERN CONSULTING for Preliminary and Final Site Plan approval of a proposed POLICE STATION on the following described parcel of land: TAX CODE: #06-06-12-410-003, Next to 305 S. Main St., Chelsea, MI..

City Planner Carl Schmolt and City Engineer Chris Linfield read over their reports.

Closing the east driveway in the parking lot was discussed. After reviewing the site plan, Carl Schmolt concluded that the driveway should not be closed for several reasons and submitted his reasons to the Planning Commission. The issues are safety, it reduces the efficiency of traffic flow, and we will be losing 8 spaces. In his opinion, if you have 4 bays of traffic, you should have two openings.

The Planning Commission would still like to see something to discourage drivers from making a right hand turn onto Orchard Street. It was also suggested that plantings across the street may help to cut down on any light pollution to the resident on Orchard. Chairman Kinzer said this dialogue should be between the City and the homeowner.

Scott Betzoldt from Midwestern consulting went through the most recent changes such as removing the west parking space for short term parking, adjusting the trash enclosure to tuck it back from the main view when you pull in, added a plaza at the corner, landscaping details, added emergency exit and moved the building 4 feet to the south to allow pedestrians more room at the entrance near the columns.

We have a discrepancy in our zoning ordinance regarding trash enclosures. In section 3.10J it states that an accessory structure can be 5 feet from the lot line. In 5.17C says that the setback when adjacent residential should be 20 feet. This needs to be addressed. Enclosures are considered accessory structures but not the dumpster.

The Planning Commission discussed other options such as artwork or a sign on the area proposed for the plaza, since the plaza will not be possible due to the grade. It was decided that this could be worked out with staff.

Regarding the pedestrian crosswalk, Commissioner Haselschwardt, asked to see something more to emphasize the crosswalk. There are creative things you can do with materials such as pavers for example.

Bob Overheizer who is the architect for the project had a slide show presentation of a street level view of the proposed police station.

A motion was made by Peter Feeney to approve the Preliminary and Final Site Plan contingent upon moving the storm sewer line, removing the shrubs along the east property line, moving the building 4 feet to the south, subject to approval of DDA on landscaping, eliminate the emergency exit ramp, accepting less glass per our Design Standards based on the use of the building, tree protection on sheet 4, existing light pole needs approved light fixtures, pedestrian crossing with contrasting materials and color, remove pedestrian plaza, the dumpster issue needs to be resolved, and contingent on staff report issues being addressed, supported by Jack Garland. 9 aye, 0 no, 0 absent. Motion approved.

- **Auto Zone**: Remove from Table.

A motion was made by Casey Blair, supported by Darlene Stanley to remove Auto Zone from the table. 9 aye, 0 no, 0 absent. Motion approved.

- **Auto Zone**: An application has been filed by AUTO ZONE DEVELOPMENT CORP. of MEMPHIS TN. for Preliminary Site Plan approval of a proposed AUTOZONE RETAIL STORE on the following described parcel of land: TAX CODE: #06-06-150-011 & 12,1194 and 1196 S. Main St., Chelsea, MI.

Carl Schmult and Christine Linfield went over their reports.

Wes Berlin with Professional Engineering Associates, Rob Wagner from Professional Engineering Associates along with Civil Engineer, Jeff Kauerz from AutoZone discussed the project.

Jim Drolett asked them to break up the color along the solid walls. The Planning Commission would like to see some architectural detail on the walls as well. Peter Feeney asked them to look at the City Design Standards.

Jeff Kauerz said that he would make sure that he would put whatever detail all around the building. It was also suggested that they break up the windows and do something different with the metal columns.

A motion was made by Casey Blair to approve the Preliminary Site Plan subject to staff reports, all easements need to be made clear, and subject to approval from the Zoning Board of Appeals for the 22 foot rear yard setback, supported by Jack Garland. 9 ayes, 0 no, 0 absent. Motion passed.

REPORTS

Chairman Kinzer reported that he will not be available for the next 2 weeks, and that we will probably not need a work session.

ADJOURNMENT

A motion was made to adjourn the meeting by Casey Blair, supported by Sarah Haselschwardt at 9:10 p.m. Motion approved. 9 ayes, 0 no, 0 absent. Motion carried.

Sincerely,



Karon R. Barbour, CZA
Planning & Zoning Technical Administrative Assistant



CITY OF CHELSEA

OFFICE OF PLANNING AND ZONING SITE PLAN APPLICATION FORM

Instructions to Applicant:

Please complete the information below and submit this application with the applicable fees, completed checklist and 20 copies of the folded plans.

PROJECT NAME: CHELSEA POLICE STATION
 DEVELOPER/OWNER: CITY OF CHELSEA
 ADDRESS: 305 S. MAIN STREET SUITE 100 CHELSEA 48118
 PHONE NUMBER: 475-1771 FAX: 475-8656
 ENGINEER: SCOTT BETZOLDT COMPANY: MIDWESTER CONSULTING
 ADDRESS: 3815 PLAZA DRIVE ANN ARBOR MI 48108
 PHONE NUMBER: 734 995-0200 FAX: 734 995-0599
 ARCHITECT: ARCHITECTS DESIGN COMPANY: ROBERT OVERHISER
 ADDRESS: 123 N. ASHLEY ANN ARBOR MI 48103
 PHONE NUMBER: 734-995-4015 FAX: _____

REQUEST(check one):
 Preliminary site plan
 Final site plan
 Amended final site plan
 Combined preliminary & final site plan

LOCATION OF PROJECT: Lot Number _____ Street Address 305 S. MAIN
 TAX IDENTIFICATION NUMBER: 06-06-12-410-001,002,003
 CURRENT ZONING: C5 ACREAGE: 0.75 TOWNSHIP: N/A

Applicant's legal interest in the property: OWNER

APPLICATION FEES – See Fee Schedule

TOTAL FEES COLLECTED: WAIVED

PLANNING & ZONING DEPT.: [Signature] DATE: 11-2-10

Applicants submitting combined preliminary and final applications do so at their own risk, as the decision to approve both simultaneously rests with the Planning Commission.

AUTHORIZED AGENT'S SIGNATURE: [Signature] DATE: 11-1-10

MEMORANDUM

TO: City of Chelsea Planning Commission
FROM: Carl V. Schmolt, Jr.
Professional Community Planner
DATE: January 13, 2011
Revised February 10, 2011
RE: Police Station/Parking Lot Site Plan
16 sheets, dated February 1, 2011

I reviewed the above and offer the following comments for your information.

1. The plan is a combined preliminary and final site plan. Combining the two plans is permitted, subject to approval of the Planning Commission per section 9.05 of the Zoning Ordinance.
2. The required information is provided.
3. The exterior stairway and screen wall have been deleted.
4. The initially proposed parking space east of M52, south of the existing building, has been deleted.
5. The canopy tree requirement calculation on sheet 7 is now correct. The other calculations are correct except item 3, which is not complete. The canopy tree requirement, after credits, is 23 trees. An additional 8 trees are required for mitigation of removed trees. Therefore, the total tree requirement for this site plan is 31 trees. The plan provides 39 trees – 14 canopy, 10 ornamentals, and 15 conifers.
6. Tree protection fences should be shown on sheet 4.
7. The Spruce trees proposed along the east line of the parking lot, with three exceptions, are now shown 10 feet from the property line. The Spruce trees east of the police station are also shown 10 feet from the property line. However, these trees are located on top of the 12” storm sewer. This is a conflict that should be removed by relocating the storm sewer to a line 5 feet from the east property line.

In addition, the 25 shrubs proposed for understory screening are not needed and should be deleted. The adjacent residential property has more than adequate screening by the existing wood fence and the proposed Spruce trees. The view of the proposed building will be one of brick walls and the cornice; no outdoor activities will occur east of the walls. The proposed Spruce trees will provide adequate visual relief for the neighboring residential property.

CITY OF CHELSEA - ENGINEERING DEPT.

TO: James Drolett, Planning and Zoning Administrator
FROM: Christine Linfield, City Engineer
SUBJECT: Chelsea Police Station - Combined Preliminary & Final PC Report
DATE: 02/08/11

After reviewing the sixteen page site plan dated 10/29/10, revised 02/01/11 and stamped received 02/01/11, the following comments are listed below.

1. All work within the M52 right-of-way must be approved by MDOT.
2. The plan has been revised to include a sloped concrete pedestrian plaza at the southwest corner of the site. The location of this plaza is not ideal due to site topography, steep slopes and the location of underground detention system. It is recommended to remove the proposed pedestrian area from the final site plan.
3. Due to conflicts with the proposed spruce trees along the east property line, shift the proposed storm sewer to the east 5 ft. Also, the proposed shrubs in this area can be removed because they are not needed between the new row of spruce trees and the existing privacy fence. The drainage swale in this area will also work more efficiently without the proposed shrubs.
4. The east parking lot has been regraded and designed to include two additional catch basins to assist with capturing heavy stormwater runoff north of the alley. The city would like to meet with the design engineer to discuss potential cost savings/efficiency gains by replacing the catch basins with trench drains.
5. The plan now includes a covered roof over the main entrance. Convert portions of the landscape areas located on either side of the entrance to concrete sidewalk to ensure adequate pedestrian clearance around the new support columns. Also, specify if covered roof drainage is proposed to be discharged to the main building roof.
6. Include percent slope and dimensions of the handicap ramp near the covered main entrance. Ensure ramp will not cause cross-slope issues with the east/west pedestrian sidewalk.
7. Review west side emergency exit ramp for compliance with minimum ADA clearances and determine if a handrail is needed to safely separate ramp from M52 sidewalk.
8. There are two existing light poles proposed to be reused as part of the development. Upgrade fixtures to current city standards with lens/bulb completely recessed directing all light downward.

MEMORANDUM

TO: Jim Drolett, Planning and Zoning Administrator
City of Chelsea
FROM: Carl V. Schmult, Jr.
Professional Community Planner
DATE: January 20, 2011
RE: Police Station Site Plan

This memo is in response to your request that I comment on the Planning Commission's suggestion to close the east driveway opening on Orchard Street for the proposed parking lot. I reviewed the suggested change and I conclude that the design in the January 4, 2011 site plan by MCI is superior to a design that would result from elimination of the east driveway opening. In summary, my reasons are:

- * Elimination of the east driveway opening will require removal of 8 parking spaces in the parking lot as designed.
- * The parking lot as designed is more efficient in terms of pavement area required per parking space if the east driveway opening is retained.
- * The parking lot as designed is more efficient and safe in terms of traffic flow if the east driveway opening is retained.

My analysis follows.

1. Removing the east driveway opening on Orchard Street will require addition of a driveway connecting the east half of the parking lot with the west driveway. This driveway will have to be 22 feet wide, for two way flow. An island at least 10 feet wide will be required at the south edge of the connecting drive to separate it from the center parking spaces to the south. The connecting drive and the island will remove the north 8 parking spaces in the center bays. The parking lot would then have 35 spaces instead of the planned 43.
2. Removal of the 8 parking spaces reduces the efficiency of the parking lot as measured by pavement area per parking space. The lot as designed has 307sf of pavement per space; provision of the connecting drive results in a pavement area of 359sf per space. Generally speaking, parking lots should be designed to minimize the pavement area required for each parking space (provided all applicable issues are considered).
3. Removal of the east driveway opening reduces the efficiency of the parking lot in terms of traffic flow. Vehicles entering or exiting the east half of the parking lot through the west driveway will have to make two more turns than they would if the east driveway



CITY OF CHELSEA

OFFICE OF PLANNING AND ZONING SITE PLAN APPLICATION FORM

Instructions to Applicant:

Please complete the information below and submit this application with the applicable fees, completed checklist and 20 copies of the folded plans.

PROJECT NAME: AutoZone - Chelsea
 DEVELOPER/OWNER: AutoZone Development Corp.
 ADDRESS: 123 S. Front St. 3rd Floor, Memphis, TN 38103
 PHONE NUMBER: (901) 495-8771 FAX: (901) 495-8300
 ENGINEER: Wesley Berlin COMPANY: Professional Engineering Assoc., Inc.
 ADDRESS: 2900 E. Grand River Avenue, Howell, MI 48843
 PHONE NUMBER: (517) 546-8583 FAX: (517) 546-8973
 ARCHITECT: AutoZone COMPANY: AutoZone Development Corp.
 ADDRESS: 123 S. Front St. 3rd Floor, Memphis, TN 38103
 PHONE NUMBER: (901) 495-8771 FAX: (901) 495-8300

REQUEST (check one): Preliminary site plan Amended final site plan
 Final site plan Combined preliminary & final site plan

LOCATION OF PROJECT: Lot Number _____ Street Address 1194 + 1196 S. Main St.
 TAX IDENTIFICATION NUMBER: 06-06-13-150-011 and 06-06-13-150-012
 CURRENT ZONING: C4 ACREAGE: 0.87 TOWNSHIP: _____

Applicant's legal interest in the property: Future land and building owner

APPLICATION FEES – See Fee Schedule

TOTAL FEES COLLECTED: _____

PLANNING & ZONING DEPT.: _____ DATE: _____

Applicants submitting combined preliminary and final applications do so at their own risk, as the decision to approve both simultaneously rests with the Planning Commission.

AUTHORIZED AGENT'S SIGNATURE: Jeff Kay DATE: 9-28-10

City of Chelsea
Washtenaw County, Michigan

Application No. _____

Application for Appeal

PLEASE PRINT OR TYPE (If additional space is needed use the back or a separate sheet)

I/We Jeff Kauerz of AutoZone, Inc.

_____ Hereby appeal to the Zoning Board of Appeals from the decision of the
Zoning Inspector on Application No. _____, dated _____, 20____, whereby

- () A Zoning Compliance Permit was () Granted () Denied
() A Certificate of Occupancy was () Granted () Denied

To: _____

Address of the Property involved: 1194 & 1196 S. Main Street

Legal Description: Per ALTA Survey

Indicate the provisions(s) of the Zoning Ordinance that are being questioned or addressed in this
appeal. **DO NOT** Quote the Ordinance. Indicate the Article, Section, Subsection and Paragraph in
question:

Article 4 – Section 4.16 – Subsection C – Item 2c: Rear yard 35 feet

Type of Appeal – The Appeal made herewith is for:

- A Variance from the Zoning Ordinance
 An interpretation of the Zoning Ordinance

For the following reasons: MDOT has required drive configuration as indicated on the Preliminary Site Plan, forcing the building to the south part of the property in order to maintain delivery truck maneuverability on site. Also the natural drainage pattern of the site is to the North, and this is better accomplished with the building as shown.

Date: 10/17/10

Applicants signature: Jeff Kauerz

NOTE: By signing this appeal application, you are stating that you have had the opportunity to read the Automatic Stay Rule governing the Board of Review's decision and that you understand the rule.

Fee received: \$ _____ by the Planning & Zoning Inspector _____

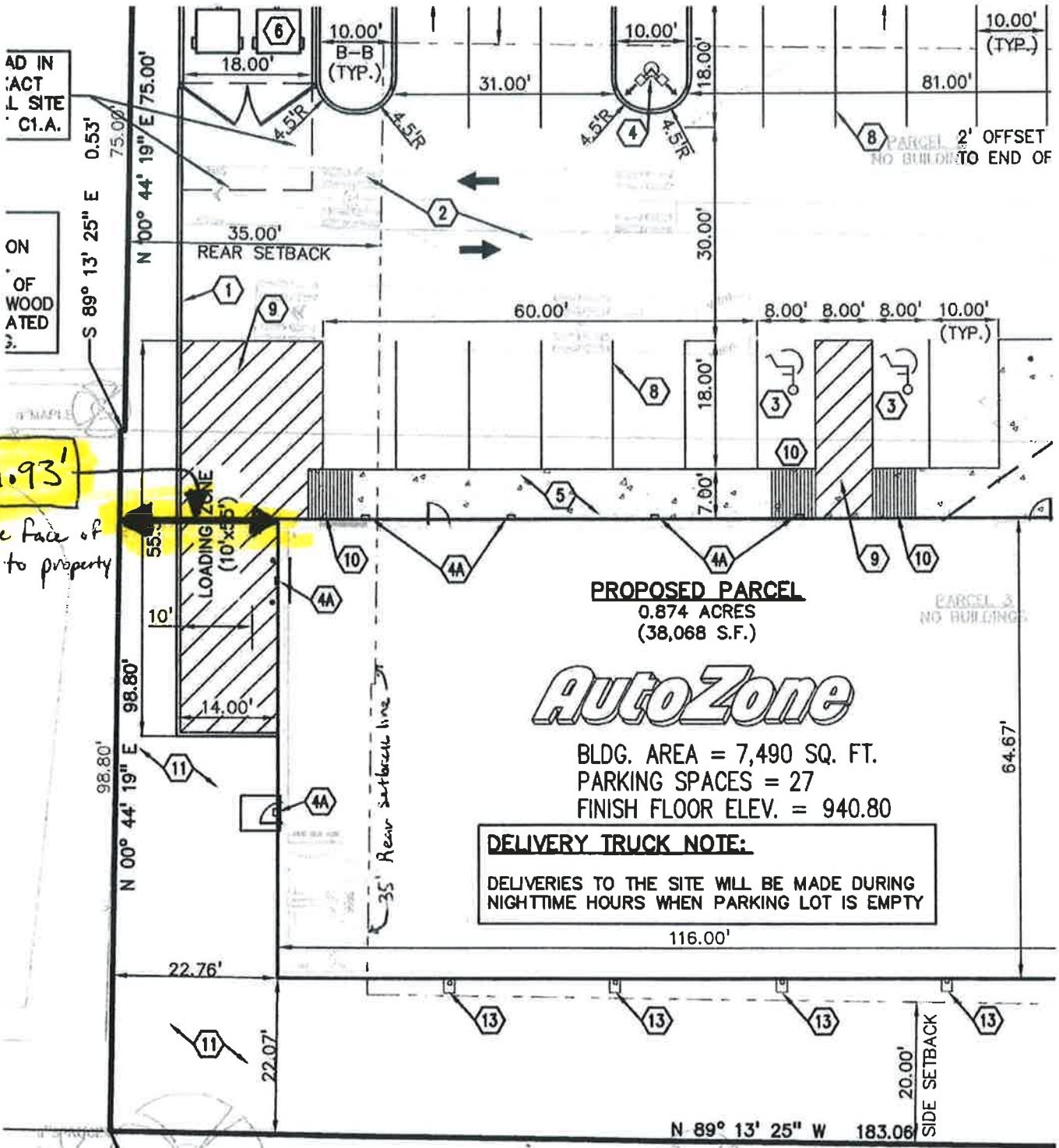
Feb 02, Planning & Zoning

We would like to add that the neighboring parcels to the rear of the site include an existing detention basin directly adjacent, and a cemetery next to the basin. Additionally, landscaping has been added within the rear setback encroachment area.

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Professional Engineering Assoc. (C/Wes Perle)
 ↑ N
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 2/9/2011
 AutoZone Chelsea

CITY OF CHELSEA - ENGINEERING DEPT.

TO: James Drolett, Planning and Zoning Administrator
FROM: Christine Linfield, City Engineer
SUBJECT: Auto Zone - Planning Commission Preliminary Site Plan Report
DATE: 02/09/11
CC:

After reviewing the eleven page site plan dated 9/30/10, revised 01/28/11 and stamped received 01/28/11.

1. All improvements within the M52 right-of-way must be approved by MDOT.
2. The old electric easements are in the process of being vacated and will be completed as part of the final site plan process.
3. The site plan shows tree protection fencing being proposed on the property to the south of the development. Include written permission from the neighboring property owner to install the protective fencing.

Final Site Plan Issues:

- A. Site Lighting
- B. Utilities
- C. Site Grading
- D. Stormwater Management
- E. Landscaping

MEMORANDUM

TO: City of Chelsea Planning Commission
FROM: Carl V. Schmult, Jr.
Professional Community Planner
DATE: January 11, 2011
Revised February 9, 2011
RE: Auto Zone Preliminary Site Plan

I reviewed the above, consisting of 11 sheets, date stamped January 28, 2011, as received by the City, and offer the following comments.

1. The legal description and drawing on sheet 1 of 3 have been corrected.
2. The concrete strip along the east wall of the building has been replaced with a landscape strip and a concrete curb.
3. Radii should be added to the NW and NE corners of the concrete pad in front of the building entrance. This change may be made in the final site plan.
4. Minimum required island width is 10 feet. (See Section 11f, Landscape Standards.) The island in which the ID sign is located is now 17 feet wide.
5. The Planning Commission should review the architectural elevations for compliance with the commercial design standards in Section 5.14 of the Zoning Ordinance.

PLEASE SIGN IN
PLANNING COMMISSION MEETING
FEBRUARY 15, 2011

NAME

ADDRESS

Wesley Berlin

2900 E. Grand River Ave., Howell, MI

JEFF KAUFER

123 SOUTH FRONT MEMPHIS, TN

Ed Toth

104 E middle ST Chelsea

Rob Wagner PEA

2900 E. Grand River Ave Howell MI

ROD + WYNNE ANDERSON

314 WASHINGTON ST

LISA allmendinger

Ann Arbor. com

MARK HEYDEWITZ

DDA

SCOTT BETZOLDT

9875 AUTUMN TRAIL DEXTER MI