



## 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, October 4, 2011, at 7:00 P.M. at the City Offices, 305 S. Main Street, Lower Level, Chelsea, Michigan.

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

- **Discussion and review of the Michigan Municipals' Publication "Planning Commissioners Handbook" and a discussion of our site plan process.**

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



## CITY OF CHELSEA

September 30, 2011

MEMO TO: Planning Commission

FROM: Karon Barbour

SUBJECT: Upcoming Work Session

Dear members, on the heels of our Roberts Rules of Order Training, and because we have so many new Planning Commissioners, Christine and I thought this would be a good opportunity for a little training and review session at our next work session for all members.

Please find enclosed a Planning Commissioners handbook that was put together by the Michigan Municipal League. This is a basic handbook that describes the job, preparing for meetings, difficult situations, etc. I thought it had some good information in it, and learned a few things as well. We will also go through the process of site plan review.

This is also a great opportunity for you to bring questions regarding meetings, process, or areas of the Ordinance you don't understand. See you Tuesday!

**PLANNING COMMISSION WORKSESSION MINUTES  
OCTOBER 4, 2011, 7:00 P.M.  
CHELSEA CITY OFFICES, LOWER LEVEL  
305 S. MAIN ST., SUITE 100, CHELSEA MI, 48118**

**Members Present:** Robert Stephens, Erik Larsen, Peter Feeney, Mary Schroer,

**Members Absent:** Chairman George Kinzer, Sarah Haselschwardt, Darlene Stanley, Melissa Johnson, Jack Garland

**Others Present:** Planning, Engineering, Zoning & Community Development Director – Christine Linfield, City Planner Carl Schmult, Karon Barbour

**Meeting began at 7:00 P.M.**

The Planning Commission discussed several issues regarding meetings and areas of concern. The Michigan Municipal Leagues handbook for new commissioners suggests some ways to prepare for meetings such as going through your packets, reviewing site plans before the meeting, and always bringing your Master Plan, Zoning Map and Zoning Ordinance to every meeting. Carl Schmult commented that the more prepared the Planning Commission is, and the tighter the meetings are run, the less opportunity to give the developer the wrong perception. In addition, Zoning Administrator Christine Linfield suggests that the commission go through the Commercial Design Standards for any commercial development. Carl Schmult said to keep in mind that even though the design standards are in our ordinance, they are not an ordinance, they are standards. This gives the Planning Commission some leeway on whatever the communities' vision is.

Christine Linfield gave an overview of the site plan process and series of events that happen before a site plan ever gets to the Planning Commission.

The question was asked when a variance is in conjunction with a site plan what should come first. It is acceptable to make a motion to approve a preliminary site plan with conditions that the variance is approved when the variance is not going to affect the layout of a site plan. In those cases where a variance is more extreme, and will affect the entire layout of a site plan, it is appropriate to table the site plan and send the request along with the PC findings to the ZBA for approval first, and then come back for site plan approval.

We discussed the differences between a PUD, Site Condominium, and Platted Sub. With a Platted Sub you do not have an association and you own your own lot. A Site Condominium you own your lot, you have an association and common areas. A PUD

PLEASE SIGN IN  
PLANNING COMMISSION WORKSESSION  
OCTOBER 4, 2011

**NAME**

**ADDRESS**

Karen FEENEY

CHICHESTER

Mary Schen

ROBERT STAPLETON

ERIK LARSEN

CHRISTINE LINFIELD

Aaron R. Babson 6:30