



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, September 4th 2012, 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 regarding Commercial Design Standards.

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 WORKSESSION MINUTES
SEPTEMBER 4, 2012, 7:00 P.M.
CHELSEA CITY OFFICES, LOWER LEVEL
305 S. MAIN ST., SUITE 100, CHELSEA MI., 48118**

Members Present: Chairman George Kinzer, Jack Garland, Larry Ledebur, Robert Stephens, Erik Larsen, Sarah Haselschwardt and Melissa Johnson

Members Absent: Rich Montoyo and Darlene Stanley

Others Present: Planning, Engineering, Zoning & Community Development Director Christine Linfield, City Planner Carl Schmult, City Council Trustee Cheri Albertson

Meeting called to order at 7:05 p.m. by Chairman Kinzer.

Melissa Johnson arrives at 7:08 p.m.

Chair Kinzer introduced the only item on the agenda which is a proposal from staff to remove the Commercial Design Standards from the City Zoning Ordinance. Distributed at the meeting was a memo of recommendation from City Planner Carl Schmult.

Mr. Schmult went over the benefits of removing the standards from the ordinance and adopting them by reference similar to the Landscape Standards. In order to do this, the zoning ordinance would have to be amended to remove the Commercial Design Standards and insert new reference language.

Chair Kinzer and members of the Planning Commission discussed the pros and cons of staff recommendations.

The Planning Commission came to the consensus that they would like to discuss this item again at the October 2, 2012 work session. Prior to the meeting, staff will get preliminary comments from the City Attorney regarding the concept of removing the standards from the ordinance. Staff will also work on draft language for the Planning Commission to review.

Meeting adjourned at 9:09 p.m.

Respectfully Submitted,



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

MEMORANDUM

TO: Chelsea City Planning Commission
FROM: Carl V. Schmult, Jr., Professional Community Planner
DATE: September 4, 2012
RE: Commercial Design Standards

The City's Planning and Zoning Staff is recommending the Planning Commission consider removing the Commercial Design Standards from the Zoning Ordinance and adopting them as separate standards, similar to the City's Landscape Standards. These would eventually be part of a complete and comprehensive set of development standards that the City could adopt, publish, and distribute to applicants for site plan review, zoning amendments, subdivision plat review, etc. I offer the following thoughts and ideas to consider in your discussion.

1. While the standards would be deleted from the Zoning Ordinance, a referral section should remain in the ordinance. This section would identify the standards and set parameters for the Planning Commission's subsequent action on the standards. I suggest the following for consideration.

“SECTION 5.14 COMMERCIAL DESIGN STANDARDS

A. The Planning Commission shall adopt design standards for buildings in a commercial zoning district. The standards shall apply to buildings for which site plan approval is required.

B. The standards shall provide specific design guidelines that achieve the following:

1. List the five items in Section 5.14A, Intent, as currently written.

C. The Planning Commission shall review such buildings for compliance with the adopted standards as part of its final site plan review process. The Commission shall record its findings regarding compliance with the standards in the minutes of the meeting at which it takes action on the final site plan.”

2. The Staff's intent is to relocate the standards, not to substantively rewrite them. Some minor editing would be appropriate, such as changing mandatory words to advisory ones (shall to should), inserting “in the Zoning Ordinance” after section references, etc. If the Planning Commission wishes to discuss substantive aspects of the standards, you could do so as a separate project after the Commission decides the relocation question.

3. The City Attorney should advise on the question of moving the standards out of the Zoning Ordinance, the wording of the section that will remain in the Ordinance, and any other thoughts that he might have.

SUPPLEMENTARY REGULATIONS

5.13 Cont.

OUTDOOR DISPLAYS AND SALES

7. The holder of the certificate of zoning compliance shall return the display and sales area to its original condition within a reasonable time following closure. The time shall be specified in the certificate.
8. The display and sales shall not block fire lanes or interfere with convenient or safe vehicular or pedestrian circulation. Display and sales shall not be permitted on any sidewalk unless the Planning and Zoning Administrator determines that such display and sales will not interfere with the convenience or safety of pedestrians.
9. The display and sales shall not use required parking spaces unless the applicant can prove to the Planning and Zoning Administrator's satisfaction that the remaining spaces will be sufficient to handle parking requirements on the site.
10. Outdoor display and sales shall not exceed sixty (60) days in any calendar year when located in an area designated for parking. In the C-5 district displays shall be permitted for 180 days when on the property owned or leased by the business owner. Where a building is equipped with a structurally covered pedestrian walkway/porch, outdoor display may be year round provided that pedestrian traffic is not impeded and the display shall not occupy more than 35% of the covered area.

SECTION 5.14. COMMERCIAL DESIGN STANDARDS

- A. Intent.** The intent of these regulations is to provide specific design guidelines that achieve the following:
1. Encourage development and redevelopment that protects and enhances the traditional small-town character, fits within the traditional urban form and creates a character that reinforces a sense of community identity;
 2. Encourage a form of development that will achieve the physical qualities necessary to maintain and enhance the economic vitality of the various business districts, maintain the desired character of the City, prevent the creation of blight and protect property values;
 3. Promote the preservation and renovation of historic buildings; and ensure new buildings are compatible with, and enhance the character of,

SUPPLEMENTARY REGULATIONS

5.14 (C) Cont.

COMMERCIAL DESIGN STANDARDS

Exterior Insulation and Finishing Systems (EIFS) materials. The Planning Commission may permit other materials for facades that are not visible from a public street or parking lot and are adequately screened from adjoining land uses.

2. Colors - The Planning Commission shall review building colors as a part of site plan approval. For building renovations and additions, exterior finish material and colors used shall be consistent, or compatible, with the existing finish material.
3. Roofs - Roof design and materials are considered to be key elements to the City character, and thus shall be consistent with the intent of this District.

As a part of building design, roofs shall be designed in keeping with the overall architecture of the building. Buildings should be two stories or have the appearance of two stories with decorative cornices, in keeping with the traditional commercial architecture of the City. Single story buildings should be designed with pitched roofs.

- a. Pitched roofs are preferred. Flat roofs shall be enclosed by parapets and peaked architectural features with a full roof return, or other details, at least forty-two (42) inches high, or of a height sufficient to screen roof-top mechanical equipment.
 - b. Asphalt, fiberglass, tile, slate or cedar shingles shall be used. Standing metal seam roof systems may be permitted by approval of the Planning Commission.
4. Fenestration - The following shall apply in the Central Business District only.
 - a. Windows and doors shall comprise at least fifty (50) percent of the first floor front facade of a building containing a commercial use.
 - b. The glazed area of a facade above the first floor shall not exceed thirty-five (35) percent of the total facade area of that floor. Windows above the first floor shall be vertical in proportion. Large windows shall be broken-up to maintain a vertical proportion.

SUPPLEMENTARY REGULATIONS

5.14 (C) Cont.

COMMERCIAL DESIGN STANDARDS

structures with a wall over 150 feet in length, the Planning Commission may modify the design standards above, provided the intent of the standards can be achieved through a combination of color bands, accent materials, architectural details, or landscaping.

D. Site Design.

1. Sidewalks - Sidewalks shall be provided along all public street frontages and up to the entrance of the building. Sidewalks shall be constructed of concrete. Where separated from the road curb, sidewalks shall be a minimum of five (5) feet wide. Where immediately adjacent to the road curb or a parking lot, sidewalks shall be a minimum of seven (7) feet wide.
2. Parking - Parking shall be designed to meet the requirements of Article 7, herein.
3. Detention/Retention Ponds - Detention/retention ponds shall not be permitted in the front yard unless the planning Commission determines there is no feasible engineering alternative or that placement in another location would be burdensome on adjacent single family use. In such situations, the detention/retention pond shall meet the minimum front yard setback requirement for principal buildings and shall be designed as a visual amenity (a water feature, boulder walls, varying shape, extensive landscaping, etc).
4. Loading Areas - All garage doors, loading and service areas shall be located in the rear or side yard of the lot and screened from view of any public street, adjacent residential zoning district or public property.
5. Ornamental Lighting - Any ornamental lighting shall be consistent with the street lighting recommended in the comprehensive plan and any sub-area master plan.
6. Parking Lot Lighting - All parking lot lighting and building mounted lighting shall be downward directed sharp cut-off fixtures with a maximum height of twenty-two (22) feet with a maximum pole height of twenty (20) feet and a maximum base height of two (2) feet.
7. Landscaping - The landscaping and screening requirements of Section 5.12 shall be met.

PLEASE SIGN IN
PLANNING COMMISSIN WORKSESSON
SEPTEMBER 4, 2012

NAME

ADDRESS

CHIEF MERTSON

Larry Godeben

ROBERT STEPHENS

JACK GARLAND

GEORGE FINZEN

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CARL