



**CITY OF CHELSEA
PLANNING COMMISSION AGENDA**

JUNE 21, 2005

7:30 P.M.

BOARD ROOM

**WASHINGTON STREET EDUCATION CENTER
500 WASHINGTON ST., CHELSEA, MI**

CALL TO ORDER

APPROVAL OF MEETING MINUTES

- **Meeting Minutes** - Approval of the Meeting Minutes for May 17, 2005.

APPROVAL OF WORK SESSION MINUTES

- **Work Session Minutes** – June Work Session was cancelled.

APPROVAL OF AGENDA

PUBLIC PARTICIPATION

PUBLIC HEARING

OLD BUSINESS

- **Norfolk Development Rezoning Request** - Amendment of the Chelsea City Zoning Ordinance (Ordinance No. 79). The requested change would revise the Zoning Map from MH-1 to RM-2 in the area described as: TAX CODE #:06-06-11-480-013. A 16.04-Acre parcel located on Cavanaugh Lake Road west of Cleveland Street
- **Chelsea Community Hospital Office Building** -An application has been filed by Phil Boham of the Chelsea Community Hospital for Final Site Plan approval of a proposed Medical Office Building on the following described parcel of land: Tax Code: # 06-06-12-475-008, 775 S. Main Street, Chelsea, MI

DISCUSSION

REPORTS

CORRESPONDENCE

ADJOURNMENT

- **The Planning Commission will go into a joint Work Session with City Council to discuss the Master Plan immediately after the regular Planning Commission Meeting.**

City of Chelsea
Planning Commission Joint Work Session
Washington Street Education Center
Board Room
7:45 p.m.
June 21, 2005

Members Present: City Council – Mayor Feeney, Manager Mike Steklac, Jim Miles, Cheri Albertson Jason Lindauer, and Jamie Bollinger

Planning Commission - Chairman Chris Rode, Casey Blair, Ann Dilcher, Ann Valle, Chris Pick, Peter Feeney, George Kinzer, Rik Haugen and Walter Bolt

Others Present: **Zoning Administrator Jim Drolett,**

Chairman Rode addressed City Council and said the reason for a Joint Work Session is to discuss the City's Master Plan, and the need for it to be updated. Generally municipalities do this every 3 to 5 years, and it's been about 7. The Planning Commission has tried to deal with several issues, which were not always covered in detail like Parks and Recreation. Chairman Rode went on to explain that the Planning Commission function is based primarily on protocol in those documents, and when a developer comes in, they have to have something in writing to back them up. Many things within the City have changed over the past few years.

Another very important topic is Future Land Use for land outside the City Boundaries, which was not addressed in the current plan. The Commission is very interested in the 425 agreement because it goes way beyond the ½ mile radius that the Commission planned for when doing the first plan. The Master Plan needs to be updated before the 425 agreements are agreed upon, and we need to make sure they tie in together. Cheri Albertson added that the Dexter/Chelsea area needed to be addressed.

Jamie asked how much money it was going to cost. Rode thought that the first go around was 40K (in 2000) but that a lot of the material in the Master Plan can be reused. Maybe 10 to 20K! Mayor Feeney asked if it was a requirement that we have a bid process for the work, or could we use a firm like Strader that is familiar with the City. Mike Steklac said that we could go where we want. We would have to determine that they are competitive in price. Albertson asked how much work could be done before hiring the consultants. Rode said it would be up to the Commission to figure out what areas in the plan needed to be addressed first.

Jamie Bollinger said that Council couldn't really make a decision until we have some type of dollar amount. Mike Steklac suggests that in doing that, you split up the updates by priority, and will do what is the most critical first. He said the lower priority items could be put into the 2006/2007 budget.

Jim Drolett said he talked to Brad from Strader about doing a Regional Overlay Plan between the city and the surrounding townships, and that it might be something the

Council and the Planning Commission want to consider. Mayor Feeney said that she feels the East Side of the city really needs to be addressed.

Rode said that we also need to discuss housing with the Chelsea Area Planning Team with the possibility that a group could meet and decide for the surrounding townships, and the City, where the best place is for manufactured home zoning. Rode said at the last meeting Carl Schmult suggested you work with your surrounding townships about how much housing the area can handle. It would be good if we could decide as a group to work together on guidelines for phasing.

Council is comfortable with starting to get cost analysis and can start with Brad from Strader. The Commission will prioritize what needs to be done first and report cost analysis back to the Council.

Jamie suggests the Planning Commission draft a letter and ask the surrounding townships if they are interested in talking with us. Peter Feeney suggests that we go to their Planning Commission Meetings and bring these subjects up to them.

Architectural Standards – Jim Miles knows the Planning Commission has worked to get developers to get them to bring certain qualities to new development. Does the Council go forward and try to create some more power to keep that going forward. Do we incorporate that into our Master Plan? The Planning Commission said they do not have Residential Design Standards and feel they need them. The City does have Commercial Design Standards. This could also be suggested to the consultants, and they would be able to provide examples.

Sincerely,

A handwritten signature in black ink that reads "Walter J. Bolt". The signature is written in a cursive style with a large, prominent "W" and "B".

Walter J. Bolt

Planning Commission Secretary

City of Chelsea Planning Commission Meeting Minutes
June 21, 2005
7:30 P.M.
Board Room
Washington Street Education Center
500 Washtenaw St., Chelsea, MI

Members Present: Chairman Chris Rode, Ann Dilcher, Ann Valle, George Kinzer, Casey Blair, Rik Haugen, Peter Feeney (arrived 7:35), Chris Pick (arrived 7:40)

Members Absent: Walter Bolt (excused)

Others Present: Planning & Zoning Administrator - James Drolett,
City Planner – Carl Schmolt, Trustee Cheri Albertson,

Others Absent: City Trustee-Frank Hammer, City Engineer – Christine Linfield

CALL TO ORDER

Chairman Chris Rode called the meeting to order at 7:32 p.m.

APPROVAL OF MEETING MINUTES

- **Meeting Minutes** - Approval of the Meeting Minutes for May 17, 2005.

A motion was made by George Kinzer, seconded by Ann Valle to approve the meeting minutes of May 17, 2005. 6 Ayes, 3 Absent, 0 No. Motion passed.

APPROVAL OF WORK SESSION MINUTES

- **Work Session Minutes** – June Work Session was cancelled.

PUBLIC PARTICIPATION

Chairman Rode opened and closed Public Participation. No public comments made.

OLD BUSINESS

- **Norfolk Development Rezoning Request** - Amendment of the Chelsea City Zoning Ordinance (Ordinance No. 79). The requested change would revise the Zoning Map from MH-1 to RM-2 in the area described as: TAX CODE #: 06-06-11-480-013. A 16.04-Acre parcel located on Cavanaugh Lake Road west of Cleveland Street

Peter Feeney arrived.

A motion was made by Ann Valle, supported by George Kinzer to remove the Norfolk rezoning request from the table. 7 Ayes, 0 No, 2 Absent. Motion approved.

This request will be tabled until later phases in the development.

A motion was made to table the Norfolk rezoning request indefinitely by George Kinzer and was supported by Ann Valle. 7 Ayes, 0 No, 2 Absent. Motion passed.

- **Chelsea Community Hospital Office Building** -An application has been filed by Phil Boham of the Chelsea Community Hospital for Final Site Plan approval of a proposed Medical Office Building on the following described parcel of land: Tax Code: # 06-06-12-475-008, 775 S. Main Street, Chelsea, MI

Carl Schmult went over his report. Jim Drolett read Christine Linfield's report.

Rik Haugen questioned the landscape plan and wants to see the differential between designated bed area, versus lawn.

A motion was made by Peter Feeney, supported by Casey Blair to approve the Chelsea Community Hospital Office Building Final Site Plan subject to the landscape plan showing the differential between bedding areas and lawn, and resolving any issues from the City Engineer and City Planner's reports. 8 Ayes, 0 No, 1 Absent. Motion approved.

ADJOURNMENT

A motion was made by Casey Blair to adjourn the meeting at 7:45, seconded by Peter Feeney. 8 Ayes, 0 No, 1 Absent. Motion passed.

Sincerely,



Walter J. Bolt
Planning Commission Secretary



CITY OF CHELSEA

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CITY OF CHELSEA

NOTICE OF JOINT WORK SESSION BETWEEN CITY COUNCIL AND CHELSEA PLANNING COMMISSION

NOTICE IS HEREBY GIVEN THAT THE CHELSEA CITY PLANNING COMMISSION WILL HOLD A WORK SESSION ON TUESDAY, JUNE 21, IMMEDIATELY FOLLOWING THE REGULAR PLANNING COMMISSION MEETING IN THE BOARD ROOM OF THE WASHINGTON STREET EDUCATION CENTER, 500 E. WASHINGTON ST., CHELSEA, MICHIGAN.

THE PURPOSE OF THE MEETING WILL BE TO DISCUSS THE FOLLOWING ITEMS:

- **MASTER PLAN FOR THE CITY OF CHELSEA.**

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.

CHRIS RODE, CHAIR

PLEASE SIGN IN

PLANNING COMMISSION MEETING

Date: June 21, 2005

NAME (Please Print)

ADDRESS

PHIL BOHAM

1411 WAGON WHEEL CT

Lined area for writing names.

Lined area for writing addresses.