



CITY OF CHELSEA

PLANNING COMMISSION AGENDA

AUGUST 16, 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 July 19, 2005.

APPROVAL OF WORK SESSION MINUTES

- Work Session Minutes – Meeting was cancelled

APPROVAL OF AGENDA

PUBLIC PARTICIPATION

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

- MCM Group - An application has been filed by DAVID HUGHES of VANSTON O'BRIEN INC. for combined Preliminary and Final Site Plan approval of a proposed ADDITION TO THE EXISTING BUILDING on the following described parcel of land: TAX CODE: # 06-06-12-249-020 720 W. INDUSTRIAL DR., CHELSEA, MI

DISCUSSION

- Comprehensive Plan

REPORTS

CORRESPONDENCE

ADJOURNMENT

City of Chelsea Planning Commission Meeting Minutes
August 16, 2005
7:30 P.M.
Board Room
Washington Street Education Center
500 Washtenaw St., Chelsea, MI

Members Present: Chairman Chris Rode, Peter Feeney, Chris Pick, Ann Valle, Rik Haugen, Casey Blair, George Kinzer (arrived 7:45)

Members Absent Walter Bolt

Others Present: Planning & Zoning Administrator - James Drolett,
Trustee Cheri Albertson, City Engineer – Christine Linfield, City
Planner-Carl Schmult

Others Absent: City Trustee-Frank Hammer

CALL TO ORDER

Chairman Rode called the meeting to order at 7:33 p.m.

APPROVAL OF MEETING MINUTES

- **Meeting Minutes** - Approval of the Meeting Minutes for July 19, 2005.

A motion was made by Ann Valle, supported by Chris Pick to approve the Planning Commission Minutes of July 19, 2005. 6 Ayes, 0 No, 2 Absent, 1 Vacant Seat. Motion approved.

APPROVAL OF WORK SESSION MINUTES - Meeting Canceled

PUBLIC PARTICIPATION

Chairman Rode opened Public Participation. Joel Aberson and wife Rhonda were in attendance and he introduced himself to the Planning Commission. He has moved into the City, and will be appointed as the new Planning Commissioner. Chairman Rode closed Public Participation.

NEW BUSINESS

- **MCM GROUP** An application has been filed by David Hughes of Vanston O'Brien Inc. for combined Preliminary and Final Site Plan approval of a proposed Addition to the existing building on the following described parcel of land: TAX CODE: 06-06-12-249-020, 720 W. Industrial Dr., Chelsea, Mi.

City Engineer Christine Linfield read over her report, and City Planner Carl Schmult went over his report. Currently the City does not have enough water capacity for any new projects. The State has said that they will not issue new permits until the required capacity is met. A pilot study will be complete in mid September, and we will have a better idea when this project can

begin. One of two things needs to happen to meet the required capacity. The City will either need to get a surface water discharge permit, or upgrade the lift station.

Dave Hughes from Vanston O'Brien is the representative for the MCM Group expansion. He said the project for the MCM group will include 75% for offices, and 20% will be dedicated to displaying inventory. They are planning to move from the Clock Tower Building. They are also looking for a new location in town for retail business. They would like to have something in the Industrial Park where you could actually watch Teddy Bears being made.

Trustee Albertson asked if the business would still move if the construction is not completed by April 2006, when the lease is up at the Clock Tower. Dave Hughes said they would not be able to move. They would need to be able to break ground by October or November to get the project completed in time.

Jim Drolett said that an Architectural Control Committee meeting was held regarding this project and only the petitioner showed up. Those in attendance did discuss plans for the retail portion of the business. Jim Drolett said that in order for the petitioner to do what they would like, we may need a text amendment in the zoning ordinance to allow retail in the Industrial District. City Planner Carl Schmult has provided Jim Drolett with some language of another community who does allow a certain percentage of retail (20%) in their Industrial District.

A motion was made by Peter Feeney to approve the combining of the preliminary and final site plan. Supported by George Kinzer. 7 Ayes, 0 No, 1 Absent, 1 Vacant Seat. Motion passed.

Peter Feeney moved to approve the preliminary and final site plan subject to the satisfaction of the Consultants and Engineers reports with special contingency upon development of our discharge capacity at the lift station, supported by Chris Pick. 7 Ayes, 0 No, 1 Absent, 1 Vacant Seat. Motion approved.

DISCUSSION

- **Comprehensive Plan**

Jim Drolett and Chris Rode met with Brad Strader from the LSL Group. The decision was made to go to them first because they did the original work on our Master Plan, and we may be able to garner some cost savings since they did the maps, and all the background research, and are familiar with the City.

We have a proposal to take us through the update of the Master Plan in the amount of \$38,000.00. This will be a 10 to 12-month process consisting of 8 meetings. Any work that they have to do after that, will be at an additional cost. Chairman Rode thinks we can eliminate a few of the proposed meetings by doing some of the work ourselves. For example, he doesn't think we need two meetings with LSL to iron out where we want to make changes in the existing Master Plan. He would like to find out from them what the cost savings would be if we cut down on those meetings. Jim Drolett has given the City Manager a copy of the proposal and said that he, Mike Steklac and Chris Rode would sit down and make that call to LSL. Ann suggests the Planning Commission take a field trip to look at other completed projects and discuss how they turned out to help see where changes need to be made.

George Kinzer would like to make sure that we get the Master Plan in an electronically compatible format. Chairman Rode said in the proposal it states that it will be provided on CD Rom in either Word or Adobe pdf. Brad Strader said that they now do all the maps themselves, and when it was done the first time it was done by an outside source. We will be able to have access to those maps in our electronic format. Based on the proposal, our eight meetings will consist of the following:

1. Kick off with the Planning Commission and whomever we want to invite to sit down and go over the priorities we want to accomplish.
2. Strader will take the information from meeting one, analyze it, come back and look at our current Master Plan where we will discuss where the plan needs to be modified based on community profiles and start to look at future land use in specific areas.
- 3 / 4 Preliminary land use plans. Anything that might fall into that category.
- 5 Meeting with Townships and agencies and anyone that we see fit for example the County Planning Department, the school district, townships, etc.
6. Discuss results from the 5th meeting.
7. Public workshop which Strader would facilitate, to get input from the community.
8. First draft. Go over the preliminary draft with the Planning Commission.
9. Strader to make revisions and present the draft to City Council and take it through the public hearing.

There is an additional \$500.00 in the proposal for transportation, and an additional \$1000.00 for copies and map making, The overall figure is closer to \$40,000.00.

Carl Schmult also thought we could eliminate some of the cost, and that the focus should be on what has changed. Their job (LSL) is to tell you what has happened outside the community, which affects us now.

Trustee Albertson suggests showing City Council the total dollar amount along with the amount of money being saved by the Planning Commission doing some of the work themselves.

Rode feels it is critical to involve the townships in our process. The community is going to change in the next 5 to 10 years and a lot of it will be outside our boundaries.

Rik Haugen feels this is a very important document which will help to determine the way Chelsea will look in the future and we need to make sure that this becomes a stronger tool in the planning process. We are already have felt where the weak spots are.

It was decided to cancel the regular Work Session in September. The Planning Commission will have a short Planning Commission Meeting in September, and then go adjourn into a Work Session. The meeting can be held at City Hall to help save money.

ADJOURNMENT

A motion was made by Peter Feeney, supported by Rik Haugen to adjourn the regular Planning Commission Meeting at 8:45 p.m. 6 Ayes, 0 No, 1 Absent. Motion passed.

Sincerely,

A handwritten signature in cursive script that reads "Karon R. Barbour".

Karon R. Barbour
Planning and Zoning Administrative Technical Assistant

