



CITY OF CHELSEA

**PLANNING COMMISSION AGENDA
NOVEMBER 18, 2014 7:00 P.M.
CHELSEA MUNICIPAL BUILDING (Council Chambers)
311 S. MAIN ST., CHELSEA, MI**

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES

Approval of the Regular Meeting Minutes for 10/21/14

PUBLIC HEARINGS

UNFINISHED BUSINESS

C-4 Animal Boarding Zoning Ordinance Amendment Request

NEW BUSINESS

DISCUSSION

Comprehensive Plan Update

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
NOVEMBER 18, 2014
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larson, Marcia White, Cary Church, Larry Ledebur, Sarah Haselschwardt

MEMBERS ABSENT: George Kinzer

MEMBERS VACANT: Three

OTHERS PRESENT: Christine Linfield, Cheri Albertson

CALL TO ORDER

Erik Larsen called the meeting to order at 7:02pm.

APPROVAL OF THE AGENDA

MOVED by White, SECONDED by Church to approve the Agenda with the Addition under "DISCUSSION" of the reading/discussion of a Letter received by Christine Linfield from G2 Consulting Group regarding a cell phone tower.

All Ayes. MOTION Carries.

APPROVAL OF MEETING MINUTES

MOVED by White, SECONDED by Ledebur to approve the Meeting Minutes of the October 21, 2014 Planning Commission Meeting.

All Ayes. MOTION Carries.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

C4 Animal Boarding Zoning Ordinance Amendment Request.

Christine Linfield explained that after the first reading of the Amendment previously approved by Planning Commission, City Council requested consideration of modifications to the language of the proposed change. The Council wanted to include in the language, the creation of some review criteria for boarding facilities and to tie the proposed use to the existing kennel definition in the ordinance..

The Planning Commission reviewed suggested language changes from Christine, as interpreted from an email from Councilwoman Johnson. This was the basis of discussion.

Discussion on possible revisions:

- Cheri Albertson had not seen the communication from Councilwoman Johnson and asked if all Council members had been requested to send suggested language changes. Since they had not, Staff agreed to send the information finalized by the commission to all Council members prior to the next Council Meeting.

- The Planning Commission generally agreed that too much detail in the wording of the Special Use can be limiting. The site plan review process for a Special Use Permit, such as this, allows the commission to address detailed items on a case by case basis.
- Sarah Haselschwardt pointed out that Building, Mechanical , and the USDA Animal Welfare Act Part 3 Standards address several issues listed in the proposed language changes, including ventilation requirements.
- All agreed to include reference to the definition of Kennel in the language.
- Larry Ledebur pointed out that during the initial discussion on the topic, the commission members brought up many of the detailed items listed in the changes. Our professional planning consultant recommended that the language be simple and general to allow the Site Plan Review Process to work effectively. He recommended not including detail.

MOVED by White, SECONDED by Ledbur to send to City Council the Zoning Ordinance Amendment language as follows:

“Overnight boarding and day care kennels serving domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fence or otherwise enclosed area and is supervised, may be permitted if all the following are met:

- a. Supervised outdoor exercise area shall be provided and configured such that impacts to surrounding properties are minimized.
- b. Indoor kennel facilities shall be in compliance with the minimum standards outlined in the USDA Animal Welfare Act (Part 3-Standards).
- c. Indoor kennel facilities shall obtain a Kennel License from the Washtenaw County Treasurer’s Office and a Washtenaw County Sheriff’s Department Inspection Certificate prior to the issuance of a Certificate of Occupancy. The Washtenaw County Kennel License must be applied for annually and failure to obtain the annual license shall be considered a violation of the Special Use Permit and provisions in Section 8.14 of this ordinance would apply.
- d. The Planning Commission may establish additional conditions if necessary.”

All ayes. MOTION carries.

NEW BUSINESS

None.

DISCUSSION

Comprehensive Plan Update:

Christine Linfield asked for names of planning consultants she can contact to assist with the Comprehensive Plan update. The goal is to have several consultants talk to commission about what services are needed and have them submit fees for services. From there a selection can be made.

At the next work session in December, commission will watch at least a portion of the "dollars and Sense of Protecting Community Character" video. Meeting location may change to accommodate the viewing. Christine will advise.

Reminder from Cary Church that Commission needs to add Environment and Energy goals in the Master Plan Update.

Cell Tower Update:

Christine shared a letter regarding the proposed construction of an approx 200' tall cell tower for Verizon Wireless. Location is in Lima Township somewhere along North Fletcher Road. The letter asks for comments from any interested party "regarding the likelihood that the proposed construction would adversely affect historic properties."

Parks and Recreation Committee:

Larry Ledebur reported that the Committee has met and is making progress on developing a Parks and Recreation Plan for the City. He is pleased with the Committee's approach, people and process.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

MOTIVED by Church, SECONDED by Ledebur to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:58 pm.

Respectfully Submitted,


Sarah Haselschwardt

Planning Commission Secretary

PLANNING COMMISSION MINUTES
OCTOBER 21, 2014
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA MICHIGAN

NAMES OF THOSE PRESENT: George Kinzer, Erik Larsen, Marcia White, Cary Church, Sarah Haselschwardt, Larry Ledebur

MEMBERS ABSENT: None

MEMBERS VACANT: Three

OTHERS PRESENT: Cheri Albertson, Carl Schmult, Christine Linfield, Dena Gilmore

CALL TO ORDER

George Kinzer called the meeting to order at 7:03 pm.

APPROVAL OF THE AGENDA

MOVED by Haselschwardt, SECONDED by Ledebur, to approve the agenda as presented. All ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

Sarah Haselschwardt recommended the following corrections to the 08/19/14 regular meeting minutes.

1. Page 2 – Rewrite the third sentence in the first paragraph to state...*"She stated that she does not feel like masonry wall would be as appropriate as the 20' setback which is required by the Zoning Ordinance, which the Planning Commission in a PUD District can revise."*
2. Page 2 – Rewrite the fourth sentence in the first paragraph to state...*"She stated that she believes that only 15-20% of the property setbacks meet the criteria called for in the Zoning Ordinance."*
3. Page 2 – Rewrite the third sentence in the fifth paragraph to state...*"Sarah Haselschwardt pointed out there are other options the petitioner could look into to meet the setback requirement and still maintain parking."*
4. Page 2 – Rewrite the first sentence in the sixth paragraph to state...*"George Kinzer asked for each commissioner to vote on whether they would support requiring the 20' setback if it meant reducing parking."*
5. Page 2 – Rewrite the third sentence in the eighth paragraph to state...*"Sarah Haselschwardt stated that it is not the amount of parking spaces that is causing the lack of setbacks along the southeast boundary and that other items on the site plan can be changed."*

Minor spelling and grammar errors were also pointed out by the commission.

MOVED by Larsen, SECONDED by Haselschwardt, to approve the meeting minutes for 08/19/14 as corrected. All Ayes. Motion Carried.

MOVED by Ledebur, SECONDED by Larsen, to approve the work session minutes for 10/07/14 as presented. All Ayes. Motion Carried.

PUBLIC HEARINGS

Public Hearing No. 1 – Request by Dena Gilmore (Wags to Wiskers) to Amend Article 4, Section 4.16(B.) to add text under Special Uses in the C4 District to allow temporary boarding of small animals. George Kinzer opened the public hearing. No comments from the public.

Public Hearing No. 2 – Request by the City of Chelsea, with support from the Zoning Board of Appeals, to Amend Article 5, Section 5.16(E.1)(c.) to allow LED light fixtures for site lighting. George Kinzer opened the public hearing. No comments from the public.

UNFINISHED BUSINESS

NEW BUSINESS

Zoning Ordinance Amendment – Request by Dena Gilmore (Wags to Wiskers)

George Kinzer went over staff reports and the recommended amendment language. Carl Schmult's reported recommended amending the C-4 Restricted Commercial District, Special Uses, being Section 4.16B, by adding the following new subsection 8:

“Boarding and day care of domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fenced or otherwise enclosed area and is supervised.”

MOVED by Ledebur, SECONDED by White, to recommend that the City Council approve amending the C-4 Restricted Commercial District, Special Uses, being Section 4.16B, by adding language as presented in Carl Schmult's report. All Ayes. Motion Carried.

Zoning Ordinance Amendment – Request by City of Chelsea

Christine Linfield presented the item stating that due to the changes in technology, LED site lighting is becoming more commonplace due to energy efficiency. Recently, Speedway Gas Station received a variance from the Zoning Board of Appeals to install LED site lighting. The Zoning Board of Appeals also recommended that the Zoning Ordinance be amended to allow LED light fixtures.

George Kinzer went over Carl Schmult's report which recommended amending Section 5.16(E.1)(c.), Site Lighting, by adding the words “or LED” between the words “halide” and “fixtures.”

MOVED by Church, SECONDED by White, to recommend that the City Council approve amending Section 5.16(E.1)(c.), Site Lighting, by adding language as presented in Carl Schmult's report. All Ayes. Motion Carried.

Discuss Possible Cancellation of 11/04/14 Work Session Due to Elections

MOVED by Haselschwardt, SECONDED by Church, to approve the cancellation of the November 4, 2014 work session. Prior to the vote, Larry Ledebur pointed out that even though he will vote "yes" to the motion he is concerned with the slowness of work on the Comprehensive Plan. All Ayes. Motion Carried.

Adoption of the 2015 Planning Commission Meeting Schedule

MOVED by Haselschwardt, SECONDED by White to set the 2015 regular Planning Commission meeting schedule for the third Tuesday of each month at 7:00 pm and to also set the 2015 Planning Commission work session meeting schedule for the first Tuesday of each month at 7:00 pm with all meetings being held in the City of Chelsea Council Chambers located at 311 S. Main Street. All Ayes. Motion Carried.

Election of Secretary

Due to the recent resignation of Planning Commission Secretary Nick Helmholdt, the election of a replacement secretary is needed to fill the vacant seat until the election of new officers in July 2015. Sarah Haselschwardt volunteered and also informed the Planning Commission that she may need to miss a few meetings due to family issues. Christine Linfield volunteered to take minutes when Sarah Haselschwardt is absent.

MOVED by White, SECONDED by Larsen, to appoint Sarah Haselschwardt as the new Planning Commission Secretary. All Ayes. Motion Carried.

DISCUSSION

Marcia White mentioned that she had received a DVD from the Chamber of Commerce called the "Dollars and Sense of Protecting Community Character" and recommended that the Planning Commission watch it at an upcoming work session.

Christine Linfield reported to the Planning Commission that as part of the RR crossing improvements, MDOT will be prohibiting southbound M52 vehicular traffic from turning left onto Jackson Street. She also reported that Jackson Street businesses and residents were sent letters informing them of the change.

Cheri Albertson reported that a resident has expressed concern regarding how emergency vehicles cross the tracks in the event the gates are down for long periods of time. Christine Linfield stated that the City Clerk forwarded the information to Chelsea Police for review.

ADJOURNMENT

MOVED by White, SECONDED by Larsen to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:47 pm.

Respectfully Submitted,

Christine Linfield,
Acting Planning Commission Secretary

Memo

To: Chelsea Planning Commission
From: Christine Linfield
Date: 11/14/14
Subject: Proposed Ordinance No. 166-2014-11 – Zoning Ordinance Amendments

On 10/21/14, the Planning Commission passed a motion to recommend two zoning ordinance amendments. One regarding LED site lighting and the other to allow the boarding of animals in the C4 district. The animal boarding language initially proposed is as follows:

“Boarding and day care of domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fenced or otherwise enclosed area and is supervised.”

On 11/04/14, City Council passed a motion to accept the 1st reading of proposed ordinance no. 166-2014-11. Prior to the 2nd reading and adoption of the ordinance, City Council wanted the Planning Commission to revisit their recommendation to create some review criteria for boarding facilities and tie the proposed use to the existing kennel definition in the ordinance. There was no request to change the LED language.

In order to accommodate their request, I have come up with some suggested language to review.

Example:

“Overnight boarding and day care kennels serving domestic pets, such as cats and dogs, for limited periods of time, provided boarding and care is within a building and outdoor exercise is within a fence or otherwise enclosed area and is supervised may be permitted if all the following are met.

- a. Supervised outdoor exercise area shall be provided and configured such that impacts to surrounding properties are minimized. The exercise area shall not be allowed in the required front yard. The exercise area shall be constructed with adequate materials and height so as to prevent animal escapement. Animal odors shall not be detectable beyond the lot lines of the property.***
- b. All animals must be contained in enclosed building between the hours of 9:00 pm and 7:00 am daily.***

- c. Adequate sound proofing of building structure to minimize impact to adjacent properties.**
- d. Building ventilation shall be adequate to provide for the health of the animals and to ensure the removal of foul and obnoxious odors.**
- e. Indoor kennel facilities shall be in compliance with the USDA Animal Welfare Act (Part 3 - Standards) for kennel maintenance, minimum size of animal enclosures, animal care and sanitation requirements.**
- f. Indoor kennel facilities shall obtain a Kennel License from the Washtenaw County Treasurer's Office and a Washtenaw County Sheriff's Department Inspection Certificate prior to the issuance of a Certificate of Occupancy.**
- g. The Planning Commission may establish additional conditions if necessary.**