



## **CITY OF CHELSEA**

**PLANNING COMMISSION AGENDA  
December 15, 2015 7:00 pm.  
Chelsea Municipal Building (Council Chambers)  
311 S. Main Street, Chelsea, MI**

**CALL TO ORDER**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MEETING MINUTES**

Approval of the Regular Meeting Minutes for 11/17/15

**PUBLIC HEARING** – None

**UNFINISHED BUSINESS**

United Methodist Retirement Communities Medical Center District Rezoning

**NEW BUSINESS** – None

**DISCUSSION**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**

PLANNING COMMISSION MINUTES  
DECEMBER 15, 2015  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN

NAMES OF THOSE PRESENT: Larry Ledebur (Chair), Sarah Haselschwardt (Secretary), Marcia White, Cary Church, Robert Dean, Steven Parker, George Olsen, Peter Shaw

MEMBERS ABSENT: Erik Larsen (Vice Chair)

MEMBERS VACANT: None

OTHERS PRESENT: Cheri Albertson (City Council Liason), Christine Linfield (City Staff), Carl Schmolt (City Planning Consultant), Kate Collins (UMRC), John Thorhauer (UMRC), Tom Covert (Midwestern Consulting), Lisa Carolin (Chelsea Update)

CALL TO ORDER

Chair Ledebur called the meeting to order at 7:00 pm and introduced Peter Shaw as the new Planning Commissioner and welcomed him to the Board. With the appointment of Peter Shaw, there are no more vacancies on the Commission.

APPROVAL OF THE AGENDA

MOVED by Olsen, SECONDED by Haselschwardt, to approve the agenda as presented with the addition of amending the 2016 Planning Commission meeting calendar under New Business. All ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

MOVED by Olsen, SECONDED by Dean, to approve the meeting minutes for 11/17/15 as presented. All Ayes. Motion Carried.

PUBLIC HEARINGS - None

UNFINISHED BUSINESS – UMRC Rezoning Request

Chair Ledebur informed the public that Erik Larsen had a conflict of interest due to his employer owning property adjacent to the UMRC development and would be recusing himself from the meeting. Sarah Haselschwardt informed the board that she would also need to declare a conflict of interest since her employer is currently in the process of seeking a professional relationship with UMRC. Sarah Haselschwardt recused herself and left the meeting at 7:05 pm.

MOVED by White, SECONDED by Parker, to remove from the table the UMRC Medical Center District Rezoning proposal. All Ayes. Motion Carried.

Carl Schmolt went over the combined staff report. In regards to pedestrian access, the area plan proposes a connection to Fieldstone Village. The connection area on Fieldstone Village property is a utility easement only and does not grant pedestrian access into their site. The only way this area can be used as a pedestrian connection would be with the approval from Fieldstone Village.

Carl Schmolt went over the rezoning process with the Planning Commission. Since rezoning a property is in fact amending a zoning map, the Planning Commission shall report its findings and recommendations to City Council in accordance with review criteria in Section 13.06 of the Zoning Ordinance. Also, since the proposed rezoning creates a new special zoning district then Planning Commission will also have to review and report to City Council that the petition meets the review criteria listed in Section 15.02D of the Zoning Ordinance. The reports to City Council shall take the form of resolutions, one to defining the Planning Commission's findings and the second which recommends action to approve, deny or approve with conditions. Staff will draft these resolutions based on direction from the Planning Commission.

Carl Schmolt also informed the Commission that the land area to the south of the UMRC development is in Sylvan Township. Since this is a large undeveloped area, it is recommended that UMRC be required to extend to their south property line an easement for future utility, vehicular and pedestrian connections.

Tom Covert stated that he has gone over staff reports and stated that UMRC is not opposed extending easements for future connections to the south. UMRC is also not opposed to extending a pedestrian connection to the east. Tom Covert reported that independent living area, as specified on the plans, are intended at this point in time for small attached cottages.

The Planning Commission went over Section 15.02D and Section 13.06 of the zoning ordinance to determine findings for their report to City Council.

In regards to Section 15.02D, the Commission reached a consensus that the area plan meets items (1,2,4,7,8,9) and that item (5) is not applicable and that items (3,6,10,11) would be met if future utility, vehicular and pedestrian easements are provided to the south property line and also a future pedestrian connection to the east property line.

In regards to Section 13.06, the Commission reached a consensus that the area plan meets items (A,E,F,G,H) and that item (D) is not applicable and that item (C) would be met if future utility, vehicular and pedestrian easements are provided to the south property line and also a future pedestrian connection to the east property line. Section 13.06(B) does set a precedent of allowing medium density residential at the edges of the City but the Planning Commission reached a consensus that they are satisfied with setting that precedent.

Based on their review, the Planning Commission reached a consensus that their recommendation to City Council would be to approve the petition and directed staff to create the resolutions for action at the next Planning Commission meeting.

MOVED by White, SECONDED by Olsen, to table the rezoning petition until January 2016 meeting. All Ayes. Motion Carried.

NEW BUSINESS

MOVED by Dean, SECONDED by Olsen, to amend the 2016 Planning Commission calendar to move the January 19<sup>th</sup> meeting to January 21<sup>st</sup>, move the February 16<sup>th</sup> meeting to February 17<sup>th</sup>, move the July 5<sup>th</sup> meeting to July 6<sup>th</sup> and to move the September 6<sup>th</sup> meeting to September 7<sup>th</sup>, with all meetings being held in the City Council Chambers. All Ayes. Motion Carried.

DISCUSSION

Cheri Albertson wanted to inform the Planning Commission that some City Council members informally inquired about the scheduling of the Master Plan Joint Work Session and also inquired that when the Planning Commissioners present individually to stakeholders at the public meeting will the information presented match the stakeholder's audience.

PUBLIC PARTICIPATION – None

ADJOURNMENT

MOVED by White, SECONDED by Olsen to adjourn the meeting. All Ayes. Motion Carried.  
Meeting adjourned at 7:58 pm.

Respectfully Submitted,



Christine Linfield,

*Planning, Engineering, Zoning & Comm. Dev. Dir.*

**PLANNING COMMISSION MINUTES**  
November 17, 2015  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

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

MEMBERS ABSENT: Steven Parker

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson, Carl Schmult, Christine Linfield, Tom Covert (Midwestern Consulting), Tina Fix (Midwestern Consulting), John Thorhauer (United Methodist Retirement Communities UMRC), Kate Collins (UMRC)

**CALL TO ORDER**

Larry Ledebur called the meeting to order at 7:00PM.

**APPROVAL OF THE AGENDA**

MOVED by Olsen, SECONDED by Larsen to approve the Agenda  
All Ayes. MOTION Carries.

**APPROVAL OF MEETING MINUTES**

MOVED by Larsen, SECONDED by Church to approve the Regular Meeting Minutes of the October 20, 2015 Planning Commission Meeting.  
All Ayes. MOTION Carries.

MOVED by Olsen, SECONDED by Larsen to approve the Work Session Meeting Minutes of the November 3, 2015 meeting.  
All Ayes. MOTION Carries.

**PUBLIC HEARING**

Commissioner Larsen recused himself from participation in the Public Hearing on the Agenda because his employer owns property adjacent to the Site. Commissioner Larsen left the meeting at 7:06pm.

**Rezoning Request from United Methodist Retirement Communities** located at 809 W Middle St to rezone the following parcels to create a new Medical Center District:

711 W. Middle St. (Zoned RM-2) Duplex

717 W. Middle St. (Zoned RM-2) Duplex

809 W. Middle St. (Zoned RM-2) Garden Apartments

809 W. Middle St. (Zoned MC) Driveway Easement Only

809 W. Middle St. (Zoned MC) South Campus

809 W. Middle St. (Zoned MC) North Campus

-Presentation made by Tom Covert from Midwestern Consulting explaining that the UMRC would like to get all properties zoned commonly to a new MC district.

-No public Comment.

-Public Hearing closed.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **United Methodist Retirement Communities Rezoning Request.**

Carl Schmult reviewed Staff Reports for the proposed rezoning.

Commissioners agreed that all drawing clarifications listed in the reports should be incorporated on the Area Plans. They discussed other items in the report and gave the following feedback :

- A second street access should be provided to the south residential area for Emergency Vehicle Exit and Access to the site.
- A pedestrian path system should be extended to the east property line to connect with Fieldstone development as well to the south.
- Water main, Sanitary sewer and electrical mains should be extended to the south property line to serve any future development south of the site. Easements for future extension of City Utilities to this area should be indicated on Site Plan.
- Timelines for future project work as noted in the UMRC presentation should be included in the Area Plans to meet Zoning Ordinance requirement for documenting project Phasing.

Petitioner indicated they have no problem revising Plans to incorporate requested information.

MOVED by Haselschwardt, SECONDED by White to TABLE the UMRC Rezoning Request until the next regularly scheduled Planning Commission Meeting.

All Ayes. MOTION Carries.

### **2016 Planning Commission Meeting Schedule**

MOVED by White, SECONDED by Haselschwardt to set the 2016 Regular Planning Commission meetings for the third Tuesday of each month at 7:00pm and to set the 2016 Planning Commission Work Session Meetings for the first Tuesday of each month at 7:00pm, with all meetings to be held in the City of Chelsea Council Chambers located at 311 S. Main St, Chelsea, MI.

All Ayes. MOTION Carries.

## **DISCUSSION**

Reminder that the Public Hearing on the Master Plan Revision is to be held on January 20<sup>th</sup>, 2016 from 6:30-8:30pm at the Chelsea District Library. Everyone is encouraged to attend.

Reminder that a joint meeting will be scheduled approximately two weeks after the Public Hearing on the Master Plan Revision with City Council to accomplish the following:

- PC to debrief and compare notes on the information received at the Public Hearing
- PC to update City Council on the progress made and what's yet to come in the Master Plan Revision Process.

Report from Christine Linfield that the following 2016 Road Projects are likely to affect Chelsea residents:

- Werkner/M52 round-a-bout construction will begin Spring 2016 and will last until Fall 2016.
- Bridge work on M14 will begin Spring 2016 and will result in Road closures in both directions. Duration for this project expected to last until Fall 2016.

Commissioner White asked for an update on the former Federal Screw Works property project. It was reported that some maintenance work has been completed, but no work or progress beyond that.

**PUBLIC PARTICIPATION**

None.

**ADJOURNMENT**

MOVED by Church, SECONDED by Haselschwardt to adjourn the meeting.

All Ayes. MOTION Carried.

Meeting adjourned at 8:18 pm.

Respectfully Submitted,

Sarah Haselschwardt  
Planning Commission Secretary

## MEMORANDUM

**TO:** City Planning Commission  
City Of Chelsea

**FROM:** Carl V. Schmult, Jr.  
Professional Community Planner

Christine Linfield, Planning, Engineering, Zoning, and Community  
Development Director, City of Chelsea

**DATE:** December 10, 2015

**RE:** CRC Rezoning Petition

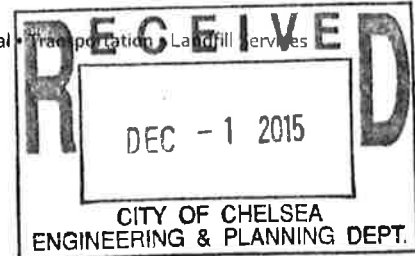
We reviewed the above and offer the following comments for your consideration.

1. The revised area plan (8 sheets, date stamped December 1, 2015 as received by the City) is a land use plan, per Section 15.02C-2 of the Zoning Ordinance. This means that a preliminary site plan and a final site plan will be submitted for each development on the campus.
2. The revised area plan provides most of the required information that was listed in our previous report. However, the following items should be clarified.
  - a. Clarify site area. The table on sheet 5 shows a total site area of 54.13 acres. The table on sheet 2 shows a site area of 56.33 acres.
  - b. Identify the types of residential buildings, as is provided on sheet 8, that are intended in the notation "attached cottages/independent living" on sheet 5.
  - c. Include the development schedule provided in the petitioner's memorandum dated November 17, 2015, page 4, in the area plan.
3. Show the existing 10 foot wide geogrid maintenance vehicle path through Fieldstone on sheets 2 and 4. The area plan shows a conceptual connection of the pedestrian path with this vehicle path. The Planning Commission should note that the easement for the vehicle path on the Fieldstone property does not include pedestrian use.
4. The Planning Commission will eventually make a report to the City Council on this petition. The report will include the Commission's recommendation on the petition, based on its findings on the standards listed in Section 13.05 for a standard zoning (map) amendment, and Section 15.02D, for special zoning district amendment. In addition, the



Commission should consult Sections 15.06-15.012 for standards that might apply to this petition.

In considering these standards, the Planning Commission should evaluate the relationship between the property in the petition and future development of the adjacent land to the south, to Old US12. This land will likely be developed with residential uses, in the City. Whether the CRC property and future development to the south will have any significant interaction cannot be known at this time. However, all options should be held open. Therefore we recommend that the Planning Commission consider requiring an easement, to the City of Chelsea, to the south property line, for street access, extension of all utilities, and pedestrian access.



## Memorandum

**Date:** December 1, 2015  
**To:** City of Chelsea Planning Commission  
Planning Commission  
Christine Linfield  
Carl Schmultz  
**From:** Tina Fix  
Tom Covert  
**Re.:** UMRC – Rezoning and Area Plan – 15070A



In response to the City of Chelsea review memo dated October 27, 2015 for the CRC Rezoning Petition, the CRC Rezoning plan set has been revised. Revisions to the plan set were made to reflect the responses in the memo provided by Midwestern Consulting dated November 9, 2015. Additionally, revisions were made to address the following comments expressed during the Planning Commission meeting on November 17, 2015.

1. Road and utility access to the south  
The following text was added to the Area Plan and Landscape Plan with an arrow indicating the location: *Potential future access and utility connection* at the end of the existing road near the southern property boundary. Additionally, *Potential future connection* was added as a call-out to the electric, water, and sanitary exhibits on the Utility plan with an additional sentence in the paragraph below each exhibit as follows: *Potential future connection to property to the south may be incorporated into future site plan submittals.*
2. Emergency access from Fieldstone Village  
The following text was added to the Area Plan with an arrow indicating the location of the connection: *Potential future improvement of utility access from Fieldstone Village*
3. Pedestrian access from Fieldstone Village  
The following text was added to the Area Plan and the Landscape Plan: *Potential pedestrian connection to Fieldstone Village.* Additionally, line work was added to connect the pedestrian pathway along the main existing road on campus to the eastern property boundary adjacent to Fieldstone Village.

Please refer to the Response Memo dated November 9, 2015 for additional information regarding the comments related to the plan set and the Section 15 Summary Memo dated November 17, 2015 regarding items of the zoning ordinance Section 15.02(B)(5) that will be addressed during review of the rezoning application.

If you have any questions or comments please contact our office at 734-995-0200.



## Memorandum

**Date:** November 17, 2015  
**To:** City of Chelsea Planning Commission  
Planning Commission  
Christine Linfield  
Carl Schmultz  
**From:** Tom Covert  
**Re.:** UMRC – Rezoning and Area Plan – 15070A



In an effort to provide information to the stakeholders of the project we are offering this summary as it pertains to Section 15.02 (B)(5) of the City of Chelsea Zoning Ordinance.

### ***General character and substance***

Please refer to the area plan as submitted. This area plan was developed over the course of the last eighteen months with a group of professionals including; Market Study Specialists and Economists; Land Planners; Landscape Architects; Architects; Civil Engineers and Land Surveyors; Finance Professionals; and the UMRC Management Staff. Much of this information is proprietary to the operation and goals of the organization and future plans. As such it would be difficult to provide all of this information without some assurances that it would not become public record or knowledge and available to our market competitors.

Generally speaking through this planning process we developed a plan for our campus that is reflected in the submitted Area Plan. The highlights of which will allow us to provide a continuum of care for those that select UMRC as part of their care. Through this plan we believe we create opportunity beyond the previously approved Area Plan to allow for additional assisted living at various care/price levels and opportunities. With future projects, we will have the opportunity for spouses and loved ones of those that are on site for care to reside on site. We will also have the opportunity to further promote wellness, and meet the current market trends of single room occupancy for those that use UMRC for therapies and rehabilitation after medical procedures.

### ***Objectives and purposes to be served***

The UMRC objectives and purposes to be served can best be understood by understanding the mission of UMRC:

**Inclusiveness** – With the Area Plan we feel we have an opportunity to provide for current and future care opportunities that will allow us to continue in providing various care options to include

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November 17, 2015

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for many.

**Stewardship** – With the Area Plan, UMRC has provided a road map for the future of the Campus and is sharing this vision with the municipal stakeholders. UMRC will be working to lead in the industry as opposed to react.

**Excellence** – With the Area Plan, UMRC has worked to planned for elements that will allow them to provide superb care for the aging community in a premiere setting as a part of the wonderful Chelsea Community.

**Employees** – With this Area Plan, we will also be creating additional employment opportunities. We also offer opportunities for learning on campus through the use of state of the art care procedures and care elements.

**Family** – With this Area Plan, and our plan for the future we believe we will have an opportunity to not only provide care for our residents, but also provide for their families. With ample opportunities for the design elements to help attract family visits, loved one visits, and community visits. We will also have the opportunity for loved ones to reside adjacent to their loved ones that may require specialized care. For example we may have a spouse in a memory care residence, and another in an independent living unit. The living proximity could allow for opportunity for more time with that loved one participating in day to day activities, or the many special activities planned for the residents.

**Integrity; Social Accountability; Community** – With the Area Plan, UMRC believes that they are sharing with the Community their plans for the future and are hopeful that by doing so there is common understanding of future goals and opportunities for the organization and the Community.

***Compliance with regulations and standards***

We believe that with our Area Plan, and as intended we comply with applicable regulations and standards. We would note and point out in the review of the Area Plan by City consultant and staff that there is one area where we will be slightly less than the required twenty feet of setback from an adjacent property line (four foot encroachment; sixteen foot setback existing). You will note however that this is an existing condition (one that we are not creating new) with one of the buildings at the northeast corner of the property. The uses are consistent with one another, and we would suggest that with any future projects in this area we would look to meet the required setback.

***Scale and scope of proposed development***

The Area Plan as submitted begins to explore the use of the entire property beyond that of the previously approved Area Plan. We begin to give indications of the various uses we have identified today for our campus. This also looks at the use of currently developed portions of the campus that have, or will have become functionally obsolete for UMRC. Further, we have also begun to look at more regional campus opportunities to provide for storm water management along

with preservation areas for existing wetland areas.

***Economic feasibility of the proposed development***

The Area Plan as submitted was based upon the UMRC strategic goals. These goals were developed over the course of the last eighteen months. At the root of the plan is a market analysis that was completed and updated in 2014. This analysis was used to develop the plan and then once completed in draft form additional market analysis was completed which resulted in edits to the draft plan the result of which is the current Area Plan as submitted.

Further the UMRC financial services group spent the better portion of 3 months in review of many financial models for the organization in developing a financial road map for thoughtful investment in this Area Plan.

As I am sure you can understand these documents are not for public review or use as it may compromise our opportunities and give advantage to others in our market place.

***Community impact, in terms of streets, traffic, schools, recreation facilities, costs and revenues and utility systems***

We believe that our Area Plan will have a positive impact on the Community as a whole. We will have provided for an opportunity to continue care for the aging through the thoughtful and planned use of our campus.

We anticipate continuing to access our campus from the two locations at Middle Street and Cavanaugh Lake Road. We also believe that we have third access for utility and emergency vehicle through the adjacent Fieldstone Village property. We would also note that UMRC is looking at opportunities to provide additional access opportunities through adjacent properties to the south, however at this time does not have any concrete plans for such access as they do not own this property.

We do not anticipate any impact to the local school system. Our campus does not have school age population or residences.

With regard to recreation facilities we are hopeful that through the Area Plan and future development that we would be providing for pedestrian connectivity along the west side of the City. We are planning for a parkway type setting along our main access drive that will have a pedestrian walk/path. This would allow for pedestrians to walk from our entry at Middle Street on a walk/path through to the south portion of our campus. This serves as the pedestrian way that further connects the buildings on campus. Along this pathway there are various elements that allow for resting, relaxing, reflecting, and natural area viewing.

***Environmental impact***

We anticipate very minimal environmental impacts with our Area Plan. The majority of the campus is either currently developed, or used for agricultural crop productions. We anticipate identifying and working around any regulated wetlands. There is the occasional tree that exists throughout the site. We would make careful consideration of opportunity for preservation versus mitigation of the trees to be impacted. There will be the occasion for earth disturbance for the construction of future projects at which time we would follow current soil erosion control measures and guidance and obtain appropriate permits.

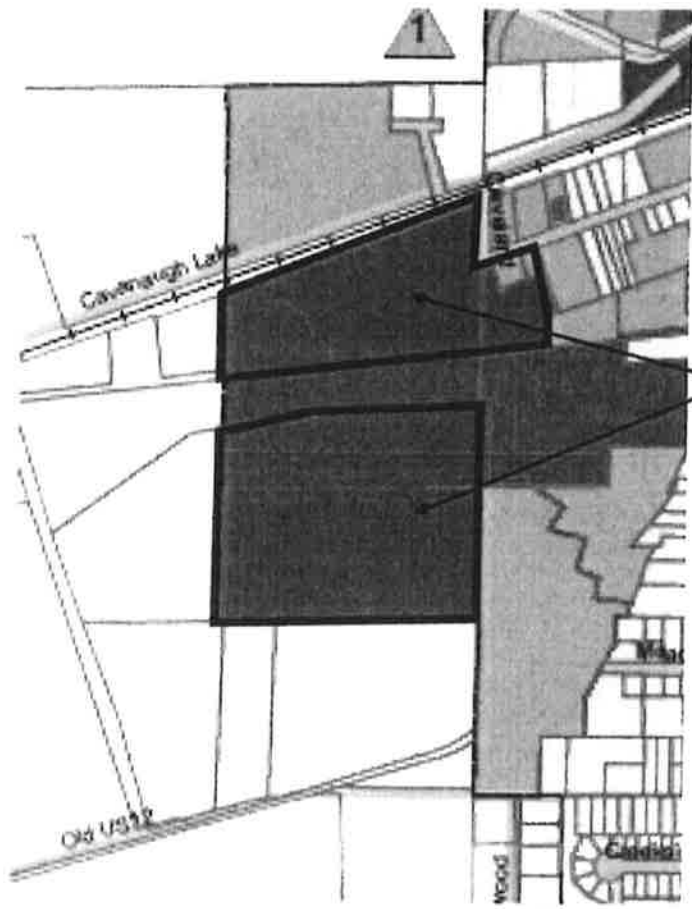
***Development schedules***

It is difficult to predict development schedule for the various phases of the Area Plan as presented. This below is a representation of what areas might be developed or pursued for development in an order that makes the most sense today based on the factors that we currently understand.

- Cottage Development (south parcel, west side, north portion) – 2017-2018
- Repurposing of Glazier Assisted Living – 2017 - 2018
- Kresge Rehabilitation Center / Skilled Nursing renovations and additions – 2018 - 2019
- Wellness Center (previously approved) – 2018 - 2019
- Independent Living (Garden Apartments Area) – 2020 - 2023
- Cottage Development – 2020 - 2025
- Independent Living - 2023 - 2026

***Compliance with policies in the comprehensive plan***

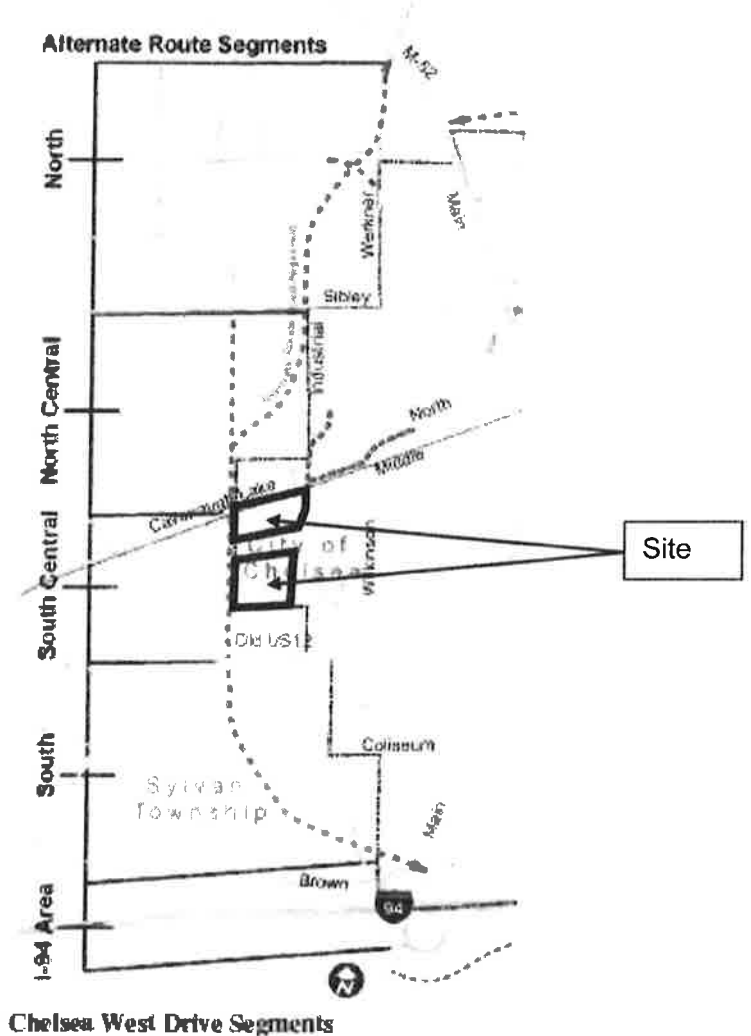
*Future Land Use Map* - As you will note below with the excerpt of the comprehensive plan Future Land Use Map, our Area Plan is consistent with the future uses noted for the UMRC Properties.



Site: Senior Multi-Family Residential & Multi-Family Residential

- |  |   |
|--|---|
| Single Family Residential (10,000 s.f. min lots) | General Industrial                              |
| Single Family Residential (7,500 s.f. min. lots) | Institutional                                   |
| Multiple Family Residential                      | Park Facilities                                 |
| Senior Multiple Family Residential               | Transportation                                  |
| Neighborhood Office/Service Business             | Water Bodies                                    |
| General Business                                 | Future Alternate Concept Areas                  |
| Central Business                                 | 1. North Street Subarea                         |
| Mixed Use (Residential & Business)               | 2. Fairgrounds Subarea                          |
| Light Industrial                                 | (see text pp. 26-28 for detail)                 |
|  | Potential Neighborhood Commercial Node Location |

*Chelsea West Drive* - We have reviewed information in the Comprehensive plan with regard to the Chelsea West Drive and see that there are plans in the future to provide connection to the west of the UMRC Campus. We do not believe that this Area Plan precludes further pursuit of this roadway connection opportunity.



*Pedestrian Walks / Pathways* – As part of our Area Plan we are looking to provide for ample wellness opportunities include the opportunity for pedestrian connectivity. We are looking to have our central access drive to serve as a parkway including pedestrian walk / path along the west and portions of the eastern side to connect the north and southern properties for pedestrians. Further this pedestrian connection has route to Middle Street which connects to the community at large.

*Woodlands and Wetlands* – With our Area Plan we are noting areas of preservation to preserve woodlands and wetland areas. Further we would note that we are planning to provide stormwater management facilities throughout the site where historically there has been little or no provision. This will go a long way to treating stormwater quality and quantity from the UMRC campus.



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Our goal with this communication is to provide information with regard to Section 15.02 (B)(5) of the City of Chelsea Zoning Ordinance. Should you have questions or require additional information please feel free to contact us, or we can discuss at our upcoming pre-application or planning commission meeting.