



CITY OF CHELSEA

PLANNING COMMISSION AGENDA
July 21, 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 5/19/15 (June Meeting Canceled)
Approval of the Work Session Minutes for 7/7/15 (June Work Session Canceled)

PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

Amended Final Site Plan Shell Gas Station
Authorization to send our Notice Of Intent to Revise Master Plan Letter

DISCUSSION

Master Plan Outreach Materials
Planning Commission Vacancies
Planning Commission By-Laws

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES

July 21, 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, Steven Parker, Cary Church

MEMBERS ABSENT: None

MEMBERS VACANT: Two

OTHERS PRESENT: Cheri Albertson, Luay Esho (Friendship Engineering), Derek Haddad (Shell Gas Station)

CALL TO ORDER

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

APPROVAL OF THE AGENDA

MOVED by Haselschwardt, SECONDED by White to approve the Agenda
All Ayes. MOTION Carries.

APPROVAL OF MEETING MINUTES

MOVED by Dean, SECONDED by Larsen to approve the Regular Meeting Minutes of the May 19, 2015
Planning Commission Meeting.

MOVED by Larsen, SECONDED by White to approve the Work Session Meeting Minutes of the July 7,
2015 meeting.

All Ayes. MOTION Carries.

PUBLIC HEARING

None

UNFINISHED BUSINESS

None.

NEW BUSINESS

1a. Amended Final Site Plan Shell Gas Station.

Luay Esho (Friendship Engineering) and Derek Haddad (Shell Gas Station Owner), presented plans for a new Toilet Room Addition and a new garbage enclosure at the existing station at 1629 S Main St. The proposed addition will be completed with materials to match existing. Roof drainage will tie into existing and should not pose a problem with water on adjacent sidewalk leading to main entry. The garbage enclosure will be in the rear of the facility, constructed with colored/patterned concrete walls to match existing brick, and a gate.

MOVED by Dean, SECONDED by Larsen to CONSIDER the proposed Site Plan Amendment as MINOR IN NATURE with no impact on existing conditions, no increase in off-street parking or loading/unloading requirements, no generation of additional traffic and no additional impact on adjacent land uses, Per Zoning Ordinance sections 9.02(H) and 9.06.

This motion allows the Commission to waive additional requirements for a Final Site Plan Approval as listed in Section 9.04 of the Zoning Ordinance.

All Ayes. MOTION Carries.

1b. Amended Final Site Plan Shell Gas Station

MOVED by Haselschwardt, SECONDED by White to APPROVE the Amended Final Site Plan for the Shell Gas Station contingent on compliance with the (6) items listed in the City Engineer's Staff Report.

Christine Linfield explained that in her staff report, there were a few items that are being requested to be upgraded to meet current requirements, including adjusting angle of or replacing existing lights. Other items refer to stormwater run-off from the roof, and several items on the plans that need labeling clarification.

ALL Ayes. MOTION Carries.

2. Authorization to send Notice of Intent to Revise Master Plan

MOVED by White, SECONDED by Larsen to authorize staff to send a Letter stating the Commission's Intent to Revise the City of Chelsea Mater Plan to neighboring municipalities as required by State Law.

ALL Ayes. MOTION Carries.

DISCUSSION

The following informational items were discussed:

- **Master Plan Outreach Materials.**
Christine requested that Commissioners review documents prepared by Carlisle/Wortman, planning consultants, and email any comments to her prior to our next Work Session.
- **City Council Update:**
Cheri Albertson reported that a few members of City Council requested detailed meeting minutes from any Work Sessions dealing with the Master Plan Update. Commissioners felt that this would be a huge undertaking for the Commission Secretary to capture all discussion and detail and is beyond what is required for typical meeting documentation. She will report back to council members that they would be welcomed at the Work Session meetings as a member of the public to hear, in person, all of the detailed discussion. Any comments would also be welcomed.
- **Planning Commission Vacancies.**
There are now two(2) commission vacancies. Larry and Christine encouraged current Planning Commissioners to bring with them to the next meeting suggestions for qualified persons to apply for the vacancies. Requirements are that they live in the City of Chelsea. Any applications will be reviewed by the Mayor and approved by City Council.
- **Planning Commission By-Laws.**
Larry recommended a "group review" of the By Laws at a future work session. This would be an excellent opportunity for both newer and older Commissioners to review purpose and scope of Commission.
- **Grant for Target Market Analysis.**
Chelsea, Dexter, Ypsilanti, and Saline together received a Grant to conduct a Target Market Analysis. A meeting at the Dexter Library on July 27th will be held from 2:45-3:45pm, conducted by LandUse USA, the firm selected to complete the analysis. Topic is to explain what this type of analysis is.

Also, on July 27th @ 10am, Commissioners are invited to attend a City of Chelsea tour with Christine and LandUse USA representatives.

- **MDOT Werkner Rd Meeting.**

An Informational Meeting will be held on Tuesday, July 28th from 6-8pm at the Sylvan Township Hall to review plans for work at the Werkner Rd. and M-52 intersection. All community members are invited to attend.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

MOVED by White, SECONDED by Dean to adjourn the meeting.

All Ayes. MOTION Carried.

Meeting adjourned at 7:52 pm.

Respectfully Submitted,



Sarah Haselschwardt

Planning Commission Secretary

PLANNING COMMISSION MINUTES
May 19, 2015
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Marcia White, Larry Ledebur, Sarah Haselschwardt, George Kinzer, Robert Dean, Steven Parker

MEMBERS ABSENT: Cary Church

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson, Steve Tracy, Bill Golling (Golling Chrysler), Frank Martin (Dorchen/Martin Architects)

CALL TO ORDER

George Kinzer called the meeting to order at 6:58PM.

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

MOVED by White, SECONDED by Larsen to approve the Regular Meeting Minutes of the April 21, 2015 Planning Commission Meeting.

MOVED by Larsen, SECONDED by Dean to approve the Work Session Meeting Minutes of the April 21, 2015 meeting.

All Ayes. MOTION Carries.

PUBLIC HEARING

None

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Request from Steve Tracy for a Site Plan Extension for Heritage Point Phase IIB.

Steve Tracy explained that he is hoping that the project will get resurrected and is planned for approx 40 home sites.

MOVED by Ledebur, SECONDED by Haselschwardt to APPROVE the one year Site Plan Extension for Heritage Point Phase IIB.

6 Ayes. 1 Abstention (Larsen cited conflict of interest because he lives in the subdivision) MOTION Carries.

2. Combined Preliminary and Final Site Plan for Golling Chrysler, Dodge, Jeep, & Ram

MOVED by Larsen, SECONDED by Ledebur to approve the combined review of Preliminary and Final Site Plan for Golling Chrysler, Dodge, Jeep & Ram.

ALL Ayes. MOTION Carries.

Bill Golling and Frank Martin presented the proposed New Site Plan and Building drawings. They explained that the Site Plan under review at 1500 S Main St. will be the site for New Car Sales, Service and Parts. The existing Golling site will become Used Cars and possible expanded Body Shop.

The existing showroom will be demolished; a new showroom, parts area will be added; existing Paving replaced and revised; existing entrance drives off Main St and Commerce Park Drive will be maintained. The Building Addition design reflects the Chrysler identity for dealerships; the remaining portions of the existing building will be refaced with new materials.

Discussion by commission on Design Standards not being met, along with setback requirements related to parking and property lines, as well as display not being allowed in front yard setbacks. There is also a sidewalk that shall be provided from public sidewalk to the building entrance (applicant suggested it be located off of Commerce Park Dr due to topography issues),

MOVED by Haselschwardt, SECONDED by Ledebur to approve the Preliminary and Final Site Plan for Golling Chrysler, Dodge, Jeep & Ram contingent on the following:

1. **Items 3-9 of the Staff Report from City Engineer Christine Linfield are met**, which includes a concrete sidewalk off Commerce Park Drive to Building Entrance; Allow existing detention basin to remain in front yard; Provide documentation and drawings to City Staff to ensure the existing front yard Detention Basin maintains storage volumes with new grading; Show the required 20' sideyard setback on site plan on Sheet SP01; All building signage and freestanding sign shall be reviewed under a separate permit; Photometric plan lighting levels meet City ordinance and that fixtures are fully shielded and directed downward; that the applicant will coordinate electrical installation with Chelsea Light and Power; and that existing water service location is shown on Sheet UP01.
2. **South Parking Lot is revised** to meet Section 7.05.D.2 requirement that parking be a min of 5' from the property line.
3. **North Parking Lot line is allowed to remain** as presented at 3'6" +/- from the Property line, in opposition to Section 7.05.D.2 as it improved upon the existing 0' setback.
4. **Car Display along S. Main St. and Commerce Park Dr.** is allowed to encroach partially in required front yard setbacks (Section 5.13.1), based on the fact that this is similar to the existing site plan and former use of the property and the interpretation of Section 7.09 Exception in the Ordinance.
5. **Building Elevations for the new addition**, except for only the Showroom, are revised to include materials and proportions thereof indicated in Section 5.14.C.1 Commercial Design Standards.

ALL Ayes. MOTION Carries.

3. Election of Officers

MOVED by Haselschwardt, SECONDED by White to elect:

Larry Ledebur as Chairperson
Erik Larsen as Vice-Chairperson
Sarah Haselschwardt as Secretary
With duties starting at the July 21st meeting, and effective for one year.

DISCUSSION: Larry Ledebur thanked George Kinzer for his 14+ years of service on the Planning Commission, and for guiding many commissioners through complex meetings and issues. Larry suggested that City Council recognize publicly his years of service. George is resigning and will be missed. A round of applause followed.

ALL Ayes. MOTION Carries.

DISCUSSION

The following informational items were read to the Commission from a Staff Report by Christine Linfield

- Cracker Barrell has not purchased Schumm's/Big Boy properties. Big Boy has not sold to anyone. The former Schumm's site has sold, however, the city has no knowledge of who purchased the property, nor what plans may be for that site.
- Jim and Kimberly Miles have decided to withdraw their rezoning application and will keep the Chelsea House Victorian Inn zoned C-5. There is no longer a need to continue the process for the Comprehensive Plan Future Land Use Map amendment.
- Chelsea Retirement Communities, Darcy House Phase II (pool and fitness addition) that was previously approved by the planning commission, was put on hold by CRC due to possible changes. Per Section 9.04.F of the Zoning Ordinance, Phase II has not been "diligently pursued" and the final site plan for that phase will expire after 545 days on 6/11/15. CRC has informed staff that they will let Phase II expire.

Cheri Albertson reported that the Carlisle Wortman Planning Consultant recommendation passed City Council unanimously.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

MOVED by White, SECONDED by Larsen to adjourn the meeting.

All Ayes. MOTION Carried.
Meeting adjourned at 9:07 pm.

Respectfully Submitted,

Sarah Haselschwardt
Planning Commission Secretary

PLANNING COMMISSION WORK SESSION MINUTES

July 7, 2015

CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS

311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Cary Church, Sarah Haselschwardt, Steven Parker, Robert Dean, Marcia White

MEMBERS ABSENT: Larry Ledebur

MEMBERS VACANT: Two

OTHERS PRESENT: Christine Linfield, Cheri Albertson, John Enos and Paul Montagno from Carlisle Wortman.

Meeting started at 7:00pm

Item #1: Comprehensive Plan Revisions

Discussion began with planning consultants from Carlisle Wortman. Items discussed included:

1. Expectations from Planning Commission on revised Plan format, aesthetic, and Use.
2. Assessment from commissioners on effectiveness of current plan.
3. Outline of Major Topics and/or Chapters for the revised Plan.
4. Overview of project schedule.
5. Discussion of who should be involved in process
6. Discussion of how to communicate with and attain information from community.

Item #2: Next Steps

Paul will draft information for review at our next Work Session including: Public communication Feature for website or other meetings; setup of MiCommunity for future link on City website; Chapter outline for revised Plan.

Paul, John and Christine will establish next meeting date and communicate to commissioners. It will likely be held either the first Tuesday in August or September.

Meeting adjourned at 8:30pm.

Respectfully Submitted,

Sarah Haselschwardt
Planning Commission Secretary



CITY OF CHELSEA

NOTICE OF REQUEST FOR AMENDED FINAL SITE PLAN APPROVAL

An application has been filed by **DEREK HADDAD, Owner of 1629 S. MAIN ST., CHELSEA, MI** for an **Amended Final Site Plan approval of a proposed (10 ft x 12 ft) bathroom building addition and the construction of a rear parking lot trash enclosure** on the following described parcel of land:

TAX CODE: # 06-06-132-380-016
1629 S. Main St., Chelsea, MI
Shell Gas Station
(Formerly Mobil Station)

The application for Amended Final Site Plan Approval will be considered by the Chelsea Planning Commission on **Tuesday, July 21, 2015 at 7:00p.m.** in the **Chelsea Municipal Building (Council Chambers), 311 s. Main Street, Chelsea, MI.**

The petition is on file in the office of the Planning and Zoning Department, 305 S. Main St., Suite 100, Chelsea and may be examined prior to the date of the hearing.

Signed, written comments, concerning the application will be accepted prior to the Planning Commission meeting, and will be read at the meeting. Comments should be addressed to the Chelsea Planning Commission, 305 S. MAIN ST. STE. 100, Chelsea, Michigan 48118.

Persons requiring reasonable accommodations to disabilities in order that the hearing be accessible to them, are requested to notify the Chelsea Planning Commission Chairman no later than five (5) business days prior to the date of the hearing of such disability.

CHELSEA CITY PLANNING COMMISSION
Larry Ledebur, Chair

CITY OF CHELSEA - ENGINEERING DEPT.

TO: Chelsea Planning Commission
FROM: Christine Linfield, Planning & Zoning
SUBJECT: Shell Gas Station – Amended Final Site Plan
DATE: 7/17/15
CC:

The applicant is proposing to amend their final site plan to add a small restroom addition (constructed in materials to match the existing building) and also a proposed trash enclosure.

Even though these improvements are minor in relation to the existing site, Section 9.09 of the Zoning Ordinance does not allow administrative amendments to approved site plans for commercial building additions. Therefore, the applicant was instructed to appear before the Planning Commission.

After reviewing the three page site plan dated 7/12/15 the following comments are listed below.

1. Label cover sheet as an Amended Final Site Plan.
2. Label point of beginning for legal description.
3. There are nine LED lights placed around the existing building and car wash that are angled outward. These existing lights will need to be directed downward per the city lighting standards as part of the proposed site improvements. If fixtures cannot be adjusted, then replacement lights are required that direct all light downward.
4. Heavy duty concrete is noted in the trash enclosure detail. Please note on the site plan the heavy duty concrete location in the asphalt parking lot.
5. Sidewalk detail is proposed on the plans. Please note on the site plan the new sidewalk location.
6. The proposed restroom addition shall match the existing roof line, which slopes all stormwater to the east. No roof drains are needed or proposed on the front of the building.

Requested Action:

- A. Staff is requesting that per Sections 9.02(H) & 9.06 of the Zoning Ordinance, the Planning Commission first make a motion that the proposed amendment is minor in nature due to there being no impact on existing site conditions, no increase in off-street parking or loading/unloading requirements, no generation of additional traffic and no additional impact on

adjacent land uses and that the information provided on the plans is sufficient for purposes of record and will waive the additional informational requirements as listed in Sections 9.04 (Final Site Plan) of the Zoning Ordinance.

- B. Discussion and action on proposed Amended Final Site Plan contingent upon staff reports and any additional comments from the Planning Commission.



CITY OF CHELSEA

OFFICE OF PLANNING AND ZONING SITE PLAN APPLICATION FORM

Instructions to Applicant:

Please complete the information below and submit this application with the applicable fees, completed checklist and ~~20~~ ¹⁴ copies of the folded plans.

PROJECT NAME: Shell GAS Station
 DEVELOPER/OWNER: Derek Haddad
 ADDRESS: 1629 S MAIN St Chelsea MI 48118
 PHONE NUMBER: 313-475-3380 FAX: _____
 ENGINEER: Lvay Esho COMPANY: Friendship Engineering INC
 ADDRESS: 3717 Timbercree St Dr. Troy MI 48063
 PHONE NUMBER: 248-798-0694 FAX: 248-246-6580
 ARCHITECT: Lvay Esho COMPANY: Friendship Engineering INC
 ADDRESS: _____
 PHONE NUMBER: 248-798-0694 FAX: 248-246-6580

REQUEST (check one):
 Preliminary site plan Amended final site plan
 Final site plan Combined preliminary & final site plan

LOCATION OF PROJECT: Lot Number _____ Street Address 1629 S MAIN St Chelsea, MI 48118
 TAX IDENTIFICATION NUMBER: _____
 CURRENT ZONING: C-3 ACREAGE: 1.44 A TOWNSHIP: Chelsea

Applicant's legal interest in the property: OWNER

APPLICATION FEES - See Fee Schedule

TOTAL FEES COLLECTED: \$ 1,000 (AMENDED FINAL SITE PLAN)
FEES Pd 6/23/15
 PLANNING & ZONING DEPT.: C. Springfield DATE: 7/16/15

Applicants submitting combined preliminary and final applications do so at their own risk, as the decision to approve both simultaneously rests with the Planning Commission.

AUTHORIZED AGENT'S SIGNATURE: [Signature] DATE: 7-16-15



City of Chelsea Master Plan

What Chelsea would you like to see?

TO: Contiguous Municipal Legislative Body, Washtenaw County, Public Utilities, Railroad Companies, and Other Public Agencies

FROM: City of Chelsea Planning Commission

DATE: July 22, 2015

RE: NOTICE OF INTENT TO UPDATE THE MASTER PLAN

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as amended), the City of Chelsea is preparing an update to the existing Master Land Use Plan and requests your cooperation and comment on the Plan. Please note that all submittals of this plan are to be made electronically via e-mail, unless we hear otherwise from those being sent notice.

Please be aware that you will be receiving a digital draft of the update for comment upon completion of the draft plan. Hard (paper) copies may be provided upon request. At the time the Master Plan update is ready for your review, we will provide a second notice and directions on where to send comments and time limits for doing so.

In addition to providing you with the statutorily required notices and copies of the plan, we would like to keep you informed of activities and updates throughout our planning process. We see you as important stake holders in our community and value any input you can provide along the way.

We thank you for your consideration in this matter. If you have any questions or comments on the City of Chelsea Master Plan update process now or at any time, please contact Christine Linfield, City Engineer at:

305 S. Main St.
Suite 100
Chelsea, MI 48118

Or

clinfield@city-chelsea.org



City of Chelsea Master Plan

What Chelsea would you like to see?

The City of Chelsea has undertaken an update to the community master plan. The Master Plan is both a community's vision for the future and the guide for getting there. The Master Plan acts as a policy guide for the Planning Commission and the City Council to make decisions related to land use and transportation needs, economic development, commercial and industrial development, quality housing, historic preservation, recreation and entertainment, environmental sustainability, and even public health. Therefore, the plan should reflect the values of the community. When conducting an update to a master plan it is of critical importance to get input from the members of the community and other community stakeholders.



City of Chelsea Master Plan Online Map Survey



Please place comments on the map using one or more of the topic related “pins”. You can even post pictures of existing things that you like or examples of what you’d like to see. The following are prompts for the topics that will help formulate chapters in the master plan update. The questions are only suggestions. Feel free to comment on anything that is important to you about Chelsea.

Transportation



Where in the City of Chelsea would you like to see improved transportation facilities or where are transportation facilities missing. Are there element that existing in Chelsea that you like and would like to see more of?

- Transportation relates to anything involving getting around the city. If you walk on it, ride on it, or ride in it; and it is designed to get you from here to there, it is related to transportation.

Land Use



Where are the redevelopment opportunities in Chelsea? What kinds of uses would you like to see and where?

- Land use has to do with anything from housing to hardware stores, from the place where you work to the place where you take your kids to play. The land use policies that come out of the master plan will help determine if there should be a building on a piece of land, what that building should look like, and what type of activity can take place there.

Age-Friendly



What aspects of Chelsea are important to people of different ages? What do they like to do? Where do they want to and need to go? Is it easy and safe for people of all ages to get there?

- This is a new policy consideration that Chelsea would like to incorporate into the future planning of the community. This topic relates to both young and old and everyone in between.

Healthy Communities



Where in Chelsea do you go to exercise? Is there anything in the way of your kids walking to school or walking to the park? Is it convenient to get healthy foods? Where would be a good location for a community garden?

- Did you know the way your community is designed and built can have a significant effect on your health? Not only do we want to know if you have access to place to be outside to play and exercise, but we want to know if it's possible for you to walk, ride your bike or even use some form of transit to get to work.

Sustainability



Where in Chelsea are there opportunities to improve storm water quality, install energy efficient or alternative energy upgrades, add canopy trees, incorporate native landscaping, or re-purpose existing buildings and structures.

- Sustainability can mean many different things. In this case we are talking about the natural environment, saving energy, and practices that create lower environmental impact.

Heritage and Culture



What places make you feel connected to the City of Chelsea? What aspects of your community give you a sense of cultural and heritage?

- Heritage and Culture relate to the way of life in a community which is passed on from generation to generation, including customs, practices, objects, artistic expressions and values. This could be manifested in public art, historic buildings, or annual events and traditions.

Recreation and Entertainment



Where are you favorite places to go in town? What do you like to do for fun? What is missing and where should it go?

- Recreation and entertainment can include anything from the parks or pathways to places where you can get a great meal, meet up with friends, or see live entertainment.

PLEASE SIGN IN
City of Chelsea
Planning Commission Meeting
July 21, 2015

NAME

ADDRESS

LWAY Bsho (Friendship Bldg) 3717 Timbercrest Dr
Tracy, MI 48083

Derek Haddad 1629 S. MAIN ST Chelsea, MI 48118