



CITY OF CHELSEA

PLANNING COMMISSION AGENDA
September 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 7/21/15
Approval of the Work Session Minutes for 9/1/15

PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

Sheridan Books Amended Final Site Plan – Parking Lot Addition

DISCUSSION

PUBLIC PARTICIPATION

ADJOURNMENT

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

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

MEMBERS ABSENT: One

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson (City Council), Christine Linfield (City Staff), Greg Heim (Vanston O'Brien), Dave Brewer (Vanston O'Brien), Tim Welshans (Sheridan Books), Ron Vollink (Sheridan Books)

CALL TO ORDER

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

APPROVAL OF THE AGENDA

MOVED by White, SECONDED by Church, to approve the agenda as presented. All ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

MOVED by White, SECONDED by Dean, to approve the regular meeting minutes for 07/21/15 as presented. All Ayes. Motion Carried.

MOVED by White, SECONDED by Larsen, to approve the work session meeting minutes for 09/1/15 as presented. All Ayes. Motion Carried.

PUBLIC HEARINGS - None

UNFINISHED BUSINESS - None

NEW BUSINESS

Sheridan Books – Amended Final Site Plan for Employee Parking Lot Addition.

Dave Brewer gave a brief presentation regarding the proposed employee parking lot.

Christine Linfield presented her report to the Planning Commission. All items in staff reports have been addressed except for the design of the grassy drainage swales. Due to existing site conditions, the grassy drainage swale cannot be designed with a minimum 2% slope per city engineering standards. Ms. Linfield also reported that the existing soils are well draining soils, so the city will allow the proposed

drainage swales to be less than 2% minimum provided the applicant is aware that the slopes are less than the minimum.

Marcia White informed the Planning Commission that pages C2-C6 reference the "Village of Chelsea", instead of the "City of Chelsea".

MOVED by White, SECONDED by Larsen, to approve the Amended Final Site Plan for the Sheridan Books parking lot addition contingent upon revising pages C2-C6 to change "Village of Chelsea" to "City of Chelsea" and also contingent upon item number three in staff reports. All Ayes. Motion Carried.

DISCUSSION

Larry Ledebur welcomed George Olsen to new position on the Planning Commission. Mr. Ledebur also reported that there is still one vacancy on the Planning Commission which has had some interest and hopefully will be filled soon.

Christine Linfield invited the Planning Commission and the Public to LandUse USA's presentation of the completed Target market Analysis regarding downtown residential opportunities. The presentation will be held on Tuesday, October 6, 2015 at 5:00 pm in the City Council Chambers. The Planning Commission and general public are invited.

Ms. Linfield also reported that the Planning Commission will be holding a regular meeting on October 20, 2015 to review two site plans.

Ms. Linfield also reported that due to the recent United States Supreme Court ruling regarding *Reed vs The City of Gilbert, AZ* the city sign ordinance will need to be revised to remove any content based regulations.

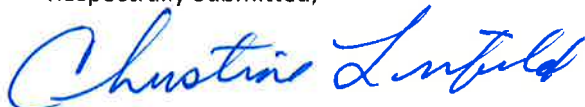
Ms. Linfield also reported that the Congdon Street project will begin the week of 9/21/15 and be completed on 10/31/15. She also reported that the Safe Routes to Schools sidewalk project will begin the week of 9/21/15 and be completed on 11/6/15.

PUBLIC PARTICIPATION – None

ADJOURNMENT

MOVED by White, SECONDED by Larsen to adjourn the meeting. All Ayes. Motion Carried.
Meeting adjourned at 7:22 pm.

Respectfully Submitted,



Christine Linfield,

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

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 WORK SESSION MINUTES
September 1, 2015
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Cary Church, Sarah Haselschwardt, George Olsen
MEMBERS ABSENT: Larry Ledebur, Steven Parker, Robert Dean, Marcia White
MEMBERS VACANT: One
OTHERS PRESENT: Christine Linfield, Cheri Albertson, Jane Pacheco, Melissa Johnson and Paul Montagno (Carlisle Wortman).

Meeting started at 7:00pm

Discussion focused on the Comprehensive Master Plan Revisions/Update. The following items were reviewed:

Item #1: Engagement Plan

1. Commissioners reviewed the **Stakeholder List** started by Carlisle Wortman. This list identifies key Organizations, businesses, municipalities, etc that would have interest and input into the plan. This list will serve as a basis for communication for the Comprehensive Plan Revision process.
Commissioners and others added several groups and to the list. They were also asked to continue to review and make additional suggestions.
2. **MiCommunity Remarks** is up and running. Three comments have been posted since the end of July. The program currently requires that a name be entered for each comment. C/W will adjust instructions to indicate that a name such as "anonymous" is acceptable, in case users are not using the tool because they don't want to be identified with their comments.
3. **Additional Suggestions:** Local TV Channel 18 and a possible interview on the Linda Meloche was mentioned as possible methods to advertise the Comprehensive Plan Update process to the community to get more input.
Press Releases (Radio and print) will be made a appropriate points in the process, as well.

Item #2: Future Land Use Goals

1. Commissioners reviewed the 2008 Future Land Use Plan. Several locations were identified as study areas, including the "small business nodes" at Dewey/Main and Dexter Chelsea Rd. and Freer Rds; the future zoning of the area along Main between the CBD and Former Federal Screw Works site; Fairgrounds; Commercial district along M52 between Old US12 and I-94; as well as several vacant or undeveloped commercial sites around the city.
2. Commissioners will receive Work sheets from C/W regarding Future Land Use as identified in the 2008 plan. These worksheets are to be completed by the commissioners and returned to Christine by the end of September.

Item #2: Next Meeting

Regular Meeting will be held on September 15th.
Next Work Session will be October 6th at 7pm. C/W will have an outline for Comprehensive Plan Public Outreach Meeting to be scheduled in early November.

Meeting adjourned at 8:20pm.

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 **Sheridan Books Inc.** for an **Amended Final Site Plan to construct a parking lot** on the following described parcel of land:

TAX CODE: # 06-06-12-250-013
Sheridan Books Inc.
613 E. Industrial Drive

The application for Amended Final Site Plan Approval will be considered by the Chelsea Planning Commission on **Tuesday, September 15, 2015 at 7:00 p.m.** in the **Council Chambers, Municipal Building** located at **311 S. Main Street, Chelsea, MI.**

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.

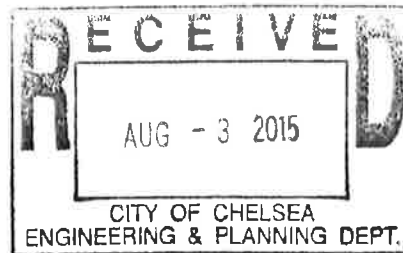
CHELSEA CITY PLANNING COMMISSION
Larry Ledebur, Chair

Greg. Heim@vanston.com

Tim. Welshans@

Sheridan.com

(734 475-9145)
x 1507



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 copies of the folded plans.

PROJECT NAME: Sheridan Books Inc
 DEVELOPER/OWNER: Sheridan Books Inc
 ADDRESS: 613 E Industrial Dr
 PHONE NUMBER: 734-475-9145 FAX: _____
 ENGINEER: Gregory Heim COMPANY: Vanston/O'Brien Inc.
 ADDRESS: 2375 Bishop Circle West, Dexter, Mi. 48130
 PHONE NUMBER: 734-424-0661 FAX: 734-424-0677
 ARCHITECT: M/A COMPANY: _____
 ADDRESS: _____
 PHONE NUMBER: _____ FAX: _____

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

LOCATION OF PROJECT: Lot Number _____ Street Address 613 E Industrial Dr
 TAX IDENTIFICATION NUMBER: 06-06-12-250-012 + 017 + 018
 CURRENT ZONING: R-2 ACREAGE: 12.12 TOWNSHIP: T2S R3E

Applicant's legal interest in the property: Owner

APPLICATION FEES - See Fee Schedule

TOTAL FEES COLLECTED: \$1,000

PLANNING & ZONING DEPT: Christine Linsford DATE: 8/3/15

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: Tim Welshans DATE: 8-3-15

CITY OF CHELSEA - ENGINEERING DEPT.

To: City of Chelsea Planning Commission
From: Christine Linfield
Subject: Sheridan Books Amended Final Site Plan – Parking Lot Addition
Date: 9/9/2015
cc:

Sheridan Books has submitted an Amended Final Site Plan for the construction of a 60 space employee parking lot addition. (Access to the parking lot will be internal to the site.)

After reviewing the six page site plan dated 8/3/15, revised 9/4/15 and stamped received 9/4/15, the following comments are listed below.

1. Carl Schmult has reviewed the plans (landscaping, layout, etc.) and all comments have been addressed.
2. Per the Industrial Park Covenants, an Architectural Control Committee meeting was held on 9/1/2015 in order to give an opportunity for all the business owners in the Industrial Park to view the proposed site plan. None of the other business owners attended the meeting, and the city received no verbal or written comments in opposition to the proposed plan. (See attached minutes.)
3. Per the city engineering standards, the minimum slopes for grassy drainage swales is 2%. Due to the existing slope of the property being less than 2% and that the existing soil types being Kendallville Loam (which are well drained soils)...the city will allow the proposed drainage swale to be less than 2% provided the applicant is aware that the slopes are less than the minimum.



CITY OF CHELSEA

Architectural Control Committee Meeting Minutes September 1, 2015 (10:00 am)

Present: Gegory Heim (Vanston O'Brien), Dave Brewer (Vanston O'Brien)
Ron Volland (Sheridan Books), Tim Welshans (Sheridan Books)
Christine Linfield (City of Chelsea)

Proposed Amended Final Site Plan:

Meeting held to allow representatives from all businesses in the Industrial Park the opportunity to review and comment on the proposed 60 space parking lot addition.

Vanston O'Brien was present along with representatives from Sheridan Books.

Christine Linfield reported that the City of Chelsea has received no phone calls, questions or complaints regarding this project.

No representatives from any of the invited property owners in the industrial park attended.

Meeting adjourned at 10:13 am.

Respectively Submitted,

A handwritten signature in cursive script that reads "Christine L. Linfield".

Christine L. Linfield
*Planning, Engineering, Zoning &
Community Development Director*

PLEASE SIGN IN
City of Chelsea
Planning Commission Meeting
September 15, 2015

NAME

ADDRESS

Grey Heim V/O inc.
Dave Brewer V/O inc.
Tim Welshans Sheridan Books
Ron Vellik Sheridan Books

2375 Bishop Circle West Dexter Mi 48125
2375 Bishop Circle West
613 E. Industrial Drive Chelsea
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