



CITY OF CHELSEA

PLANNING COMMISSION AGENDA
April 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 3/17/15
Approval of the Work Session Minutes for 4/7/15

PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

Chelsea Milling Company – Final Site Plan for Mixing Tower

Planning Consultant Recommendation for Comprehensive Plan Update

DISCUSSION

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
APRIL 21, 2015
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

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

MEMBERS ABSENT: None

MEMBERS VACANT: One

OTHERS PRESENT: Christine Linfield, Cheri Albertson, Utpal Pater (Chelsea Milling), John Powers(Chelsea Milling), Brian Harper (Chelsea Milling Co.)

CALL TO ORDER

George Kinzer called the meeting to order at 7:00pm.

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

MOVED by Larsen, SECONDED by Dean to approve the Regular Meeting Minutes of the March 17, 2015 Planning Commission Meeting.
All Ayes. MOTION Carries.

MOVED by White, SECONDED by Church to approve the Work Session Minutes of the April 7, 2015
All Ayes. MOTION Carries.

PUBLIC HEARING

None

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Final Site Plan for Mixing Tower at Chelsea Milling Co.

Utpal Pater explained that the only thing that had changed since they received Preliminary Site Plan Approval for the Mixing Tower addition is the height of the structure from 115'-6" to 104'-5". The new tower will be approx. 15 feet lower than the original grain silos on the site. He clarified that the exterior materials for the mixing tower will poured-in-place concrete and the remainder of the addition will be concrete block. They will both be painted white to match the rest of the facility.

Christine Linfield recommended that any motion to approve the site plan would need to include a contingency regarding discussions with Chelsea Light and Power.

MOVED by Ledebur, SECONDED by White to APPROVE the Final Site Plan for the Mixing Tower at Chelsea Milling Co., contingent on continued discussions with Chelsea Light and Power regarding the coordination of electrical service to the proposed improved area.
All Ayes. MOTION Carries.

2. Planning Consultant Recommendation for Comprehensive Plan Update

MOVED by Ledebur, SECONDED by Church to RECOMMEND to City Council the hiring of Carlisle Wortman as the planning consultant to assist the Planning Commission in the update of the City's Comprehensive Plan.

Sarah Haselschwardt explained her view that after the interviews, McKenna/ENP Associates should be the recommended firm. She felt that the McKenna/ENP team would be a better fit for the City, Planning Commissioners and City personnel, based on perceived personalities and professionalism, and that all other comparisons seemed equal.

(4) Ayes. (2) nays (Haselschwardt, Larsen), (1) abstention (White). MOTION Carries.

The Recommendation will appear on the May 4, 2015 City Council Agenda. All commissioners were invited to attend the City Council meeting to support the recommendation.

DISCUSSION

- Larry Ledebur reported that City Council had authorized an Economic Development Assessment of commercial businesses in Chelsea. It will be completed in one month and could be informative as the commission proceeds with the Comprehensive Plan Revision
- Larry Ledebur also reported on the Public Hearing regarding the proposed round-about at Werkner Rd and M-52, north of the City. Members of the public in attendance were mostly against the round-about. MDOT representatives indicated that they were continuing to study it, and that it appeared to be the safest traffic control method for that location that would keep traffic moving, which is the goal. Christine was also in attendance and reported that it is likely that a 2nd Public Hearing could be held.
- Christine Linfield discussed the possibility of cancelling the next Work Session on May 5th, 2015.. She asked Commissioners for any agenda items, and if there are none the meeting will be cancelled.
- There will be a Regular Commission Meeting on May 20th, 2015. Agenda items include: Site Plan Approval for work at the former Chelsea Chevrolet Buick location, Heritage Point annual renewal, and the Election of Officers.
- Cheri Albertson shared that the next CAP-DART meeting will be held on the 2nd Wednesday of May.
- Information regarding Current business at the City's Planning and Zoning department was shared including the purchase of the former uptown hardware store by two parties with the intention of separating the building into two properties. City Council had approved the split. The former Pierce's Pastries property has also been purchased with the intention of opening a beauty salon on the first floor and renovating the second floor apartments into one larger apartment.

PUBLIC PARTICIPATION

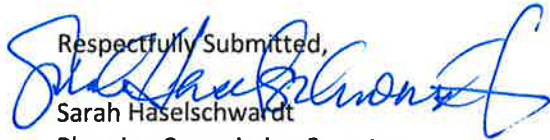
None.

ADJOURNMENT

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

Meeting adjourned at 7:36 pm.

Respectfully Submitted,



Sarah Haselschwardt

Planning Commission Secretary

DRAFT

DRAFT

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

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

MEMBERS ABSENT: One

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson, Christine Linfield, George Bachnivsky (MSKTD & Associates), Utpal Patel (CMC), Brian Harper (CMC), John Powers (CMC)

CALL TO ORDER

George Kinzer called the meeting to order at 7:00 pm.

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

MOVED by Larsen, SECONDED by White, to approve the meeting minutes for 02/17/15 as presented. All Ayes. Motion Carried.

PUBLIC HEARINGS - None

UNFINISHED BUSINESS - None

NEW BUSINESS

Chelsea Milling Company – Preliminary Site Plan for a new Mixing Tower

George Bachnivsky gave a brief presentation regarding the Mixing Tower and the proposed location. Mr. Bachnivsky also reported that a variance had been previously granted by the Zoning Board of Appeals to increase the height from 40 ft to 115'6".

Christine Linfield informed the Planning Commission that there are two motions requested regarding this agenda item. The two motions are regarding the Preliminary Site Plan and the applicants request to begin grading and foundation work.

In regards to the Preliminary Site Plan, Ms. Linfield reported that there are no requested changes to the site plan.

Ms. Linfield also reported that the Zoning Ordinance does allow the Planning Commission to authorize the issuance of permits by the Building Inspector for grading and foundation work on the basis of an approved Preliminary Site Plan provided that the following conditions are addressed:

1. Soil Erosion Control
2. Exempting the City from any liability if a Final Site Plan is not approved.
3. Furnishing a bond for restoration of the site if work does not proceed to completion.

There was no discussion from the Commission.

MOVED by Church, SECONDED by Dean, to approve the Preliminary Site Plan for the new Mixing Tower for Chelsea Milling Company located at 201 W. North Street dated 01/30/15, stamped received 03/11/15. All Ayes. Motion Carried.

MOVED by White, SECONDED by Larsen, to authorize the issuance of permits by the Building Inspector for grading and foundation work per approval of the Preliminary Site Plan contingent upon the Soil Erosion Control plan, exempting the City from any liability if a Final Site Plan is not approved and furnishing a bond for restoration for the site if work does not proceed to completion. All Ayes. Motion Carried.

DISCUSSION

Christine Linfield reported that eight Requests for Proposals were received from consultants to assist the City with updating the Comprehensive Plan. Copies will be distributed to the Planning Commission for discussion at the April 7th Work Session.

Ms. Linfield also reported that MDOT will be hosting a Public Meeting regarding the proposed M52/Werkner Road roundabout on April 16th at 4:00 pm in Room 100 of the Washington Street Education Center.

Larry Ledebur reported that the Parks Plan Steering Committee will be hosting a Public Meeting regarding the updated Parks Plan. It will be held on March 31st at 6:00 pm in the City Council Chambers.

PUBLIC PARTICIPATION – None

ADJOURNMENT

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

Meeting adjourned at 7:30 pm.

Respectfully Submitted,

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

PLANNING COMMISSION WORK SESSION MINUTES

April 7, 2015

CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

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

MEMBERS ABSENT: George Kinzer

MEMBERS VACANT: One

OTHERS PRESENT: Christine Linfield, Cheri Albertson

Meeting started at 6:56pm

TOPIC #1: REVIEW RFP RESPONSES FOR UPDATE TO COMPREHENSIVE PLAN

Purpose of the meeting was to discuss Proposals received from Planning firms, select firms for an Interview, and schedule a timeline for the interview and final selection of a planning firm to assist the commission with completing the Comprehensive Plan Update. (8) Eight Proposals were submitted to the Planning Commission. Most of the Commissioners submitted a "top 3" ranking of the proposals prior to the meeting. Larry Ledebur compiled two sheets outlining each commissioner's top choices and a point total for each proposal.

Based on the data, commissioners' further thoughts about each proposal and submitted fees, the following next steps will occur:

1. Carlisle Wortman and McKenna Associates will be invited to interview with the Planning Commission.
2. Christine will call references for each firm prior to the interviews.
3. Commissioners will submit interview questions to Sarah by April 14th. She will then compile and distribute a list of Interview questions to be asked at the Interview.
4. Interview and firm selection schedule decided by the Commission is as follows:

April 21, 2015 Planning Commission Work Session

3:30-3:45pm McKenna Interview Set-up

3:45-4:45pm McKenna Interview

4:45-5:00pm Carlisle Wortman Interview Set-up

5:00-6:00pm Carlisle Wortman Interview

6:00-6:45pm Planning Commission Final selection

7:00pm -? Regular Planning Commission Meeting including Recommendation of selected Planning Firm to City Council. (If Planning Commission needs additional time to make a final recommendation, an additional meeting may be scheduled prior to April 29th)

April 29, 2015 Firm Recommendation included in City Council Packet

May 4, 2015 City Council Approves Recommendation

Meeting adjourned at 8:33pm.

Respectfully Submitted,

Sarah Haselschwardt
Planning Commission Secretary

CITY OF CHELSEA - ENGINEERING DEPT.

TO: Planning Commission
FROM: Christine Linfield, (Planning, Engineering, Zoning & Comm. Dev. Dir.)
SUBJECT: Chelsea Milling Company – Mixing Tower
Final Site Plan - PC Report
DATE: 04/17/15
CC:

After reviewing the fourteen (14) page final site plan for the new mixing tower, stamped received 3/31/15, the following comments are listed below:

1. As shown on page A4-1, the mixing tower height has been reduced from 115 ft-6 inch to 104 ft-5 inch. (Keep in mind that the ground elevation is referenced as 100 ft, which must be subtracted from the heights listed.) The elevator house and safety railings are not included in determining building height.
2. There is nothing in the site plan that would prohibit the Planning Commission from approving the final site plan. There is one minor contingency listed below to include as part of a motion:

Contingency: Continue discussions with Chelsea Light and Power regarding coordinating electrical service to the proposed improved area.