



## CITY OF CHELSEA

**PLANNING COMMISSION AGENDA**  
**Thursday, March 15, 2016 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 1/21/16

**PUBLIC HEARING** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

UMRC Prairie Cottages - Preliminary Site Plan

UMRC Prairie Cottages - Authorize Foundation and Grading Work

Healthy Smiles - Combined Preliminary & Final Site Plan

**DISCUSSION**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**

## **PLANNING COMMISSION MINUTES**

March 15, 2016

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

NAMES OF THOSE PRESENT: Erik Larsen, Marcia White, Larry Ledebur, Sarah Haselschwardt, Peter Shaw, George Olsen, Steven Parker

MEMBERS ABSENT: Cary Church, Robert Dean

MEMBERS VACANT: None

OTHERS PRESENT: Cheri Albertson, Carl Schmolt, Christine Linfield, Tom Covert (Midwestern Consulting), John Thorhauer (United Methodist Retirement Communities UMRC), Kate Collins (UMRC), Bob Overhiser (ADG), Jim Heisler, Jim O'Neil (Healthy Smiles), Scott McElrath (Dangerous Architect), Shiloh Dahlin (Alpine Engineering).

### **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 Shaw, SECONDED by Larsen to approve the Regular Meeting Minutes of the January 21, 2016, Planning Commission Meeting.

All Ayes. MOTION Carries.

### **PUBLIC HEARING**

#### **United Methodist Retirement Communities Prairie Cottages- Preliminary Site Plan**

-Presentation made by Tom Covert from Midwestern Consulting explaining the Cottage Project with the following highlights:

- Similar concept to the Cedars of Dexter without the Clubhouse
- 41 Higher Density housing units (5 units/acre) focused on walkability, independence, life leases, barrier free design, one or two stall garages, some outdoor patio space, access to other UMRC Site amenities

-No public Comment.

-Public Hearing closed.

#### **Healthy Smiles – Combined Preliminary & Final Site Plan**

Presentation made by Jim O'Neill from Healthy Smiles explaining the project with the following highlights:

- Taking existing non-conforming building and making no structural changes, only site and finish upgrades and improvements.
- Site clearing has been ongoing, with special focus on north end of site and removal of old concrete, tires, various debris and old landscape.
- Intent is to blend in with neighbors (match Speedway brick, continue low masonry wall.
- Will be asking for Signage variance

Public Comment from representatives of the Village Place Condominium Association. While the current proposal focuses development on the south portion of the site, with work on the retention basin the sole focus at the north end, they expressed concern over future plans for the north portion of the site that abuts the condominium property. Site clearing of the "natural area/tree line" at the north property line has affected view and privacy that existing landscape created. See Attached Letter. They are asking for consideration in how any future development or work in the Healthy Smiles property may affect them as neighbors.

Healthy Smiles representatives agreed to take these concerns into consideration. They did indicate that several options for the north end of the site could include a future building or possibly parking.

#### **UNFINISHED BUSINESS**

None.

#### **NEW BUSINESS**

##### **United Methodist Retirement Communities Prairie Cottages – Preliminary Site Plan**

Carl Schmolt and Christine Linfield reviewed Staff Reports for the proposed project. UMRC representative, Tom Covert explained that since the submission of the Preliminary Site Plan, they have addressed the grading concern at retention basins to get them less than 1:5 to avoid fencing. He noted that this is a consideration at the Final Site Plan Review, and is looking ahead.

The project will be completed in two phases. A final Site Plan will be submitted for each phase.

MOVED by Parker, SECONDED by White to APPROVE the UMRC Prairie Cottages Preliminary Site Plan with the following conditions that layout is revised so that Dead End streets will be extended to allow adequate exiting by vehicles from adjacent drives, (approx. 7 feet beyond driveway edge).

All Ayes. MOTION Carries.

##### **United Methodist Retirement Communities- Authorize Foundation and Grading Work @ Prairie Cottages**

Applicant is requesting Approval to authorize the Issuance of Permits by the Building Inspector for grading and foundation work on a portion of the Prairie Cottage Project.

MOVED by Haselschwardt, SECONDED by Larsen to Authorize Issuance of Permits by the Building Inspector for Grading and Foundation Work for Units 1 through 3 only contingent on the following three items from the City Engineer Staff Report:

- a. Provisions for control of possible erosion are made.
- b. UMRC exempt the City from any liability if a final site plan is not approved.
- c. A bond is furnished for the restoration of the site is work does not proceed to completion.

All Ayes. MOTION Carries.

##### **Healthy Smiles – Combined Preliminary & Final Site Plan**

The applicant is requesting that the Planning Commission Review documents as a combined Preliminary & Final Site Plans.

MOTION by Olsen, SECONDED by Larsen to Review Healthy Smiles Site Plan as a Combined Preliminary & Final Site Plan.

All Ayes. MOTION Carries.

### **Healthy Smiles – Preliminary & Final Site Plan Review**

Christine and Carl reviewed staff reports.

Item #1 on City Engineer's Report refers to the requirements and possible action the PC may take with this Site Plan, since it is in the **Gateway Overlay District, but is considered "non-conforming" as it existing prior to the adoption of the Gateway Overlay District and the Commercial Design Standards.** Section 10.10(B) of the Zoning Ordinance provides Planning Commission with the possibility to require that the applicant bring the building and site into partial or complete compliance with the requirements of both standards. **Commissioners reviewed each area of those Standards that the property is not in compliance with and determined the following:**

1. The existing building roof slope is not 7:12 or steeper and has a Metal Roof that has been recently added. These two conditions do not meet Section 4.36(E)(4)(a) of the Ordinance. The commissioners agreed that the metal roof is acceptable, and that it would be unreasonable in relation to expense/property value and structural modifications to require changing the existing structure to comply.
2. Existing Building is not 2 story, nor does it appear 2 story per requirements of Section 4.36(E)(4)(b). Commissioners concurred that it would be unreasonable in relation to expense/property value and structural modifications to require changing the existing structure to comply.
3. Existing and proposed windows do not comprise 50% or more of the first floor façade per Section 4.36(E)(5)(a). The applicant indicated that they are reusing existing windows and are adding one window, where it is possible to the front façade. To comply with the Ordinance, the applicant would need to remove an existing fireplace that is desirable feature in the Office Lobby. Commissioners agreed that because of the Office use of the structure, as well as the difficulty that changing the existing structure would require, it is acceptable to accept the windows as presented.
4. The applicant confirmed that the existing and any new windows are or will be non-reflective, and are clear or light tint and are fixed or double hung. This complies with Section 4.36(E)(5)(c).
5. Section 4.36(F)(3) requires that any street walls shall be compatible with any existing or approved on any adjacent lots. In this case, the property to the east should be considered at the Speedway site.  
Commissioners agreed that because the street wall on this site will be newly constructed, it shall comply with the Standard.
6. Per Section 4.36(F)(4), Site lighting shall be ornamental at the street and adjacent to building, however PC may permit complementary parking lot lighting if they are downward directed cut off fixtures on a maximum 20ft pole on a 2ft base.  
Commissioners agreed that complying with the latter, non-decorative requirement is appropriate for this property.

Commissioners also discussed the landscape/development concerns presented at the Public Hearing by the Chelsea Village Place Condominium Association. They agreed that these concerns need to be addressed.

MOTION by Shaw, SECONDED by Larsen to Approve Preliminary and Final Site Plan for Healthy Smiles with the following conditions:

1. Applicant complies with Items 2-6 on the City Engineer's Report
2. Applicant complies with Items 1 and 2 on the City Planning Consultant's report.
3. The new screen wall matches the height, materials and character of that on the adjacent Speedway property.

4. A Final Review of the revised Landscape Plan is completed at the next Planning Commission meeting with special attention paid to the North Property Line and screening from the neighbors.

#### **DISCUSSION**

1. Reminder to Commissioners to try to attend the Michigan Planning Association Seminar at Dexter Township Hall on March 29, 2016 at 6:00pm.
2. Update for Commissioners on City Council actions regarding Zoning Items from the Planning Commission:
  - The UMRC Rezoning request passed with 1 dissenting vote after much questioning from council
  - C4 Zoning amendments passed.
  - The Removal of Design Standards from the Zoning Ordinance is still under discussion by the City Council. The revision was sent back to the City Attorney for further review.

#### **PUBLIC PARTICIPATION**

None.

#### **ADJOURNMENT**

MOVED by Olsen, SECONDED by Shaw to adjourn the meeting.  
All Ayes. MOTION Carried.  
Meeting adjourned at 8:25 pm.

Respectfully Submitted,

  
Sarah Haselschwardt

Planning Commission Secretary

**PLANNING COMMISSION MINUTES  
JANUARY 21, 2016  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN**

**NAMES OF THOSE PRESENT:** Larry Ledebur (Chair), Erik Larsen (Vice Chair), Marcia White, Cary Church (Arrived at 7:14 pm), Steven Parker, George Olsen, Peter Shaw

**MEMBERS ABSENT:** Sarah Haselschwardt (Secretary)

**MEMBERS VACANT:** None

**OTHERS PRESENT:** Cheri Albertson (City Council Liaison), Christine Linfield (City Staff), Carl Schmult (City Planning Consultant), Kate Collins (UMRC), Tom Covert (Midwestern Consulting), Robert Overheiser, Lisa Carolin (Chelsea Update), Frank Martin (Golling CDJR), Bill Golling (Golling CDJR)

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MEETING MINUTES**

MOVED by White, SECONDED by Larsen, to approve the meeting minutes for 12/15/15 as presented. All Ayes. Motion Carried.

MOVED by White, SECONDED by Shaw, to approve the work session meeting minutes for 1/5/16 as presented. All Ayes. Motion Carried.

**PUBLIC HEARINGS**

Chair Ledebur opened the public hearing to take comments regarding the zoning text amendment petition filed by Golling CDJR of Chelsea located at 1185 S. Main Street. The petition would amended Section 4.16(B) of the Zoning Ordinance, Restricted Commercial District (C-4), Special Uses, to allow automobile sales and services, including collision repair associated with a dealership. No comments from the public. Chair Ledebur closed the public hearing.

Chair Ledebur opened the public hearing to take comments regarding the zoning text amendment petition filed by the City of Chelsea to amend Section 5.14 Commercial Design Standards to remove these standards from the Zoning Ordinance and adopt them as separate Commercial Design Requirements. No comments from the public. Chair Ledebur closed the public hearing.

Chair Ledebur opened the public hearing to take comments regarding the zoning text amendment petition filed by the City of Chelsea to amend Section 4.15(A) Highway Service Commercial District (C-3) to allow any use permitted in the Restricted Commercial District (C-4). No Comments from the public. Chair Ledebur closed the public hearing.

**UNFINISHED BUSINESS** – Appointment of an Interim Secretary

As part of the UMRC rezoning request, the Planning Commission will be taking action on two resolutions which will be forwarded on to City Council. These resolutions outline the Planning Commission's Report of Findings and the recommended action on the rezoning petition. These resolutions must be signed by the Planning Commission Secretary. Due to the conflict of interest with our current secretary's employer, the Commission needs to appoint an Interim Secretary for the sole purpose of signing these two petitions. Planning Commissioner Shaw volunteered to be Interim Secretary.

**UNFINISHED BUSINESS** – UMRC Rezoning Request

Per the Planning Commission Bylaws, in order to make recommendations regarding a Zoning Ordinance Amendment a minimum of six affirmative votes of the Commission are required. Due to this increase in necessary members for a quorum, Staff recommended that the agenda be amended to move Golling CDJR ahead of the UMRC until Cary Church arrives who stated that he would be 10-15 minutes late for the meeting.

MOTION by White, SECONDED by Larsen to amend the agenda to move Golling CDJR ahead of the UMRC Medical Center District Rezoning due to needing a quorum. All Ayes. Motion Carried.

**UNFINISHED BUSINESS** – Golling CDJR – Minor Change to Approved Final Site Plan

Christine Linfield gave a brief summary of the proposed changes to the previously approved final site plan for Golling CDJR of Chelsea located at 1500 S. Main Street, as outlined in the January 14, 2016 letter from Frank Martin. The proposed changes would be to increase the service department wing footprint by 316 sft, increase the service department wing height slightly to match the rest of the complex and to replace the approved brick and metal siding with all brick. In staff's opinion, these changes are all minor in nature which the Planning Commission can approve per Section 9.06 of the Zoning Ordinance.

Mr. Martin gave a brief presentation to the Planning Commission regarding the proposed changes.

Cary Church arrived at 7:14 pm.

MOTION by White, SECONDED by Olsen approve the minor changes to the final site plan as requested by Golling CDJR. All Ayes. Motion Carried.

UNFINISHED BUSINESS – UMRC Rezoning Request

Erik Larsen recused himself from the UMRC agenda item due to a conflict of interest with his employer at 7:24 pm.

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

Chair Ledebur gave a brief update outlying the consensus reached at the 12/15/15 Planning Commission meeting regarding the report of findings and also the proposed favorable recommendation to City Council. Based on the feedback from the Planning Commission at that meeting, staff has drafted resolutions 1 and 2 for approval.

Carl Schmolt introduced CRC Rezoning Petition Resolution #1 Findings (dated 1/21/16) and CRC Rezoning Petition Resolution #2 Recommendation for Approval (dated 1/21/16) along with the Rezoning Petition Area Plan date stamped 12/30/15.

MOTION by White, SECONDED by Church, to approve the CRC Rezoning Petition Resolution #1 Findings. All Ayes. Motion Carried.

MOTION by White, SECONDED by Olsen to approve the CRC Rezoning Petition Resolution #2 Recommendation for Approval. All Ayes. Motion Carried.

Erik Larsen returned to the meeting at 7:30 pm.

NEW BUSINESS - Zoning Ordinance Amendment – Section 4.16(B) Restricted Commercial District (C4)

Chair Ledebur introduced the zoning ordinance amendment petition filed by Golling CDJR of Chelsea located at 1185 S. Main Street. The revision requested by the applicant was to replace Section 4.16(B)(1) which stated..."1. Automobile sales and services." with "1. Automobile sales and services, including collision repair associated with dealership."

Carl Schmolt stated that more language was needed to better define a collision repair business and suggested keeping 4.16(B)(1) the same and add a new 4.16(B)(9). The following language was approved by the City Attorney and Golling CDJR.

9. *Collision repair of cars and light trucks, subject to the following conditions.*
  - a. *The repair facility shall be owned and operated by a Michigan franchise dealer for the sale of new and used cars and light trucks.*
  - b. *The repair operation shall be incidental and accessory to such sales.*
  - c. *Vehicles awaiting repair and all parts and equipment awaiting pick-up for disposal shall be located in an area that is screened from public view.*



- d. *The repair facility shall be operated in a manner that is compliant with all applicable State and Federal Laws and regulations.*
- e. *All fluids that leak from stored vehicles or parts shall be contained and disposed of in a manner that is compliant with all applicable State and Federal laws and regulations.*

MOTION by Olsen, SECONDED by Parker, to recommend approval to City Council to amend Section 4.16(B) of the Zoning Ordinance by adding a new subsection 9 as presented. All Ayes. Motion Carried.

**NEW BUSINESS** - Zoning Ordinance Amendment – Section 5.14 Commercial Design Standards

Chair Ledebur introduced the zoning ordinance amendment petition filed by the City of Chelsea to amend Section 5.14 in order to remove the Commercial Design Standards from the Zoning Ordinance and adopt as a separate set of standards.

Carl Schmult went over his report in the packet and also the revised report that was handed out at the meeting. The revised report contained minor changes from the City Attorney and refers to the Commercial Design Standards as Commercial Design Requirements. This format is more in line with how the Landscape Requirements are referenced in the Zoning Ordinance, which is also a separate document.

Recommended text amendment: Remove Section 5.14 of the Zoning Ordinance, Commercial Design Standards by deleting the existing Section 5.14 and inserting the following new Section 5.14 to stand in its place.

***SECTION 5.14 Commercial Design Requirements***

- A. *All commercial, governmental, community, public and private schools, and office buildings in a commercial zoning district shall comply with commercial design requirements that are adopted and published by the City Planning Commission. The Planning Commission shall hold a public hearing before adopting or amending the requirements. Notice of the public hearing shall be made in accordance with the Zoning Enabling Act for zoning ordinance amendments. The requirements shall meet the following objectives.*
  - 1. *Encourage development and redevelopment that protects and enhances the City's traditional small-town character, fits within the traditional urban form and creates a character that reinforces a sense of community identity.*
  - 2. *Encourages a form of development that will achieve the physical qualities necessary to maintain and enhance the economic vitality of the various business districts, maintain the desired character of the City, prevent the creation of blight and protect property values.*

3. *Promote preservation and renovation of historic buildings, and ensure new buildings are compatible with, and enhance the character of, the City's cultural, economic, and architectural heritage.*
4. *Establish an integrated pedestrian system to maintain a walkable pedestrian environment.*
5. *Implement objectives and policies of the City's adopted comprehensive plan.*

B. *The design requirements shall apply as follows.*

1. *New Sites – All buildings that require site plan approval by the Planning Commission and are subject to the design requirements shall comply with the commercial design requirements.*
2. *Expansions to Existing Sites – Buildings existing prior to the effective date of this ordinance and which do not comply with all requirements may be expanded or improved in accordance with Section 10.10.*
3. *Minor Improvements to Existing Sites – For buildings existing prior to the effective date of this ordinance minor changes, improvements and modifications that are approved administratively shall be permitted, provided such changes, improvements, and modifications will not increase noncompliance with the requirements. The Planning and Zoning Administrator may require certain site upgrades such as parking lot screening, sidewalk improvements or access consolidation. Refer to Section 5.12 for landscaping requirements.*

MOTION by White, SECONDED by Olsen, to recommend City Council approve amending Section 5.14 of the Zoning Ordinance as presented. All Ayes. Motion Carried.

NEW BUSINESS - Zoning Ordinance Amendment – Section 4.15(A) Highway Service District (C-3)

Chair Ledebur introduced the zoning ordinance amendment petition filed by the City of Chelsea to amend Section 4.15(A) Highway Service Commercial District (C-3) to also allow the permitted uses in Section 4.16 Restricted Commercial District (C-4).

MOTION by Larsen, SECONDED by Shaw, to recommend City Council approve amending Section 4.15(A) Highway Service Commercial District (C-3) by addition the following text: "13. *Any use permitted in the Restricted Commercial District.*" Motion Carried.

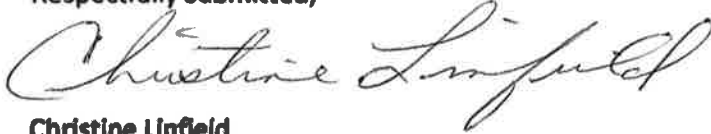
DISCUSSION - None

PUBLIC PARTICIPATION – None

ADJOURNMENT

**MOVED** by White, **SECONDED** by Olsen to adjourn the meeting. All Ayes. Motion Carried.  
Meeting adjourned at 8:02 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Christine Linfield". The signature is written in black ink and is positioned above the printed name.

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

**MEMORANDUM**

**TO:** City of Chelsea Planning Commission  
**FROM:** Carl V. Schmult, Jr.  
Professional Community Planner  
**DATE:** March 9, 2016  
**RE:** CRC Prairie Cottages Preliminary Site Plan

I reviewed the above, consisting of 17 sheets, dated March 3, 2016 (rev) on the cover sheet. The plan is a preliminary site plan for the entire area designated for the cottages. The area will be developed in two phases and a final site plan will be submitted and reviewed for each phase.

I offer the following comments for your consideration.

1. The required information is provided. However, the applicant should explain the reason for the different existing total floor areas on the CRC site – 343,082 sf on sheet 1 and 319,612 sf on sheet 2.
2. The Planning Commission should discuss the streetscape proposed in this development, such as street width and building setbacks, in order to understand the three dimensional character of the design.
3. The existing 24" Oak tree west of units 7 and 8 will be preserved. The methods to protect the tree during construction and promote its survival after will be presented in the final site plan for phase 1.
4. The landscape plan is conceptual at this stage. Details will be reviewed in the final site plan for each phase.
5. Parking for guests will be somewhat limited in both phases. The applicant should explain the options available to handle visitor parking.
6. The plan shows three model units – numbers 1-3. The applicant would like to begin construction of the foundations of these units right after approval of the preliminary site plan. The Planning Commission may authorize issuance of permits necessary for such work, based on the approved preliminary site plan, as provided in Section 9.03E of the Zoning Ordinance. The Commission may attach appropriate conditions, such as a guarantee of site restoration, to its authorization.

**CITY OF CHELSEA - PLANNING, ENGINEERING & ZONING DEPT.**

**TO:** City of Chelsea Planning Commission  
**FROM:** Christine Linfield  
**SUBJECT:** Chelsea Retirement Communities Prairie Cottages Preliminary Site Plan  
**DATE:** ~~03/11/15~~ 3/11/16  
**CC:**

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On 02/16/16, City Council approved the rezoning petition for UMRC. As a condition of the rezoning, all documentation has been submitted for the required easements which are being prepared by the City Attorney for execution by City Council.

After reviewing the preliminary site plan dated 03/03/16, there are two action items being requested of Planning Commission:

**A. Action regarding the Preliminary Site Plan for Phases 1 & 2:**

Approval of a preliminary site plan shall indicate the Planning Commission's acceptance of the proposed layout of buildings and other facilities and the general character of the proposed development. Items such as landscaping, lighting, utilities, grading, and stormwater management will be reviewed at the time of final site plan submittal for each phase.

Even though grading is a final site plan item, it should be noted that the proposed slopes of the detention basins are steeper than 1:5 which would require fencing. Please modify these slopes on the preliminary site plan or fence the basin accordingly.

**B. Action regarding authorizing the Building Inspector to issue permits for grading and foundation work:**

Per Section 9.03 (E.) of the Zoning Ordinance, the Planning Commission can make a motion to authorize the issuance of permits by the Building Inspector for grading and foundation work on the basis of an approved preliminary site plan. Per the ordinance, the Planning Commission can attach conditions to the approval that shall at a minimum include:

- a. Provisions for control of possible erosion.
- b. Exempting the City from any liability if a final site plan is not approved.
- c. Furnishing a bond for restoration of the site if work does not proceed to completion.

**MEMORANDUM**

**TO:** City of Chelsea Planning Commission  
**FROM:** Carl V. Schmult, Jr.  
Professional Community Planner  
**DATE:** March 8, 2016  
**RE:** Healthy Smiles Combined Preliminary and Final Site Plan

I reviewed the above, consisting of 13 sheets, date stamped February 29, 2016, as received by the City and offer the following comments.

1. The following information should be provided.
  - a. Show easement for the OH electric line that crosses the site, sheets SP-3 and L-1.
  - b. Call out protective fencing for trees to be saved, sheet SP-2, 3, and 4.
  
2. The landscaping requirement calculations on sheet L-1 are correct. The plan meets the requirements except as follows.
  - a. The Summary on sheet L-1 notes that 15 trees are required and provided. However, the calculations show 19 trees are required and the plan and plant list show 19 trees. The Summary should be corrected.
  - b. The plant list calls out 19 compact euonymus shrubs; the plan only shows 7.

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**CITY OF CHELSEA - PLANNING, ENGINEERING & ZONING DEPT.**

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**TO:** City of Chelsea Planning Commission  
**FROM:** Christine Linfield, City Engineer  
**SUBJECT:** Healthy Smiles – Combined Preliminary & Final  
**DATE:** 03/11/16  
**CC:**

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After reviewing the thirteen page site plan dated 02/24/16, stamped received 02/29/16, the following comments are listed below.

Two forms of action requested of Planning Commission:

**A. Action needed to review the site plan as a combined preliminary and final.**

The plans are proposed as a combined preliminary and final site plan. The Planning Commission will first need to make a motion agreeing to review the site plan as such.

**B. Action regarding the Combined Preliminary and Final Site Plan**

The Healthy Smiles dental office is proposing to remodel the existing footprint of a legal non-conforming structure located within the Gateway Overlay District which is also zoned C2 General Commercial.

1. This building existed prior to the adoption of the Gateway Overlay District and the Commercial Design Standards. Please review Section 10.10(B) and Section 10.10(C) of the Zoning Ordinance for procedures regarding nonconformities created by the Gateway Overlay District (Section 4.36) and Commercial Design Standards (Section 5.14). Per Section 10.10(B), the Planning Commission may require the applicant bring the building and site into partial or complete compliance with the requirements of both standards. The Planning Commission shall consider each of the standards listed in Section 10.10(B) for determining the extent of compliance and then record the reasoning for the extent of required compliance in the meeting minutes.

2. Include notation on the plans that parcels -011 and -012 will be combined.

3. Include notation that proposed signs will be approved under a separate permit.

4. Include notation that sidewalks and building access shall meet current ADA standards.

5. **Include height of parking lot light poles. Maximum is 20 ft pole on a 2 ft base.**
6. **Since the interim submittal, the width of the parking lot driveway has been increased from 22 to 25 ft and no longer matches the width of the concrete approach that is located in the Old US 12 right of way. Either reduce the width to match, or revise the plans to show a new driveway approach being installed.**