

PLANNING COMMISSION MINUTES
AUGUST 15, 2017
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA MICHIGAN

NAMES OF THOSE PRESENT: Larry Ledebur (Chair), Erik Larsen (Vice Chair), Sarah Haselschwardt (Secretary), Geoffrey Voshel, Steve Parker, Peter Shaw, and Claire Robinson.

MEMBERS ABSENT: George Olsen

MEMBERS VACANT: None

OTHERS PRESENT: Cheri Albertson (City Council Liaison), David Salmon (CEO Ugly Dog Brewery), David Hughes (Vanston/O'Brien, Inc), Anne Nauts (Chelsea Rotary), Paul Schissler (Chamber of Commerce Board VP), Monica Monsma (Chamber of Commerce Executive Director), Andy Koha (Chelsea House Victorian Inn), Lorna Tackwell (Chelsea Rotary President), Tom Tackwell, Bridget Favre, Lisa Carolin (Chelsea Update), Marcia White (City Council), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

CALL TO ORDER

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

APPROVAL OF THE AGENDA

MOVED by Shaw, SECONDED by Haselschwardt, to approve the agenda. All Ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

MOVED by Larsen, SECONDED by Robinson, to approve the meeting minutes for 7/18/17. All Ayes. Motion Carried.

PUBLIC HEARINGS

David Salmon introduced himself and briefly presented why he would like his proposed text amendment to be approved.

David Hughes, Monica Monsma, Andy Cohan, Anne Naught and Paul Schissler all got up and spoke in support of the proposed text amendment.

UNFINISHED BUSINESS

MOVED by Voshel, SECONDED by Shaw, to remove from the table the Combined Preliminary & Final Site Plan for Chelsea Family Dentistry. All Ayes. Motion Carried.

Hughes discussed updated plans for the Chelsea Family Dentistry parking lot. Hughes hired a Landscape Architect to help with the landscaping. Discussion followed by the board members in regards to a 6 ft high black chain link fence behind and a decorative aluminum picket fence by Palmer Auto Service surrounding the landscaping. The decorative aluminum picket fence will provide more screening and less openness with the color matching the chain link fence. The Site Plans can be approved by City staff contingent upon staff clearing up some questions/contingencies on pages 1 & 2 of report.

MOVED by Robinson, SECONDED by Shaw to approve the Combined Preliminary & Final Site Plan for Chelsea Family Dental parking lot contingent upon pages 1 & 2 of the Staff Report list of contingencies (A-J specifically including the move to a non-tilt model light fixture in the parking lot and the reinstating catch basin 1 on south portion of parking lot) as well as the consistency of materials from the trash enclosure which will now include manufactured stone and brick to match the front of the building as well as the consistency of dark aluminum open like product on the south facing fence that divides the property from the Chelsea Palmer lot and staff discretion regarding the trees at the east side of South Street should there only be room in the utilities for one. All Ayes. Motion carried.

NEW BUSINESS

Zoning Ordinance No. 166 Text Amendment Section 4.17

Linfield went over staff reports and the Planning Commission had questions regarding listing the 6,000 square feet cap in the language but decided to leave language as is for Legal Review.

MOVED by Robinson, SECONDED by Voshel, to send to City Council the proposed revised language of Zoning Ordinance No. 166 Section 4.17B Special Uses as presented contingent upon Legal Review. All Ayes. Motion carried.

DISCUSSION-None

PUBLIC PARTICIPATION -- None

ADJOURNMENT

MOVED by Robinson, SECONDED by Haselschwardt, to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 8:05 pm.

Respectfully Submitted,



Karen Gilmer

Assistant Clerk

PLEASE SIGN IN
City of Chelsea
Planning Commission Meeting
Tuesday, August 15, 2017

NAME (Please Print)

ADDRESS

Anne Nantz
Lorna Lackwell
Lora Lackwell

12950 Trinkle Chelsea
17910 Spruce Run Dr. Chelsea
// //

PAUL SCHISSLER

12950 TRINKLE RD. CHELSEA, MI

Monica Monson

594 Highland Rd, Chelsea

FRIDGET FAYRE

6456 S. HAYRAKE CHELSEA MI

LISA CARLIN

CHELSEA V0410

Marcia White

505 Maywood City Council



CITY OF CHELSEA

PLANNING COMMISSION AGENDA
Tuesday, August 15, 2017 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 7/18/17

PUBLIC HEARING

A petition has been filed by **David Salmon**, CEO of Ugly Dog Distillery, 14495 North Territorial Road, Chelsea, MI 48118 to **amend the City of Chelsea Zoning Ordinance No. 166, Section 4.17(B). Central Business District (C-5) Special Uses** to add the following text:

“14. Manufacturing of beverages when combined with accessory uses such as retail sales, tasting room or special event space, provided that the manufacturing operation does not exceed 6,000 square feet and storage of ingredients and finished inventory are housed in the building until the event of use, include sale.”

UNFINISHED BUSINESS

Chelsea Family Dentistry – Combined Preliminary & Final Site Plan

NEW BUSINESS

Zoning Ordinance No. 166 Text Amendment Section 4.17(B.) Special Uses

DISCUSSION

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
JULY 18, 2017
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA MICHIGAN

NAMES OF THOSE PRESENT: Larry Ledebur (Chair), Erik Larsen (Vice Chair), Sarah Haselschwardt (Secretary), George Olsen, Steve Parker, Peter Shaw, and Claire Robinson.

MEMBERS ABSENT: Geoffrey Voshel

MEMBERS VACANT: None

OTHERS PRESENT: Cheri Albertson (City Council Liaison), David Hughes (Vanston/O'Brien, Inc), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

CALL TO ORDER

Chair Ledebur called the meeting to order at 7:01 pm.

APPROVAL OF THE AGENDA

MOTIONED by Olsen, SECONDED by Larsen, to approve the agenda with the addition of placing the Election of Officers under New Business. All Ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

MOVED by Larsen, SECONDED by Olsen, to approve the meeting minutes for 6/27/17. All Ayes. Motion Carried.

PUBLIC HEARINGS – None

UNFINISHED BUSINESS

1. Chelsea Family Dentistry – Combined Preliminary & Final Site Plan

Christine Linfield went over staff report on proposed parking lot. She reported that at the last Planning Commission meeting, one motion was passed to approve reviewing the plan as a Combined Preliminary & Final Site Plan. A second motion was also passed to approve the concept of a parking lot provided that all of the comments from staff reports were addressed. The revised plans were submitted on 7/10/17 and there were several comments from the June staff reports that were not included in the revised plans.

The applicant will need to correct the plans per the items listed in the staff report. In particular:

- Correct the size of the loading zone parking space
- Include enlargement of the south/east property line with Palmer Auto Service to show the before and after conditions
- Any encroachments/removals to adequately convey how the parking lot will blend in with the neighboring properties
- Redesign the southwest landscape bed with a physical barrier
- Submit legal documents from 200 & 218 S. Main Street which grants Chelsea Family Dentistry permission to construct the proposed improvements on the properties
- Consider reducing the width of the 10 ft. wide landscape Islands
- Consider revising landscape species (types & numbers) to fit the site
- Correct the width of the proposed parking spaces
- Conform with the parking lot setbacks along adjacent along adjacent property lines
- Various other items in the staff report

David Hughes handed out a revised 11X17 site plan to show the Planning Commission some of the changes he has made to the plan based on staff comments. The Planning Commission provided feedback and also reached a tentative consensus that they would consider reviewing a revised plan that:

- Conforms with all of the staff reports
- Contains revised material of the trash enclosure to be compatible building materials with surrounding buildings
- Includes narrower landscape Islands
- Modifications to the landscape plan

The Planning Commission would like the plans to be revised and resubmitted for the August meeting. Peter Shaw also wanted to acknowledge that this is a very difficult site to design and that despite the long list of comments from staff, there has been a lot of professional work that has been put into the plans. He wanted to thank the applicant on the amount of effort that has been done to date.

MOVED by Larsen, SECONDED by Shaw, to remove item from table of the Combined Preliminary & Final Site Plan and retable for August 15, 2017. All Ayes. Motion Carried.

NEW BUSINESS

Election of Officers - Motion by Olsen seconded by Robinson to reappoint Ledebur as Chair, Larsen as Second Chair and Haselschwardt as Secretary.

DISCUSSION

Ledebur expressed his thanks to Council Member Albertson for all of her support given to the Planning Commission during the master plan revision process.

Albertson complimented the Planning Commission on all the hard work that they have done revising the master plan.

PUBLIC PARTICIPATION – None

ADJOURNMENT

MOVED by Olsen, SECONDED by Haselschwardt, to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 8:41 pm.

Respectfully Submitted,

Karen Gilmer
Assistant Clerk

Memorandum

To: Chelsea City Planning Commission
From: Christine Linfield
Date: 8/4/17
RE: Chelsea Family Dentistry – Combined Preliminary & Final Site Plan

After reviewing the eight page site plan, staff has the following comments:

Items for the Planning Commission to Discuss:

1. The concrete curb has been removed along the south line of the parking lot and replaced with wheel stops along the narrow landscape bed which is screening the building wall of Palmer Auto Service. Planning Commission should consider allowing the wheel stops because the construction of concrete curb would only further narrow the landscape bed. In order to help increase the size of the landscape bed, the commission should discuss moving the wheel stops 2 ft to the north in order to reduce the parking lengths to 18 ft and allow the vehicle overhang onto a wider landscape bed...and keep the vehicle overhang out of the 5 ft parking setback. This would result in a reduction of pavement for the applicant.
2. The landscape plan has been revised and is shown on sheet C-4. Due to existing site constraints and overhead powerlines, the planning commission has previously discussed reducing the number of street trees in lieu of a better fit of low growth ornamental trees and shrubs. The Planning Commission should review and discuss the new plan.
3. In order to protect the southern landscape bed, there is a 6 ft chain link fence proposed along the south property line with Palmer Auto Service which is noted to have a black vinyl coating. Note the distance the fence is proposed off the property line on the plans.
4. Legal documents still need to be submitted for this project, (one between Maui Properties and South Street Leasing, LLC) and (one between the old post office and South Street Leasing, LLC) that gives South Street Leasing, LLC the legal right to perform construction on the neighboring properties. Typically, these documents are in the form of a temporary construction easement to do the work...and a permanent easement for the improvements to remain on the neighboring properties. The necessary documents signed by both parties must be submitted to the city prior to approving the site plans.

Corrections to the Plans:

- A. A few of the parking spaces have their dimensions measured to the back of curb instead of the face of curb. This results in a 9.5 ft space instead of 10 ft which will need to be corrected.
- B. Include note on the cover sheet that the handicap parking space and all sidewalks will be constructed to current ADA standards.
- C. Include a note that the Department of Public Works will be contacted for a concrete form inspection prior to the pouring of the sidewalks located within the South Street right of way. This is to ensure that the city owned sidewalk will meet ADA standards for public sidewalks. All other private improvements will need to be inspected by the project manager for compliance with ADA requirements.
- D. Denote all finished surfaces on the landscape plan. It appears that the asphalt and concrete areas were noted, but the areas to be grass are not. Include in legend.
- E. Include elevations of the top of the new retaining wall to specify height.
- F. Reinstate the cross hatch pavement markings that have been removed from the handicap parking space access aisle.
- G. CB 1 has been removed which on the previous plan collected the drainage from the south portion of the lot and discharged it to the CULTEC system in an underground 12" pipe. This way drainage was captured by two separate drains dispersed thru the parking lot. Now all the drainage is proposed to sheet flow northward and be captured by a trench drain and catch basins right next to the city sidewalk. There is concern over the entire lot sheet flowing northward during a heavy rain event. Reinstate the CB1 in the south portion of the lot.
- H. Include detail of proposed trench drain.
- I. Revise the light fixture so that they a non-tilt model. (E-conolight E-AL1L314CZ has the ability to be adjusted to different degrees of tilt.)
- J. Revise the parking lot pole light fixture detail so that the lens is completely flush with the housing.



CITY OF CHELSEA

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO THE CITY OF CHELSEA ZONING ORDINANCE

Notice is hereby given that the Chelsea Planning Commission will conduct a public hearing, as the statute in such case provides, for amendment of the Chelsea City Zoning Ordinance (Ordinance No. 166).

The requested change would revise the Zoning Text with the following change:

Amend Section 4.17 Central Business District (C-5), by adding the following text to Section 4.17(B.) Special Uses:

“14. Manufacturing of beverages when combined with accessory uses such as retail sales, tasting room or special event space, provided that the manufacturing operation does not exceed 6,000 square feet and storage of ingredients and finished inventory are housed in the building until the event of use, include sale.”

The aforesaid hearing will be held on **Tuesday, August 15, 2017 at 7:00 pm** at the **City Municipal Building** (Council Chambers) located at **311 S. Main Street, Chelsea, MI**.

The petition, as filed by **David Salmon, CEO of Ugly Dog Distillery, 14495 North Territorial Road, Chelsea, MI 48118**, 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.

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
CHELSEA, MI 48118

CITY OF CHELSEA, WASHTENAW COUNTY, MICHIGAN APPLICATION NO. _____

APPLICATION FOR ZONING ORDINANCE AMENDMENT

PLEASE TYPE OR PRINT (if additional space is needed, use back side)

A MAP CHANGE

- 1 Application is hereby made by: Name (s) _____
Address _____ Telephone _____
- 2 The applicant (s) is/are: () the owner (s) of the property involved () acting on behalf of the owner (s) of the property involved
- 3 Address of property involved: _____
- 4 Name and address of property owner: _____

- 5 Petitioners interest in property: _____

- 6 Legal description & Tax ID# _____

- 7 Zoning Change from _____ to _____

NOTE: ATTACH AN ACCURATE SURVEY DRAWING OF SAID PROPERTY showing existing and proposed building and structures, types thereof and their uses

B TEXT CHANGE

- 1 Application is hereby made by Name (s) UGLY DOG DISTILLERY, LLC
14495 N. TERRITORIAL RD
Address CHELSEA, MI Telephone 502-727-1356
2. Proposed text change including Article and Section No. 14 MANUFACTURING OF BEVERAGES WHEN COMBINED WITH ACCESSORY USES SUCH AS RETAIL SALES, TASTING ROOM OR SPECIAL EVENT SPACE, PROVIDED THAT THE MANUFACTURING OPERATION DOES NOT EXCEED 6,000 SQUARE FEET AND STORAGE OF INGREDIENTS AND FINISHED INVENTORY ARE NUUSED IN THE BUILDING UNTIL THE EVENT OF USE, INCLUDING SALE.

I/we DAVID SALMON do hereby swear that the above information is true and correct to the best of my/our knowledge

Date 07/07/17

Applicant (s)

signature

David Salmon
CEO

signature

Fee Received: \$ 1100⁰⁰

City Clerk

signature

Date Received 07/07/17

Date forwarded to Planning Commission _____

Over

NOTICE OF PUBLIC HEARING WAS PUBLISHED IN THE Chelsea Standard

Planning Commission Month ____ Day ____ Year ____
City Council Month ____ Day ____ Year ____

B. COUNCIL ACTION

The Chelsea City Council having reviewed said application hereby:

adopts Ordinance No _____

denies application. Such action being taken at a _____ meeting of the City Council held on _____

Date: _____

Clerk: _____

PETITION FOR AN AMENDMENT TO TEXT

Section 14.

Proposed text change;

Manufacturing of beverages when combined with accessory uses such as retail sales, tasting room or special event space, provided that the manufacturing operation does not exceed 6,000 square feet and storage of ingredients and finished inventory are housed in the building until the event of use, including sale.

Petitioner;

Ugly Dog Distillery, LLC 14495 N. Territorial Rd., Chelsea MI, 502-727-1356

Reason for the proposed amendment;

To allow Ugly Dog Distillery to relocate its operations into downtown Chelsea. This will allow our craft distillery to expand its tourism operations, including tours, retail sales of merchandise, tasting room, and special event space. It will also allow us to increase its production to accommodate the brands growth and the increase in visitors to the distillery.

Memorandum

To: Chelsea City Planning Commission
From: Christine Linfield
Date: 8/4/17
RE: Proposed Zoning Ordinance Amendments

After reviewing the proposed zoning amendment language, staff has the following comments:

1. In regards to the requested zoning ordinance text amendment, the steps for the Planning Commission to follow is to first hold a public hearing, ask questions of the applicant, discuss the proposed amendment language, make any changes, and then take action to determine if the request should be recommended to City Council for consideration. If the amendment language is recommended to go before City Council, there will also need to be the contingency that it be reviewed by legal counsel.
2. While reviewing the proposed language, the Planning Commission must consider if this use is appropriate for the entire C5 zoning district as a Special Use. Not just the current location being proposed.
3. The amendment is proposed to be added under the Special Uses section. If placed under this section, it would require that anyone looking to operate this use in the downtown district (even the current applicant) must go through the Special Uses permit process with the Planning Commission. This is an extra level of review to determine if each location being considered makes sense for that new use. By going thru the Special Use permit process, it would allow the Planning Commission to approve, approve with conditions or deny individual requests. Having the amended language under the Special Use section allows the Planning Commission to tailor each request in a way that makes sense for each specific site.
4. The Planning Commission should also consider that this request is to amend an existing zoning ordinance that is based on regulating uses first and then the buildings are modified to fit the approved types of uses. As part of the draft master plan process, there has been the desire expressed to rewrite the zoning ordinance into a possible form based code approach. This new ordinance would regulate the form or look of the downtown first and then the uses would match the form. This is being mentioned just to note that this is an amendment to an ordinance that could be completely replaced in 1-2 years' time...so the number of applicants applying for this use might be very small.