

**PLANNING COMMISSION MINUTES  
AUGUST 21, 2018  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN**

**CALL TO ORDER**

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

Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haschelswardt (Secretary), Erik Larsen, Adam Ellison and Peter Shaw.

Absent: Steven Parker, Vincent Elie and Michael Townley

Vacant: None

Others Present: Lisa Carolin (Chelsea Update), Julie Konkle (FarmSudz), Yvonne Stunt, Ron Vollink (Sheridan Books), Tim Welshans (Sheridan Books), Andy Klein (Rand Construction), Neil Ganshorn (Rand Construction), David LeClair (Livingston Engineering), Cheri Albertson (City Council Liaison), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by Larsen, SECONDED by Haschelswardt, to approve the agenda. All Ayes. Motion Carried.

**APPROVAL OF MEETING MINUTES**

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

**PUBLIC HEARING**: An application has been filed by Julie Konkle (104 S Main St #2) for a Special Use Permit to allow manufacturing of natural skincare products at the FarmSudz retail store with the manufacturing operations to be less than 35% of total square foot on the following described parcel of land:

Tax Code: 06-06-12-430-001

Chair Ledebur opened the Public Hearing.

Yvonne Stunt talked in support of Julie Konkle and for a Special Use Permit for FarmSudz.

No other comments.

Chair Ledebur closed the Public Hearing.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**FarmSudz – Special Use Permit**

Linfield went over the staff report and the process for the Planning Commission to review for Special Use Permits.

- FarmSudz is a retail store located beneath Chelsea Print and Graphics and is zoned C-5 (Central Business District).
- FarmSudz would like to allocate 35% of floor space (162 square feet) for assembly of natural skincare products.
- The Planning Commission reviewed Sections 8.06, 8.07 and 8.08 of the Chelsea Zoning Ordinance for a Special Land Use Permit.

MOVED Robinson, SECONDED by Haschelswardt, to approve the Special Use Permit for the FarmSudz business located at 104 S Main St, #2, in the lower level provided that it includes allocation of no more than 35% of the floor space dedicated to manufacturing of natural skin care products which equates to 162 square feet per drawing of the space. All Ayes. Motion Carried.

**Sheridan Books – Amended Final Site Plan - Warehouse & Parking Lot Addition**

Linfield went over the staff report noting that:

- Sheridan Books has submitted an Amended Final Site Plan for the construction of a 25,350 square foot warehouse addition and parking lot expansion.
- Per the Industrial Park Covenants, an Architectural Control Committee meeting was held on 8/9/18 to allow other businesses an opportunity to review the proposed site plan. None of the other business owners attended the meeting.

Linfield noted that she had met with the applicants this afternoon and that there will be some revisions done to the grading plan to take care of some of the concerns that she had. These include:

- Revising the cover sheet and any other sheet title block to specify that this is an Amended Final Site Plan.
- Due to existing grades, relocate the 12 deferred parking spaces elsewhere.
- Label the lengths and widths in the N parking lot and the widths in the S parking lot
- Applicant may want to place protective bollards near one light in the S parking lot that is not in an Island.
- As long as the applicant is aware that slopes are less than the minimum required, the city will allow the proposed drainage swale to be less than the 2% provided due to the existing soil type being Kendallville Loam (well drained soils).

- Place spot elevations on the plans to ensure that the cross-slope of the asphalt walkway does not exceed 2% from the ADA parking spaces to the northeast corner of the new addition.
- Construct the two ADA parking spaces out of concrete and place spot elevation on the plans to ensure that slopes do not exceed 2% in any direction.
- Double check the elevations of the 12" culvert.
- Cleanup the merge points along the southerly drainage swale near the SE and SW corners.
- Meeting with staff in regards to the grading near the SE corner of the drainage island.
- Consider 3 of the proposed trees from the southerly parking lot be relocated along the west side of the proposed addition.
- Consider adjusting the proposed trees around the west half of the south parking lot in order to fill in the gaps around the existing east half of the parking lot.
- A preconstruction meeting is required at least 1-2 weeks prior to construction with the City of Chelsea.

MOVED Ellison, SECONDED by Larsen, to approve the Sheridan Books proposed Amended Final Site Plan at 613 East Industrial Drive to include a 25,350 square foot warehouse addition and parking lot expansion as long as the conditions are met as put forth at tonight's meeting. All Ayes. Motion Carried.

#### **PLANNING COMMISSION REPORTS**

- Peter Shaw reported that there was nothing to report for the ZBA.
- Ledebur reported for the Master Plan Subcommittee that there is another week or two needed for the reformatting to be done for the Planning Commission to look at the Master Plan.
- Linfield reported that the Transportation Work Group met and it was a low attended meeting but that a lot was accomplished. They focused on back to school, education and ways to get links on the City Website for information at SEMCOG. She also reminded everyone that with school starting back up to be mindful of children, bikes, walkers and school buses.
- Ellison reported that the Housing Research Committee has not met since the last report but they were scheduled to meet Wednesday, August 22, 2018, to work on a draft to submit to the City Council by October.
- The Sustainability Advisory Committee – no report (Planning Commission seat is vacant).

Claire Robinson wondered if any of the sub-groups were doing any active monitoring of the local Facebook groups because of a lively discussion recently of the flashing cross walks, the use of

them and the relative lack of enforcement of not stopping for them. Christine Linfield responded to Claire Robinson's comment and encouraged anyone that has any concerns to please let the City know directly what the concerns are by phone call, email or stopping by in person. Without staff actively monitoring Facebook pages, there may be community concerns that arise that the City is not aware of.

**DISCUSSION:** Cheri Albertson reported that the new public event space across the street from the City Hall should be completed in the next couple of weeks barring weather issues. She also questioned Ellison in regards to the document from Housing Research. Ellison responded that it has to do with different types of coding and ways of bringing housing to Chelsea and how it might affect the community and the City.

Linfield reported that Carl Schmolt, who has been the City of Chelsea's Planning Consultant since 1974 has officially retired as of August 20, 2018. Linfield also commented that he was a vast wealth of information and that anytime he spoke, she knew that she would learn something. Carl Schmolt has been our consultant for 44 years and will be greatly missed.

**PUBLIC PARTICIPATION:** None

**ADJOURNMENT:** MOVED Shaw, SECONDED by Robinson to adjourn the meeting. All ayes. Motion Carried.

Meeting adjourned at 8:05 pm.

Respectfully Submitted,



Karen Gilmer  
*Assistant Clerk*

# City of Chelsea

Planning Commission Meeting

Tuesday, August 21, 2018

Please Sign In

Name  
(Print)

Address

Company  
(if applicable)

JULIE KORTJE

13635 Pleasant Ridge

FarmSudz

FYONNE STUNT

409 Washington St.

RON VOLLYK

613 E Industrial Dr

Sheridan Books

TIM WILSON

613 E Industrial Dr.

Sheridan Books

ANDY KEVIN

1270 BUCKFORD

Road Construction

NEIL GANSHAW

1270 RICKET RD, BRIGHTON

RAND CONSTRUCTION

DAVID LeCLAIR

3300 S. Old US-23 Brighton

Luxington Eng

LISA CAROLIN

CHESLEY UPTON

**CITY OF CHELSEA**  
**PLANNING COMMISSION AGENDA**  
Tuesday, August 21, 2018 7:00 p.m.  
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 7/17/18

**PUBLIC HEARING**

- **Farm Sudz - Special Use Permit**

An application has been filed by Julie Konkle (owner) for a Special Use permit to allow manufacturing of natural skincare products at her retail store with the manufacturing operations being less than 35% of total sft on the following described parcel of land: Tax Code: 06-06-12-430-001 with address of (104 S. Main Street, #2).

Open & Close Public Hearing

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

- **Farm Sudz – Special Use Permit**
- **Sheridan Books – Amended Final Site Plan**

Proposed Amended Final Site plan to construct a 25,350 sft warehouse addition and parking lot expansion at 613 E. Industrial Drive.

**PLANNING COMMISSION REPORTS**

- Zoning Board of Appeals
- Master Plan Subcommittee
- Transportation Work Group
- Housing Research Advisory Commission
- Sustainability Advisory Committee (Vacant)

**DISCUSSION**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**



## CITY OF CHELSEA

### **Notice of Public Hearing On Proposed Special Use**

An application has been filed by **Julie Konkle** (104 S. Main Street #2, Chelsea, MI 48118) for a **Special Use Permit** to allow manufacturing of natural skincare products (such as beeswax balms, naturals creams, goat milk soaps, etc) at the **Farm Sudz** retail store with the manufacturing operations to be less than 35% of total sft on the following described parcel of land:

**Tax Code:** 06-06-12-430-001

(104 S. Main #2 is the lower level tenant space with entrance off of the alley)

The application for a Special Use Permit will be considered by the Chelsea Planning Commission on **Tuesday, August 21, 2018 at 7:00 p.m.** Meeting to be held in the City Municipal Building (Council Chambers) 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, Suite 100, Chelsea, MI 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 - PLANNING, ENGINEERING & ZONING DEPT.**

To: City of Chelsea Planning Commission  
From: Christine Linfield  
Subject: Farm Sudz - Special Land Use  
Date: 8/17/18

After reviewing the attached packet, the following comments are listed below.

Comments:

1. Farm Sudz retail store is located beneath Chelsea Print & Graphics and has a main entrance from the pedestrian alleyway. The property is zoned C-5 (Central Business District) which has a provision that applicants can request a special land use permit from the Planning Commission to allow processing activities in combination with retail sales provided the floor space allotted to the processing activity does not exceed 50%.

Farm Sudz is proposing to allocate 35% of their floor space (162 sft) to the assembly of natural skincare products. (Proposed equipment to heat the products is a microwave.)

2. Since the request is for a special land use permit, the Planning Commission will need to review the attached Sections 8.06, 8.07 and 8.08 of the Chelsea Zoning Ordinance to assist with the review process.
3. The Planning Commission can approve the request as is, deny the request or approve the request with conditions.
4. The Planning Commission should also keep in mind that a special land use permit runs with the land. This means that if Farm Sudz relocates in the future, a different product assembly could be permitted in that location provided the new business could meet all the items in the motion. Staff recommends that if the Planning Commission approves the request, that the product type and sft allotted to the processing activities be included in the motion.



**City of Chelsea**  
**Washtenaw County, Michigan**

**Application for Special Use Permit**

Application No 18-3

Please print of type (if additional space is needed, use the back side of form)

1. Application is hereby made by:      Name(s): Julie Konkle  
Address: 104 S. Main # 2, Chelsea  
Phone: 734-593-7030

To obtain a Special Use Permit

2. The applicant (s) is/are: ( ) owner(s) of the property involved.  
(x) Acting on behalf of the owner(s) of the property involved.

3. Address of the property involved: 104 S. Main # 2

Legal Description or Tax Id#: 06-06-12-430-001

4. The property identified above is presently zoned: C5

5. The proposed use(s) and nature(s) of operation is/are: \_\_\_\_\_

manufacturing skincare products including soap; retail, demonstrations  
manufacturing space is less than 50% overall

**Note:** An accurate survey drawing of said property **must** be attached to this application.  
The drawing shall show all existing and proposed buildings and structures, the types thereof, their uses, and the drawing scale.

I/We Julie Konkle do hereby swear that the above information is true and correct to the best of my/our knowledge.

Date: 7-13-2018

Applicant(s) Signature Julie A. Konkle

Fee Received: \$ 500<sup>00</sup>

City Clerk's Signature: Aimee Kause

Date Received: 7/13/18

Action taken by the Planning Commission shall be noted on the reverse side of this form.

**For City Use Only**

**Special Use Permit**

The Chelsea Planning Commission having reviewed the particular circumstances of the proposed use(s) does hereby:

**Grant a Special Use Permit for, and imposes the following conditions:**

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**Refuse a Special Use Permit for the Following reasons:**

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Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman, Chelsea Planning Commission

One (1) Copy each for the Applicant, the City Clerk, the City of Chelsea Planning & Zoning Administrator, the City of Chelsea Planning Commission.

\*\*\*\*\*  
Additional space below for use by the applicant

Chelsea Planning Commission  
Chelsea, MI  
7-13-2018

Re: Application for Special Use Permit – FarmSudz, LLC

Dear Chelsea Planning Commission Members,

I would like to take this opportunity to introduce you to my products and processes as they apply to the use of 104 S. Main, #2, which is the basement level of the building at 102 S. Main. This building is also home to Chelsea Print and Graphics and Dangerous Architects.

Several years ago, the basement level of 102 S. Main was finished as office space, and has largely remained unoccupied until we leased the space for our business, FarmSudz, beginning July 1, 2018. The construction materials of the space include cement, drywall and tile. We installed a sink, otherwise, the property remains unaltered.

About me: I am a registered nurse (BSN, University of Michigan). I retired from U of M after a 35-year career, which included time spent in clinical activities (emergency pediatrics, pediatric hematology and oncology, pediatric pulmonary) and clinical research (drug trials, epidemiologic research). I have always had a keen interest in natural remedies and herbal medicine, which is where FarmSudz comes in.

I've been making FarmSudz products since 2013, and I'm proud to say, the products have made a difference for people and animals with skin conditions. FarmSudz is carried in several area retail establishments, including Vintage Barn Boutique in Chelsea, Dexter Mill, Anna's in Jackson, Pure Albion, and the Plaid Herb in Marshall. We also have an online presence on Etsy. Please feel free to check out our 100% positive Etsy reviews.

#### PROPOSED SPACE UTILIZATION

1. **Manufacturing Product:** We would like to use approximately 35% of the space at 104 S. Main, #2 to make our products, which includes balms made with local beeswax, herbs and oils; creams made with aloe and organic butters and oils; soap (made the old fashioned way) with local goat milk, oils and lye. Some soaps contain herbs and pumpkins grown on our farm, all of which add amazing benefits to the skin.
2. **Retail:** We will sell products out of the space and have several displays in the large open area.
3. **Education:** I would like to utilize the business space for occasional educational demonstrations/classes. Class size would be limited to 10 people.

#### PRODUCTS, EQUIPMENT AND PROCESSES

1. FarmSudz Products currently include: **Soaps** - Goat Milk, Black Soap, Poison ivy soap, Dog shampoo; **Lotions/Creams**; **Balms** - Lip, cuticle and calming salve; **Natural Deodorant**; **Bath Soak**; **Exfoliating Scrub**

2. **Ingredients used:** Food grade lye (sodium hydroxide)<sup>1</sup> for soap (also used in making pretzels), various base oils, fragrance and essential oils; aloe vera, distilled water, butters, beeswax, stearic acid (a solid saturated fatty acid obtained from animal or vegetable fats), citric acid (a crystalline acid present in the juice of lemons and other sour fruits), vegetable glycerin, baking soda, herbs, activated charcoal, natural colorants such as clays, oxides and micas.

3. **Processes:**

**Soap:** A lye solution is made using frozen goat milk or distilled water. This is then combined with various base oils, which react with the lye to form soap (saponification). Because we use frozen liquid in the process, there are no fumes generated from the lye solution.

**Balms/Deodorant:** Oils, butters and beeswax are mixed and heated in the microwave until liquefied. Natural deodorizers are added into the deodorant at this time. The mixture is then poured into containers left to harden.

**Creams/Lotions:** Oils, emulsifiers and butters are combined and melted using a microwave and then combined with a water-based solution. The product is then whipped until emulsified and put into containers.

**Salt Scrub:** Oils and salts are mixed, essential oil is added, then the product is packaged.

This business will be the first of its kind in the area. FarmSudz has a large online following, and we hope to continue to grow. This business will be the first of its kind in Chelsea and the surrounding area. I am confident that FarmSudz will be a positive addition to the city.

I would like to thank you all for considering my application. Please feel free to contact me if there is any more information needed for your decision.

Sincerely,



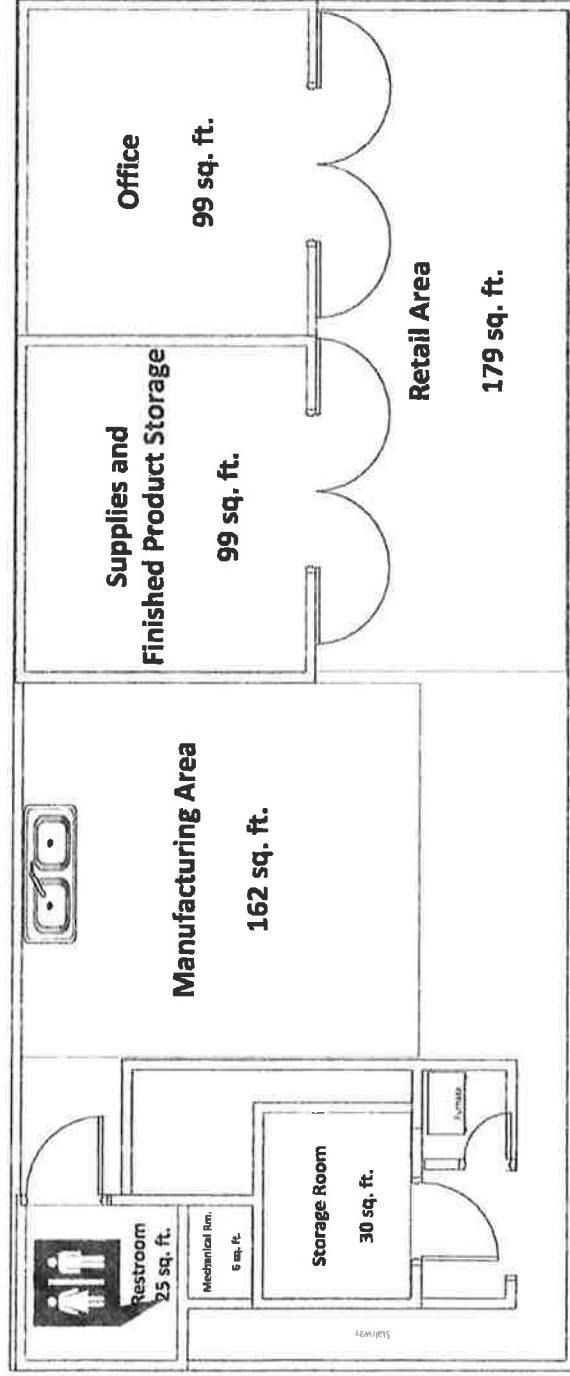
Julie Konkle

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<sup>1</sup> Lye (traditionally obtained by leaching ashes) is a strong alkali which is highly soluble in water producing caustic basic solutions. "Lye" is commonly an alternative name of sodium hydroxide (NaOH) which is commonly used in soap making. Because the lye solution is highly caustic, protective goggles and gloves are worn while handling. For accidental exposure, vinegar is used to neutralize the lye solution. Eye wash equipment will be on the premises as well.

**FarmSudz, LLC**  
**Commercial/Retail Shop Layout**  
**7/12/18**

**Purpose: City of Chelsea,**  
**Application for Special Use Permit**



\*Diagram is actual Scale

## SPECIAL USES

### 8.07 Cont.

### STANDARDS FOR REVIEW

- A. All information required in Section 8.04 has been provided.
- B. The proposed special use shall be compatible with and in accordance with the policies and objectives of the City's Comprehensive Plan.
- C. The proposed special use shall promote the intent and purpose of this Ordinance, shall insure that the use is consistent with the public health, safety, and welfare of the City, and shall comply with all applicable regulations and standards of this Ordinance.
- D. The proposed special use shall be designed, constructed, operated and maintained to be compatible with existing or planned uses of surrounding areas.
- E. The location and design of the proposed special use shall minimize the negative impact on the street system in consideration of items such as vehicle trip generation, types of traffic, access location and design, circulation and parking design, street and bridge capacity, traffic operations at proposed access points, and traffic operations at nearby intersections and access points.
- F. The effects of the proposed special use on the natural environment shall be within acceptable limits in comparison to the effects that would result from uses permitted by right in the district.
- G. The proposed special use shall be adequately served by public facilities and services. The special use shall not create additional public costs for facilities and services.
- H. The proposed special use shall comply with all other applicable ordinances and State and Federal statues and regulations.

### SECTION 8.08 CONDITIONS OF APPROVAL

The Planning Commission may impose reasonable conditions on its approval of a special use permit to ensure that the preceding standards are met. Conditions imposed shall be recorded in the approval action and shall remain unchanged except upon mutual consent of the Planning Commission and landowner. Conditions imposed shall meet all the following requirements.

## **SPECIAL USES**

### **8.08 Cont.**

### **CONDITIONS OF APPROVAL**

- A.** Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well being, of those who will use the special use under consideration, residents and landowners immediately adjacent to the special use, and the community as a whole.
- B.** Be related to the valid exercise of the police power and purposes which are affected by the proposed special use.
- C.** Be necessary to meet the intent and purpose of zoning requirements, be related to the standards in Section 8.07, herein, and be necessary to insure compliance with these standards.

### **SECTION 8.09 ACTION REQUIRED**

The Planning Commission shall, within thirty five days of the public hearing date, approve or deny an application. If the City Planning Commission approves a special use application, a permit shall be issued to the applicant by the Planning and Zoning Administrator. The Planning & Zoning Administrator shall forward a copy of the permit to the applicant. The Planning and Zoning Administrator shall not issue a zoning compliance permit until the special use permit has been approved by the Planning Commission.

### **SECTION 8.10 EFFECT OF APPROVAL**

An approved special use permit shall run with the land, unless the use is specifically determined to be temporary in nature. The approved special use permit shall apply only to the land described in the permit application.

### **SECTION 8.11 SITE PLAN APPROVAL**

Preliminary site plan review may be conducted simultaneously with review of a special use permit application. An approved preliminary site plan shall be a part of the approved special use permit.

### **SECTION 8.12 MAINTENANCE**

The property owner shall maintain the property in accordance with the approved special use permit and site plan on a continuing basis until the property is razed, or until new zoning regulations supersede the regulations upon which approval was based, or until a new use or site plan is approved. A property owner who fails to maintain the property in accordance with the approved special use permit and accompanying site plan shall be deemed to be in violation of this Ordinance, subject to Article 11.

## **SPECIAL USES**

### **8.04 Cont.**

### **DATA, EXHIBITS, INFO**

- D. Legal description, address, and tax parcel number of the property.
- E. A scaled and accurate survey drawing, correlated with the legal description and showing all existing and proposed buildings, and types thereof and their uses.
- F. A detailed description of the proposed use and statement supporting data, exhibits, information and evidence regarding required findings set forth in this Ordinance.
- G. A site plan as provided in Article 9 Site Plan Review herein.
- H. A vicinity sketch showing the surrounding land use and zoning.
- I. Any additional information the Planning Commission finds necessary to make the determinations required herein.

### **SECTION 8.05 PUBLIC HEARING NOTICE**

The Planning Commission shall hold a public hearing on each application for a special use permit. Notice of the public hearing shall be made in accordance with Section 1. of Appendix A.

### **SECTION 8.06 PLANNING COMMISSION ACTION ON SPECIAL USE PERMIT.**

The Planning Commission shall review the special use application in consideration of all information received and compliance with the standards of Section 8.07 and other applicable standards of this Ordinance. The Planning Commission shall approve, approve with conditions or deny the application by resolution. The resolution shall contain the Planning Commission's findings on the following standards. If conditions are imposed, plans or other information illustrating compliance with the conditions shall be submitted and approved by the Planning and Zoning Administrator prior to the issuance of a zoning compliance permit.

### **SECTION 8.07 STANDARDS FOR REVIEW**

The Planning Commission shall make findings with respect to the following standards in making a determination on a special use application. The planning Commission shall approve a special use permit if all the following standards are met.



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**CITY OF CHELSEA - ENGINEERING DEPT.**

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**To:** City of Chelsea Planning Commission  
**From:** Christine Linfield  
**Subject:** Sheridan Books Amended Final Site Plan – Warehouse & Parking Lot Addition  
**Date:** 08/17/18  
**cc:**

Sheridan Books has submitted an Amended Final Site Plan for the construction of a 25,350 sft warehouse addition and parking lot expansion.

After reviewing the ten-page site plan dated 7/2/2018, the following comments are listed below:

1. Per the Industrial Park Covenants, an Architectural Control Committee meeting was held on 8/9/2018 to allow the other businesses an opportunity to review the proposed site plan. Other than the applicant and City of Chelsea representatives, none of the other business owners attended the meeting. (See attached minutes.)
2. Revise the cover sheet and all applicable sheet title blocks to specify that this is an Amended Final Site Plan.
3. Due to existing grades, relocate the 12 deferred parking spaces elsewhere on the site.
4. Label the typical parking space lengths and widths in the north parking lot and widths in the south parking lot.
5. There is one light in the south parking lot that is not in an island. Due to the maximum height of a 20 ft pole on a maximum 2 ft concrete base, the applicant may wish to place protective bollards near this light.
6. 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.
7. There is a crosshatched path across the asphalt parking lot from the ADA parking spaces to the northeast corner of the new addition. Place spot elevations on the plans to ensure that the cross-slope of the asphalt walkway does not exceed 2%.

8. To ensure compliance for the two ADA parking spaces, construct those spaces out of concrete and place spot elevations on the plans to ensure that slopes do not exceed 2% in any direction.
9. Double-check the elevations of the 12" culvert (R20-R21) to ensure there is enough cover over the pipe in the area of the concrete sidewalk. (Revise grading if needed.)
10. Cleanup the merge points of the existing and proposed contours along southerly drainage swale near the SE and SW corners of the site.
11. Grading is very challenging near the NW corner of the new addition due to the proposed finished floor elevation, existing parking lot elevations, and the depth of the drainage ditch along W. Industrial Drive. Staff would like to meet with the applicant to investigate the feasibility of reducing the pavement cross-slopes near the SE corner of the drainage island and also review the feasibility of revising the depth of the drainage island that is close to the back of curb at a turning radius.
12. The landscaping plan notes that 45 trees are required and that 51 are proposed to be planted. It is recommended that 3 of the proposed trees from the southerly parking lot area be relocated along the west side of the proposed addition to softening the western elevation.
13. It is recommended that the remaining proposed trees around the west half of the south parking lot be adjusted to fill in the gaps around the existing east half of the parking lot. This way the combined lot will have a more uniform landscaping look and the trees can have a little more spacing.
14. The plan proposes to install a 6-inch fire suppression line into the NW corner of the new building addition. Unfortunately, due to recent reconstruction of W. Industrial Drive the new fire suppression line will need to be bored under the city street. Please revise the drawings as needed to show both sides of W. Industrial at the bore pit location. It should be noted that this concern was discussed at the Architectural control Committee meeting and city staff would like to personally thank Sheridan Books for offering to bore the new service line. Thank you.
15. Lastly, please place a note on the plans that a preconstruction meeting is required to be scheduled with the city at least 1-2 weeks prior to construction.



## CITY OF CHELSEA

### Architectural Control Committee Meeting Minutes August 9, 2018 (9:00 am)

**Present:** Ron Vollink (Sheridan Books), Tim Welshans (Sheridan Books), Andy Klein (Rand Construction), Neil Ganshorn (Rand Construction), Melissa Johnson (City of Chelsea Mayor) and 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 25,350 sft building addition and south parking lot addition.

Rand Construction 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. The only item received by the City of Chelsea was an email from Jeff Hardcastle (Hardwood Solutions) who was in support of the project.

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

Meeting adjourned at 9:17 am.

Respectively Submitted,

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

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