

**PLANNING COMMISSION MINUTES**  
**JULY 17, 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), Erik Larsen (Vice Chair), Sarah Haschelswardt, Vincent Elie, Claire Robinson, and Michael Townley.

Peter Shaw arrived at 7:03 pm.

Absent: Adam Ellison, Steven Parker

Vacant: None

Others Present: Lisa Allmendinger (Chelsea Update), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

Chair Ledebur welcomed new Planning Commission member Vincent Elie.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MEETING MINUTES**

MOVED by Larsen, SECONDED by Robinson, to approve the meeting minutes for 4/17/18. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**Chelsea Fairgrounds – Amended Final Site Plan**

Linfield went over the staff report noting that:

- Chelsea Fairgrounds would like to construct a new 60' X 120' pole barn with a covered 12' X 120' covered porch.
- The property is zoned PED (Planned Events District) with approximately 50 acres.

- The total lot coverage of the Fairgrounds would be 3.7% with the new building while the maximum lot coverage in the PED district is 10%.
- The only utilities proposed would be electricity. Per Section 9.02 (I) of the zoning ordinance, new structures proposed within the Planned Events District are subject to site plan review.
- Per Section 9.06 of the zoning ordinance, to amend a final site plan the Planning Commission must first determine if the requested change is “major” or “minor” in nature.

Linfield also made the additional comments that she would like to see:

- Set the floor elevation to ensure positive drainage away from the building
- If exterior lighting is proposed, make sure that they conform to lighting standards
- Allow flexibility in exterior material color selection and be compatible with other buildings
- Allow flexibility in orientation of the building

MOVED Haschelswardt, SECONDED by Shaw, to consider the Amended Final Site Plan submitted by Chelsea Fair Association as minor in nature and the information provided is sufficient for public record. All Ayes. Motion Carried.

MOVED Robinson, SECONDED by Shaw, to approve the Amended Final Site Plan with its minor in nature changes submitted by the Chelsea Fair Grounds for a pole barn contingent upon staff comments including providing finished floor elevation for drainage, showing any exterior lighting to ensure it meets proposed lighting standards and the flexibility to change orientation of the building, flexibility in exterior color and to ADA compliance entrance and exit of the building. All Ayes. Motion Carried.

### **Election of Officers – Chair, Vice Chair and Secretary**

Haschelswardt nominated Larry Ledebur for Chairman and Claire Robinson for Vice Chair. Robinson nominated Sarah Haschelwardt for Secretary.

MOVED Vice Chair Larsen, SECONDED by Townley, for Larry Ledebur as Chair, Claire Robinson as Vice Chair and Sarah Haschelswardt as Secretary. All Ayes. Motion Carried.

### **PLANNING COMMISSION REPORTS**

- Peter Shaw reported that there was nothing to report for the ZBA
- Ledebur gave a brief review of how the Master Plan Subcommittee was formed. Peter Shaw reported that the Master Plan Subcommittee has worked through the 10 points that the City Council brought forward and that they have been addressed and are waiting on the final draft. Ledebur reported that some of the changes are substantial improvements.
- Linfield reported that the Transportation Work Group met in June and the meeting was very productive with talks about non-motorized trails. A representative was present from Norfolk

Homes who is building Westchester Farms just west of our city limits. They discussed ways to connect Westchester Farms and our residents on the west side of town to the new trail going in north along M-52 as well as the trail on the East side of town that is going up towards Dexter.

- Elie reported that the Housing Research Committee met on July 13, 2018 and there was a presentation about different ways to approach zoning and how to help fill in the middle of the housing mix.
- The Sustainability Advisory Committee has no Planning Commission members.

**DISCUSSION:** Cheri Albertson wondered if on the Amended Final Site Plan if we could identify for the community what the new building is going to be used for. Linfield identified that when the fair is not going on that it will be used for storage like the other buildings. During fair week, it will be set up with vendors and displays.

**PUBLIC PARTICIPATION:** Lisa Allmendinger questioned if the City will be doing any research into Tiny Houses and if there is any zoning for it. Linfield responded that the City does allow houses as small as 26' X 26' provided you are not in a Homeowners Association. But the houses all must be fixed on a slab or with a basement and not portable.

#### **ADJOURNMENT**

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

Meeting adjourned at 7:38 pm.

Respectfully Submitted,



Karen Gilmer  
*Assistant Clerk*

**CITY OF CHELSEA**  
**PLANNING COMMISSION AGENDA**  
Tuesday, July 17, 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 4/17/18

**PUBLIC HEARING** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

- **Chelsea Fairgrounds – Amended Final Site Plan**

An application has been filed by Chelsea Fairgrounds for an amended final site plan to construct a (60 ft x 120 ft) pole barn with (12 ft x 120 ft) covered porch on tax code # 06-06-13-275-025 located southeast of the main arena at 20501 W. Old US 12

- **Election of Officers (Chair, Vice Chair and Secretary)**

**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**

**PLANNING COMMISSION MINUTES**  
**APRIL 17, 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), Erik Larsen (Vice Chair), Steve Parker, George Olsen, Claire Robinson, Adam Ellison, and Michael Townley.

Peter Shaw arrived at 7:03 pm.

Absent: Sarah Haschelswardt

Vacant: None

Others Present: Joe Weiss (Heritage Pointe Phase IIB), Josh Kuck (Main Street Church), Lisa Carolin (Chelsea Update), Gary Adams, Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MEETING MINUTES**

MOVED by Townley, SECONDED by Olsen, to approve the meeting minutes for 3/20/18. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** None

**UNFINISHED BUSINESS:**

**Gestamp Amended Landscape Plan Update**

MOVED by Robinson, SECONDED by Larsen, to take the Gestamp Landscape Plan off of the table. All Ayes. Motion Carried.

Christopher Jurkoshek showed updated plans on the landscaping plan for Gestamp with more trees proposed in the area north of the berm.

MOVED by Ellison, SECONDED by Olsen, to approve Gestamp's Amended Landscape Plan. All Ayes. Motion Carried.

Draft Planning Commission Minutes  
April 17, 2018

## **NEW BUSINESS**

### **Heritage Pointe Phase IIB – Final Site Plan Extension**

Larsen let the Planning Commission members know that he is a homeowner and Board Member at Heritage Pointe and he wanted to make sure all of the other Planning Commission members were comfortable with him participating in the discussion. All Planning Commission members were comfortable.

Linfield went over the staff report noting that this is an annual extension request from Steve Tracy. She noted that the plans still meet all current City of Chelsea standards and that the new expiration date will be May 20, 2019.

MOVED Robinson, SECONDED by Larsen, to extend the Heritage Pointe Phase IIB final site plan for another one year, with an expiration date of May 20, 2019. All Ayes. Motion Carried.

### **Main Street Church – Special Use Permit**

Linfield went over the staff report noting the following:

- The C-6 text amendment to allow churches and other buildings for religious worship was approved by the City Council on 3/19/18 and went into effect on 4/17/18.
- The Planning Commission will need to review Sections 8.06, 8.07 & 8.08 of the Chelsea Zoning Ordinance.
- The Planning Commission should be ready to ask questions regarding all aspects of the church use to make sure that what is being proposed will work within the Clocktower complex.
- A special use permit runs with the land and if the Main Street Church relocated in the future, a different church can operate under the same permit as long as the use has not been discontinued for more than a year.

Discussion followed with Josh Kuck answering any questions.

MOVED Robinson, SECONDED by Shaw, to approve the special land use permit for Main Street Church with two (2) conditions – one being that the stacking of vehicles for a special event such as a funeral happens within the property's parking lot and not on M-52 so as to obstruct the flow of traffic or emergency vehicle access, and that all other applicable ordinances related to noise as already laid out by the City are followed; citing specifically Section 8.07 -Standards for Review, Item #H, which reads "The proposed special use shall comply with all other applicable ordinances and State and Federal statutes and regulations", including our local noise ordinance. All Ayes. Motion Carried.

## **PLANNING COMMISSION REPORTS**

- Peter Shaw gave a brief report of the last Zoning Board of Appeals meeting.
- Ledebur gave a brief review of how the Master Plan Subcommittee was formed. Peter Shaw reported that the Master Plan Subcommittee has made good progress in working through a

good number of the 10 items that the City Council has put forward to review with the largest being the Implementation Matrix.

- Linfield reported that the Transportation Work Group has no update to report.
- Ellison reported that the Housing Research Committee met on April 10, 2018 for the first initial introduction meeting and that they have identified a Chairperson and a Committee Secretary. They are working on data gathering and fact finding right now.
- The Sustainability Advisory Committee has no Planning Commission members.

**DISCUSSION:** None

**PUBLIC PARTICIPATION:** None

**ADJOURNMENT**

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

Meeting adjourned at 8:06 pm.

Respectfully Submitted,

Karen Gilmer  
*Assistant Clerk*



## CITY OF CHELSEA

### NOTICE OF AMENDED FINAL SITE PLAN REVIEW

An application has been filed by Chelsea Community Fair Association for an **Amended Final Site Plan to construct a (60 ft x 120 ft) pole barn with a (12 ft x 120 ft) covered porch** located southeast of the main arena on the following described parcel of land:

**TAX CODE: # 06-06-13-275-025**  
**20501 W. Old US 12, Chelsea, MI 48118.**

The application for Amended Final Site Plan Approval will be considered by the Chelsea Planning Commission on **Tuesday, July 17, 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. STE. 100, Chelsea, Michigan 48118.

Persons requiring reasonable accommodations to disabilities in order that the hearing be accessible to them, are requested to notify the Chelsea Planning Commission Chairman no later than five (5) business days prior to the date of the hearing of such disability.

**CHELSEA CITY PLANNING COMMISSION**  
**Larry Ledebur, Chair**





# CITY OF CHELSEA

## SITE PLAN APPLICATION FORM

### Instructions to Applicant:

Please complete the information below and submit this application with the applicable fees, completed checklist and 10 copies of the folded plans and a (.PDF) file of the plans.

PROJECT NAME: CHELSEA FAIR GROUNDS

DEVELOPER/OWNER: CHELSEA COMMUNITY FAIR GROUNDS

ADDRESS: 20501 OLD US HWY 12 CHELSEA MI 48118

PHONE NUMBER: 734 475-1270  
734 323-7085

EMAIL: CHELSEAFAIR@GMAIL.COM

ENGINEER: \_\_\_\_\_ COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

LOCATION OF PROJECT: Lot Number \_\_\_\_\_ Street Address 20501 OLD US HWY 12

TAX IDENTIFICATION NUMBER: \_\_\_\_\_

CURRENT ZONING: PEA ACREAGE: \_\_\_\_\_

Applicant's legal interest in the property: OWNER

APPLICATION FEES – See Fee Schedule

TOTAL FEES COLLECTED: \$1,000.00

PLANNING & ZONING DEPT.: PLANNING DEPT DATE: MAY 31<sup>ST</sup> 2018

Applicants submitting combined preliminary and final applications do so at their own risk, as the decision to approve both simultaneously rests with the Planning Commission.

AUTHORIZED AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Chelsea Fair Grounds

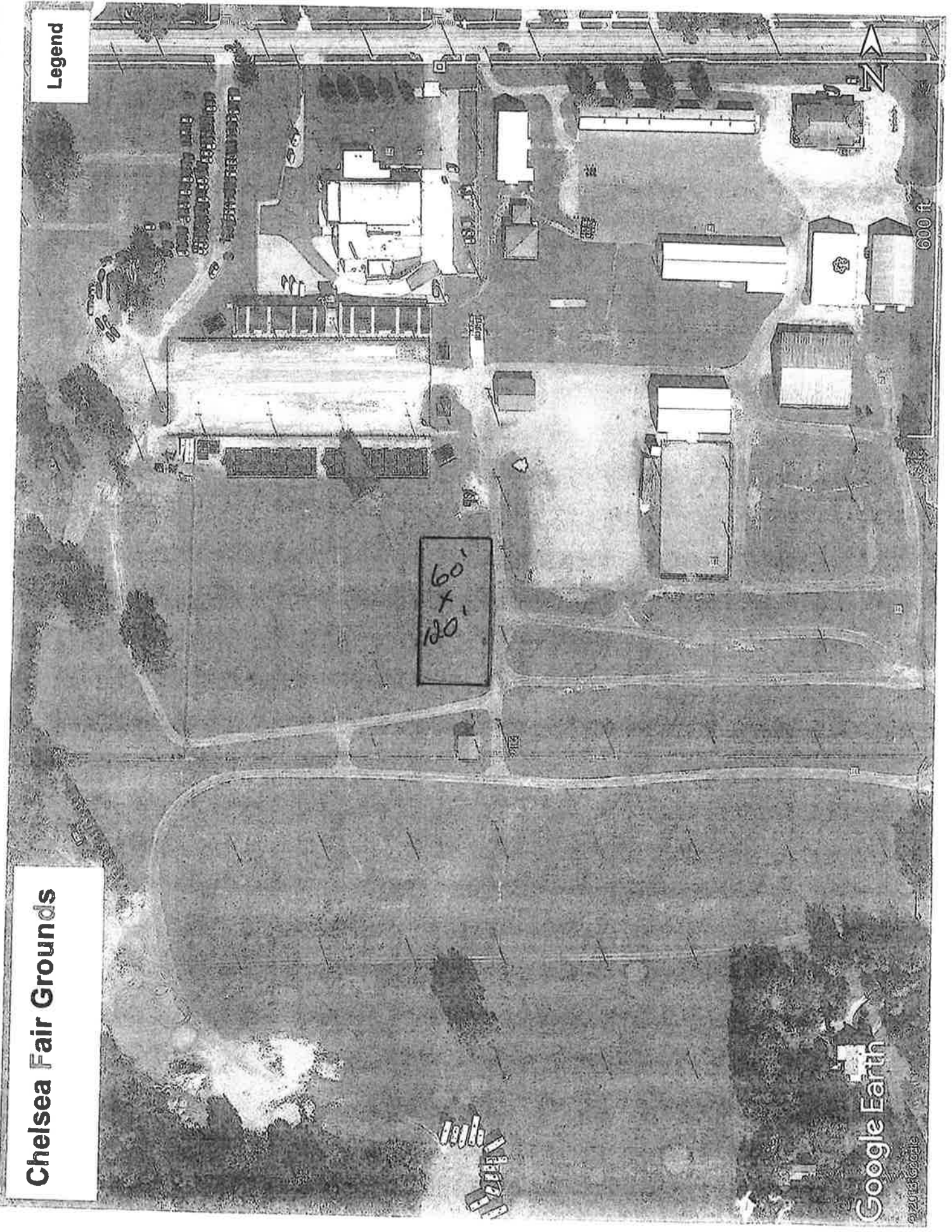
## Legend

60' x 120'

600 ft

Google Earth

© 2016 Google



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

To: City of Chelsea Planning Commission  
From: Christine Linfield  
Subject: Chelsea Fairgrounds – Amended Final Site Plan  
Date: 7/13/18

The Chelsea Community Fair Associations has filed an application for an amended final site plan to construct a new (120 ft x 60 ft) pole barn with a (120 ft x 12 ft) covered porch to be located southeast of the main arena. The pole barn is proposed to have a concrete floor with an open floor plan. The only utilities to be extended to the building is electric (no water or sanitary sewer is proposed).

The Chelsea Community Fair is owned and operated completely by volunteers. It is anticipated that the construction of the building will be done by volunteers to keep the costs to a minimum. In regards to building materials, the exterior walls will be metal and the roof will be asphalt shingles. The colors have not been determined yet for the building. Depending on the cost of materials (or possible upcoming sales/donation of available materials), the metal siding could be green or red with either a brown or gray roof. (Since the building is not located in a commercial district, the commercial design standards would not apply in this case.)

The property is zoned PED (Planned Events District) and consists of four parcels with a total acreage of roughly 50.05 acres. The proposed building is located outside the required yard setbacks and if the building is approved...the total lot coverage of the fairgrounds would be 3.7%. (The maximum lot coverage in the PED district is 10%).

Per Section 9.02 (I.) of the zoning ordinance, new structures proposed within the Planned Events District are subject to site plan review.

Per Section 9.06 of the zoning ordinance, to amend a final site plan the Planning Commission must first determine if the requested change is “major” or “minor” in nature.

After viewing the information submitted, staff is requesting that the Planning Commission consider this as a “minor” request and that the submitted information is sufficient for public record.

Staff Comments:

1. Set the finish floor elevation to ensure positive drainage away from the building.

2. If exterior lighting is proposed, submitted details to staff to determine conformance with the lighting standards.
3. Allow flexibility in exterior material color selection, by noting that the colors selected should be compatible with the existing buildings.
4. Allow flexibility in the orientation of the building. If during the layout of the building, the fair board determines that an east/west orientation is preferable to a north/south orientation...then they have the ability to make that change if so desired.

Recommended Steps:

The Planning Commission will need to first make a motion to determine if the proposed change is “major” or “minor” in nature. If the proposed change is considered “minor” then also include language in the motion that the information submitted is sufficient for public record.

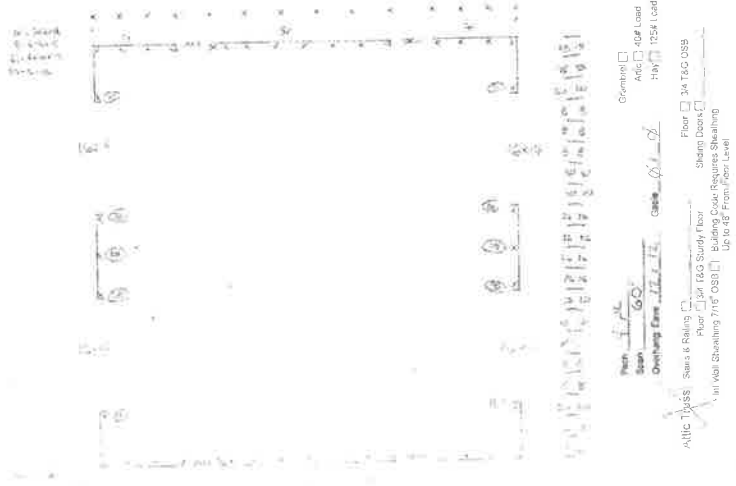
The Planning Commission will then need to make a motion to take action on the proposed amended final site plan.



Cheskoa Lumber - 1.800.875.9126 or 734.475.9126

Customer Name: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_



# CHELSEA FAIR GROUND

