

**PLANNING COMMISSION MINUTES**  
**MARCH 19, 2019**  
**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**311 S. MAIN STREET, CHELSEA, MI**

**CALL TO ORDER**

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

Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Erik Larsen, Vincent Elie, Adam Ellison, Steven Parker and Peter Shaw.

Absent: Sarah Haselschwardt (Secretary) and Michael Townley.

Vacant: None

Others Present: Cheri Albertson (City Council Liaison), Christine Linfield (City Staff), Claire Baushke (Chelsea Children's Co-op Preschool), Lena Carrara (Chelsea Children's Co-op Preschool), Gillian Jackson (Chelsea Children's Co-op Preschool), and Joe Weiss (Heritage Point).

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MEETING MINUTES**

MOVED by Elie, SECONDED by Larsen, to approve the regular meeting minutes from 2/20/19. All Ayes. Motion Carried.

**PUBLIC HEARING**

Chair Ledebur introduced, Claire Baushke and The Chelsea Cooperative Preschool petition for a Special Use Permit to operate a cooperative preschool out of St. Paul United Church of Christ located on the following described parcel of land: tax code #(06-06-13-100-003) with the address of 14600 E. Old US 12. The public hearing was and then promptly closed due to no comments from the public.

Chair Ledebur noted that a letter had been received from Amy Heydlauff of 5 Healthy Towns. Linfield read the letter fully supporting the logical use of existing space to help meet the needs of an organization focused on healthy growth and development of the next generation.

**UNFINISHED BUSINESS:** None

## **NEW BUSINESS**

### 1. Heritage Pointe Phase IIB – Final Site Plan Extension Request

Chair Ledebur noted this extension is done annually.

Joe Weiss representing Heritage Pointe reported no new developments from the previous year.

MOVED by Robinson, SECONDED by Shaw for another (1) year extension of Heritage Pointe Phase IIB. All Ayes. Motion carried.

### 2. Chelsea Cooperative Preschool – Special Use Permit

Christine Linfield reported that special land use requests can be made to operate a child care center in RS-2 zoned districts subject to the conditions in Section 5.11. The preschool is listed as an alternate name for a child care center. It was noted that the approval for this permit should be contingent on the conditions listed in Section 5.11 of the zoning ordinance for child care centers.

Linfield noted that the process includes the review of Special Uses section 8.06, 8.07, and 8.08. It was noted that all commissioners have reviewed the sections, in particular section 8.07 which outlines the standards for review.

The report also included the history of the space. Chelsea Community Hospital once operated a child care center at this location back when the church was zoned as a PUD. The church was later rezoned to RS-2 Residential Property in 2011 and the child care center ceased operations in 2012.

Per the Planning Commission bylaws, an affirmative vote of at least six (6) members is necessary for special use permit applications.

Claire Baushke, Director of Chelsea Children's Cooperative Preschool reported that the preschool has been in business since 1972 and has maintained a non-profit status since 1975. Currently, there are (5) staff members and (10) executive board members. Current enrollment includes (4)5 families.

Vice Chair, Claire Robinson reviewed the conditions of Section 5.11 with the committee. Linfield noted that the applicant outlined section 5.11 in the application and how the preschool met the listed guidelines.

MOVED by Robinson, SECONDED by Parker to approve the preschool contingent on Section 5.11 per staff recommendation. All Ayes. Motion Carried.

## **PLANNING COMMISSION REPORTS**

- Zoning Board of Appeals – Shaw had no new report at this time.
- Master Plan Subcommittee – Shaw reported the hot links in the masterplan need to be updated as well as a few items on the maps. Final version will be out soon. The focus is on cleaning up the language and ensuring clear intent for the public. First work session is

slated for May.

- Transportation Work Group – Linfield reported that the city is part of the Chelsea Small Urban Area and can qualify for federal funding. The Road Commission and WAVE already have projects budgeted for the 2019 fiscal year. Final estimates revealed that there was money left over for pedestrian safety projects. The city will be concentrating on non-motorized safety improvements which include:
  - Wilkinson Street – 3 pedestrian refuge islands
  - N. Freer – infill of sidewalk along the east side of Freer (350 ft.) to connect border to border trail to the hospital.

Linfield noted that federal funds can only be used on federal aid streets which include – Wilkinson, Freer, E/W Middle, McKinley (1 block over the railroad tracks) and Sibley Road.

Projects will be out to bid Oct/Nov with construction beginning next year.

- Sustainability Advisory Committee – currently vacant.

Robinson noted that the Housing Commission was not listed. Shaw reported that the committee has not met since November and the term expires at the end of May.

### **DISCUSSION**

Proposed PUD Text Amendment Recommendation – Linfield reported that the recommendation was to increase the lot coverage to 35% in single family residential planning and development. City Council has charged the Planning Commission with revising the language to include the increase as a negotiated item. The Planning Commission will brainstorm items at the next work session in April.

Chair Ledebur reported that the work session packet will be sent out one week earlier. Please come with ideas.

**PUBLIC PARTICIPATION** – None

### **ADJOURNMENT**

MOVED by Elie, SECONDED by Shaw, to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:31 pm.

Respectfully Submitted,



Rachel Kapolka

Assistant Clerk

**CITY OF CHELSEA**  
**PLANNING COMMISSION AGENDA**  
Tuesday, March 19, 2019 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 February 20, 2019

**PUBLIC HEARING**

- **Chelsea Cooperative Preschool – Special Use Permit**

An application has been filed by Claire Baushke (Chelsea Children’s Cooperative Preschool) to operate at St. Paul United Church of Christ located on the following described parcel of land:  
Tax Code: (06-06-13-100-003) with address 14600 E. Old US 12.

Open Public Hearing  
Close Public Hearing

**UNFINISHED BUSINESS** - None

**NEW BUSINESS**

- **Heritage Pointe Phase IIB – Final Site Plan Extension Request**
- **Chelsea Cooperative Preschool – Special Use Permit**

**PLANNING COMMISSION REPORTS**

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

**DISCUSSION**

- **Update – Proposed PUD Text Amendment Recommendation**

**PUBLIC PARTICIPATION**

**ADJOURNMENT**

**PLANNING COMMISSION MINUTES  
FEBRUARY 20, 2019  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA MICHIGAN**

**CALL TO ORDER**

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

Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haselschwardt (Secretary), Erik Larsen, Vincent Elie (arrived 7:02 pm), Michael Townley, Steven Parker and Peter Shaw.

Absent: Adam Ellison

Vacant: None

Others Present: Daniel Johnson (IN-SITE LLC), Cheri Albertson (City Council Liaison) and Christine Linfield (City Staff).

Prior to Approval of the Agenda, Chair Ledebur wanted to thank Karen Gilmer for the good work that she had done assisting the Planning Commission and taking minutes for the board. Linfield reported that Karen Gilmer has left the part-time city position to accept a full-time position at another municipality. The commission recognized her contributions and thanked her for everything she had done for the city.

**APPROVAL OF THE AGENDA**

MOVED by Haselschwart, SECONDED by Elie, to approve the agenda. All Ayes. Motion Carried.

**APPROVAL OF MEETING MINUTES**

MOVED by Elie, SECONDED by Townley, to approve the regular meeting minutes from 12/18/18. All Ayes. Motion Carried.

MOVED by Robinson, SECONDED by Elie, to approve the work session minutes from 01/15/19. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** None

**UNFINISHED BUSINESS:**

**Planned Unit Development (PUD) Ordinance Text Amendment**

An application has been filed by Daniel Johnson (IN-SITE LLC) to amend Section 4.32 (D.)(2.) Density Regulations of the zoning ordinance to add the following text:

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“Where a PUD district is exclusively used for single family residential purposes (not mixed use); the maximum lot coverage (LC) shall not exceed (35) percent as also required in the Single-Family Residential Districts RS-1 and RS-2.”

Linfield reported that this item was tabled at the 12/18/18 meeting and the first item of business would be to entertain a motion to remove the item from the table. The next step would be to review past materials from the 12/18/18 regular voting meeting and the 01/15/19 work session packets. She also reported that prior to the Planning Commission making a recommendation to city council the zoning ordinance requires that the board consider the review standards located in Section 13.07 (A-F) of the zoning ordinance.

MOVED by Elie, SECONDED by Larsen that the text amendment be removed from the table. All Ayes. Motion Carried.

Chair Ledebur took a few minutes to summarize the work session discussions for those Planning Commission members that were not able to attend. He said that the discussions defined the highest and best use of a property by a developer (which is to achieve the highest rate of return) and the board's mission to define and consider the highest and best use of a property for the community. The work session discussed determining the highest and best use for the community by reviewing such items as; low and moderate income housing opportunities, providing different housing types, open space opportunities and how the requested 35% lot coverage is consistent with other residential zoning districts that already have the 35% maximum lot coverage. Chair Ledebur also mentioned that the open space on private lots would still be protected by the additional language in the ordinance that requires the maximum floor area ratio (FAR) of 0.35 separate from the lot coverage requirements.

Haselschwart also mentioned that the board talked about how the proposed master plan encourages developments to reflect the character of old Chelsea which has larger houses, grid street networks and higher lot coverages in the core district. At the work session, the Planning Commission mentioned that this request is consistent with the proposed master plan goals in that regard.

Larsen shared with the commission that he currently lives within a PUD housing development with a maximum lot coverage of 20%. By using his community as an example, he said that he is concerned that by increasing the lot coverage would dramatically change the housing development character and take away from the open space there. He noted that after taking yard setbacks, infrastructure easements and rear yard decks into consideration it would restrict space for future open space opportunities. He said that after you factor in the increased lot coverage there would be less room for swing sets, play equipment, landscaping and play areas for kids. This reduction he felt would reduce the open feel of the development. He said this gave him a different feel about the request.

Discussion included clarification that the 35% would be a maximum lot coverage but there is the opportunity that all the houses will not be built to the maximum lot coverage. It was mentioned at

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at the work session that the single-story homes would be closer to the maximum lot coverage but that the two-story homes would have a smaller lot coverage footprint due to still having to meet the maximum floor area ratio of the PUD district. It was also mentioned that at the work session there was a discussion regarding how this request would impact the environment section of the draft master plan and that the board determined that this request would not have a measurable negative effect on the environment.

Haselschwardt requested that the proposed text amendment language be modified to remove the last part of the sentence that states... "as also required in the Single-Family Residential Districts RS-1 and RS-2." She stated that this wording did not sound like ordinance language to her and that it should be removed. (Staff reported to the Planning Commission that they were in support of the recommended change.)

The Planning Commission then reviewed Section 13.07 of the Zoning Ordinance which outlines review standards to consider as part of their recommendation to City Council. The commission reviewed the modified text amendment language and did not have any additional concerns to note.

MOVED by Haselschwardt, SECONDED by Robinson, to recommend that City Council approve the zoning ordinance text amendment for Planned Unit Development, Section 4.32 (D.)(2.) to add the following text to read as follows... "Where a PUD district is exclusively used for single family residential purposes (not mixed use) the maximum lot coverage (LC) shall not exceed (35) percent." Ayes (7), Nays (1). Motion Carried.

## **NEW BUSINESS**

### **2018 Summary of Planning and Zoning Activities**

Staff presented the 2018 Summary of Planning and Zoning Activities that was reviewed by the Planning Commission at the 01/15/19 work session. Linfield thanked Karon Gilmer for creating the report and congratulated her on a job well done.

MOVED by Elie, SECONDED by Larsen, that the Planning Commission accept the 2018 Summary of Planning and Zoning Activities and forward it on to City Council. All Ayes. Motion Carried.

### **PLANNING COMMISSION REPORTS:**

- Zoning Board of Appeals – Peter Shaw noted that there have been no ZBA meetings recently which is a good thing because it means that the zoning ordinance is working well.
- Master Plan Subcommittee – Chair Ledebur reported that there are some minor changes to be finalized before the draft plan will go back before the Planning Commission for review.

- Transportation Work Group – Christine Linfield did not have a report to present.
- Sustainability Advisory Commission – Vacant

**DISCUSSION:**

Linfield informed the Planning Commission that there will be a voting meeting held on March 19, 2019 to review a Special Land Use permit application for a co-operative preschool at St. Paul Church.

Albertson congratulated Randall Lee (RK Studios) regarding his business receiving the Small Business Award from the Chamber of Commerce. Planning Commission congratulated him as well.

**PUBLIC PARTICIPATION:** None

**ADJOURNMENT**

MOVED by Elie, SECONDED by Townley, to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:35 pm.

Respectfully Submitted,

Christine Linfield

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





## CITY OF CHELSEA

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

An application has been filed by **Claire Baushke** (346 Elm Street, Chelsea, MI 48118) for a **Special Use Permit** to allow **Chelsea Children's Cooperative Preschool** to operate a Child Care Center at **St. Paul United Church of Christ** located on the following described parcel of land:

**Tax Code: 06-06-13-100-003**  
(14600 E. Old US 12, Chelsea, MI 48118)

The application for a Special Use Permit will be considered by the Chelsea Planning Commission on **Tuesday, March 19, 2019 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**

Scott Broshar

Patrick Conlin

Kasie Cousino

Sally DeVol

Cindy Dresch

Kevin Dombkowski

Nancy Graebner

Amy Heydlauff

Anne Kittendorf

Douglas Lance

Nicole O'Brien

Ruth VanBogelen

Coy Vaughn

Jeff Wallace

February 28, 2019

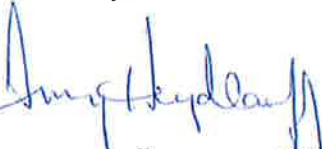
City of Chelsea Planning Commission  
305 S. Main St. Suite 100  
Chelsea, MI 48118

Re: Application for Special Use Permit  
Chelsea Cooperative Preschool at St. Paul United Church of Christ  
14600 E. Old U.S. 12 – Tax Code 06-06-13-100-003

To Whom It May Concern:

We fully support the logical use of existing space to help meet the needs of an organization focused on healthy growth and development of our next generation.

Sincerely,



Amy Heydlauff, RN, MHSA  
5Healthy Towns Foundation  
734-433-4599



**5 Healthy Towns  
Foundation**

14800 E. Old U.S. 12,  
Chelsea, MI 48118

(734) 433-4599

[5healthytowns.org](http://5healthytowns.org)

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

To: City of Chelsea Planning Commission  
From: Christine Linfield  
Subject: Heritage Pointe Phase IIB -- Final Site Plan Extension  
Date: 3/15/19

Attached is the annual extension request from Steve Tracy for the Heritage Pointe Phase IIB final site plan. This housing project has been on hold due to the downturn in the economy.

The final site plan is a very large set of plans and staff can see no benefit in letting the approval of the final site plan expire.

Therefore, staff respectfully requests that the Planning Commission make a motion to grant another one-year extension for the Heritage Pointe Phase IIB final site plan.

New expiration date: May 20, 2020

Steve Tracy  
1765 Cypress Pointe Ct.  
Ann Arbor, MI 48108

March 6, 2019

City Of Chelsea Planning Commission  
305 S. Main  
Chelsea, MI 48118

Dear Planning Commission Members:

At your April , 2018 meeting I requested and you granted a one year extension for the final site plan approval of Heritage Pointe phase 2B which extended the approval to May 20<sup>th</sup>. 2019. There has been no change with the project other than what has been presented to you and we continue to remain optimistic for the future of the project. I would once again respectfully request a one year extension of the final site plan approval so that we may continue to pursue the development of the project. Thank you for your assistance and consideration.

Sincerely,

Steve Tracy

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

To: City of Chelsea Planning Commission  
From: Christine Linfield  
Subject: Chelsea Children's Cooperative Preschool - Special Land Use  
Date: 3/15/19

Comments:

1. The special land use request is to operate a cooperative preschool at St. Paul United Church of Christ which is located at 14600 E. Old US 12 which is currently zoned RS-2. Within the zoning ordinance, special land use requests can be made to operate a Child Care Center subject to the conditions listed in attached Section 5.11. (Staff would like to clarify that under the Section 2.02 Definitions, a cooperative pre-school is listed as an alternate name for a Child Care Center.)
2. Since the request is for a special use permit, the Planning Commission will also need to review the attached Sections 8.06, 8.07 and 8.08 of the Chelsea Zoning Ordinance.
3. It should be noted that Chelsea Community Hospital once operated a Child Care Center at this same location back when the church was zoned as a PUD. The church was later rezoned to RS-2 in 2011 and the Child Care Center ceased operations in 2012. Due to the residential rezoning of this property, to reinstate this use review must follow the Special Land Use permit process listed for the RS-2 district.
4. Staff recommends that if any motions are made for approval that at a minimum it include language to be contingent upon meeting the applicable conditions listed in Section 5.11 of the zoning ordinance for Child Care Centers.
5. Staff would also like to note that per the Planning Commission Bylaws, an affirmative vote of a least six (6) members shall be necessary for special use permit applications, adoption or amendment of the master plan and zoning code amendments. Please notify staff as soon as possible to ensure a voting quorum for this issue.

**SUPPLEMENTARY REGULATIONS**

**5.10 (K) Cont.**

**BED AND BREAKFAST OPERATIONS**

receptions, weddings and similar celebrations and parties.


- L.** The maximum length of stay for any occupant of a bed and breakfast operation shall be twenty-three (23) days in any period of ninety (90) consecutive days.
- M.** One (1) off-street parking space shall be provided for each bedroom in a bed and breakfast operation. Parking spaces for bed and breakfast registrants shall be in addition to spaces required for the dwelling unit and shall comply with the regulations of Article 7, Off-Street Parking and Loading Regulations, herein.
- N.** A property survey, drawn to scale, with dimensions, and showing property lines and all structures and other improvements shall be submitted with the application for a special use permit. If the proposed use involves changes to the site outside the building, the Planning Commission may require that the applicant submit a final site plan, as required in Article 9, Site Plan Review, or portions of a final site plan that are applicable to the proposed changes and be reviewed and approved by the Planning Commission before the special use permit may be issued.
- O.** An approved special use permit for a bed and breakfast operation shall not become effective, and a bed and breakfast operation shall not be opened for business, until all licenses required therefor have been issued in accordance with the Chelsea City Code.

**SECTION 5.11 GROUP DAY CARE HOME AND CHILD CARE CENTERS  
CONDITIONS FOR APPROVAL**

- A.** The group day care home or childcare center shall be appropriately licensed by the Michigan Department of Social Services.
- B.** A child care center shall not be located within 1500 feet from another licensed group day care home, adult foster care home, substance abuse treatment center and any facility that houses an inmate population.
- C.** All outdoor play areas shall be enclosed by a fence not less than four feet nor more than six feet in height and capable of containing the children within the play area.
- D.** Signs are permitted as regulated in Section 6.06(D).
- E.** Off-street parking shall be provided for employees. Parking for the drop-off and pick-up of children shall also be provided.

## SUPPLEMENTARY REGULATIONS

### 5.11 Cont. GROUP DAY CARE HOME/CHILD CARE CENTERS

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- F. The group day care home or childcare center shall be inspected for compliance prior to the issuance of a certificate of occupancy.
  - G. A group day care home shall not require the modification of the exterior of the dwelling nor the location of playground equipment in the front yard.
  - H. The Planning Commission may establish additional conditions if necessary.

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### SECTION 5.12 LANDSCAPING REQUIREMENTS

- A. Any site for which site plan approval is required shall be landscaped in accordance with landscaping standards adopted by the Planning Commission. A preliminary version of the landscape plan shall be a part of a preliminary site plan and shall comply with the adopted standards. Landscape standards shall be adopted by the Planning Commission and shall be designed to achieve the following objectives:
  1. To integrate the various elements of the site.
  2. To preserve and enhance the identity of the site.
  3. To improve and enhance the character of the site; to screen or filter views, where necessary; to help unify the various parts of the site; blend inharmonious land uses; and buffer incompatible uses.
  4. To define and articulate outdoor and architectural space.
  5. To control soil erosion; moderate harsh or unpleasant sounds; remove air pollutants; control glare and reflection; and slow the effects of erosive winds or water and promote storm water retention, thereby helping to prevent flooding; and to block, divert or channel winds.
  6. To moderate the effects of climate and to create a more desirable microclimate.
  7. To specify information required in a landscape plan.
  8. To assure minimum size, spacing and quality of plant materials.
  9. To provide protection for existing trees and other vegetation to be preserved on a site.

**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.



## 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 statutes 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

- g*
- 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.

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### 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

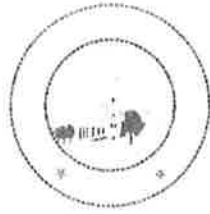
An approved special use permit shall run with the land, unless the use is specifically determined to be temporary in nature. The approved special use permit shall apply only to the land described in the permit application.

### 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.



City of Chelsea  
Washtenaw County, Michigan

**Application for Special Use Permit**

Application No: \_\_\_\_\_

Name(s): Claire Baushke Phone: (616) 745-8215 Alt Phone: (734) 433-1938  
Address: 346 Elm Street City: Chelsea State: MI  
Email: claire.baushke@gmail.com

Check one:

Owners of the property  Acting on behalf of the owner(s)

Address of property for Special Use Permit: 14600 E. Old US Hwy 12 Chelsea, MI

Legal Description or Tax ID#: 06-06-13-100-003

This property is presently zoned as: RS-2 Single Family

The proposed use(s) and nature(s) of operation is/are:

Chelsea Children's Cooperative Preschool is applying for a Special Use Permit to operate a child care center within the building of St. Paul Church. The Co-op is a family-focused preschool for children ages 3 - 5 and currently classes run from 8:15 to 11 AM Monday through Friday. Total enrollment is 45 children, however no more than 30 will be in attendance on any given day. Other than a tenant/landlord relationship between the Co-op Preschool and St. Paul Church, there is no affiliation between the two organizations. Both run their organizations independently and with respect to one another.

Please see the attached paperwork for a detailed description of our organization, how we will comply with zoning ordinances, and preliminary lease agreement information.

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 do hereby swear that the above is true and correct to the best of my/our knowledge.

Signature: Claire E. Baushke Date: 1/29/19

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

For City Use Only

Fee Received: \$ 500.00 Date: 1/28/19 Received by: Ramona Kause

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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Signed: \_\_\_\_\_

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

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*Use the space below if additional space is needed by applicant*

Application for Special Use Permit  
Additional Information

Description of our organization:

The Chelsea Children's Cooperative Preschool (CCCP) has been continuously running since March of 1972 and officially received non-profit status in 1975. We have maintained 501c3 status and have remained in good standing. From the early days of 12 families to now over 40 families on an annual basis, the Chelsea Children's Co-Op has been a huge part of the early education of 3-4 year olds in the community of Chelsea, MI and beyond. Currently, we provide 3 different classes of varying sizes and ages that meet throughout the week taught by licensed professionals. Our board of directors consists of 10 members and meets monthly.

Compliance with zoning ordinances:

SECTION 5.11

GROUP DAY CARE HOME AND CHILD CARE CENTERS CONDITIONS FOR APPROVAL:

- A The group day care home or childcare center shall be appropriately licensed by the Michigan Department of Social Services.
- Chelsea Children's Cooperative Preschool holds a Child Care Center license from the Michigan Department of Human Services. Each new location requires a new license; therefore we are in the process of applying for a license at our new location at St. Paul. Please see the attached license for our current location at the WSEC.
- B A child care center shall not be located within 1500 feet from another licensed group day care home, adult foster care home, substance abuse treatment center and any facility that houses an inmate population.
- All other licensed Child Care Centers in Chelsea are more than 1500 ft away:
    - Avila Child Care Center, 13920 E. Old US 12
    - Chelsea Comm Educ Early Childhood Preschool, 500 E. Washington St.
    - Rainbow Child Development Ctr., 1580 Commerce Park Dr.
    - Lambs of Our Savior Christian Preschool, 1515 S. Main St.
    - Gretchen's House-North Creek, 699 McKinley St.
    - Gretchen's House-South Meadows, 355 Pierce St.
    - Mudpies And Lullabies, 6065 Sibley Rd. Ste. 2
  - Silver Maples Retirement Neighborhood – St. Paul is just over 1500 ft from Silver Maples. Every year the Co-op takes field trips to visit with the residents of Silver Maples, as well as the Chelsea Retirement Community. We believe our preschoolers and our older adult friends thrive in this intergenerational partnership. In the past two years, we've visited Silver Maples for a Thanksgiving Scavenger Hunt, Halloween Trick-Or-Treating, and two Sing-A-Longs.
  - St. Joseph Mercy Hospital 775 S Main St, Chelsea, MI 48118
    - All substance abuse treatment is held at their Behavioral Health Services location in the Chelsea Clocktower Commons
- C All outdoor play areas shall be enclosed by a fence not less than four feet nor more than six feet in height and capable of containing the children within the play area.

- Current fences around St. Paul's outdoor play space are between 4 and 6 feet. Any additional fencing required for child safety will be in alignment with this ordinance.
- D Signs are permitted as regulated in Section 6.06(D).
  - All signage will be in compliance with zoning regulations.
- E Off-street parking shall be provided for employees. Parking for the drop-off and pick-up of children shall also be provided.
  - St. Paul has more than adequate parking available for staff and families.
- F The group day care home or childcare center shall be inspected for compliance prior to the issuance of a certificate of occupancy.
  - We are welcome to assist in any required inspections. We have already had a fire safety inspection through Ultimate Fire & Safety Services.
- G A group day care home shall not require the modification of the exterior of the dwelling nor the location of playground equipment in the front yard.
  - St. Paul and the Co-op have plans to spruce up the outdoor play space in the rear of the church. This includes expanding fencing around the tricycle track, replacing a play structure, and planting a small vegetable patch. The Co-op is being considered for a grant from 5 Healthy Towns to aid in financing this project. None of the outdoor play spaces or equipment will be in the front yard.
- H The Planning Commission may establish additional conditions if necessary.

Additional Information regarding the relationship between the Co-op and St. Paul Church:

Chelsea Children's Cooperative Preschool's Executive Board and St. Paul's Church Council have agreed to work together to set up a mutually beneficial lease agreement. The financial strain of the Co-op's current lease agreement at the WSEC will be eased by a more reasonable agreement offered by St. Paul's Church, thus providing the Co-op with not only a fiscally obtainable budget projection, but a place to call home for many years to come. St. Paul Church currently has classrooms that are rarely used that the Co-op will lease in order to fill with young children and joyful activity, thus bringing not only an additional income to the church but a wealth of young families as well. We have had several pleasant meetings so far for various reasons, such as to tour the space, negotiate terms of the lease agreement, and a fire safety inspection, and in doing so have developed a friendly rapport.

- The terms of our lease agreement, which is still in negotiations, includes:
  - Payment for use of two classrooms from September – May
  - Plans for updating and fencing around the playground and trike track
  - Shared use of parking lots during preschool hours, including snow removal

## St. Paul Church and Surrounding Area



## Space Use

