

PLANNING COMMISSION MINUTES
JULY 16, 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, Michael Townley, Adam Ellison, Peter Shaw

Absent: Sarah Haselschwardt (Secretary)

Vacant: One

Others Present: Christine Linfield (City Staff), Julia Upfal (Community Development Director), Charles Wisely (McKinley Properties), Jane Pacheco (City Council), and Scott Pacheco

APPROVAL OF THE AGENDA

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

APPROVAL OF MEETING MINUTES

MOVED by Larsen, SECONDED by Townley, to approve the regular meeting minutes from June 18, 2019. All Ayes. Motion Carried.

Chair Ledebur introduced and welcomed the new Community Development Director, Julia Upfal.

PUBLIC HEARING – Draft Master Plan

Chair Ledebur closed the Public Hearing – no public comments

UNFINISHED BUSINESS

Fuel Station Addition & Renovation Preliminary Site Plan

Christine Linfield gave a brief recap of the fuel station site plan reviewed at the June meeting. The applicant did not submit the final site plan in time for the July meeting.

MOVED by Elie, SECONDED by Shaw to table the Fuel Station Addition & Renovation Final Site Plan until the August meeting. All Ayes. Motion Carried.

NEW BUSINESS

1. Draft Master Plan

- a. The Planning Commission received a revised Master Plan from the subcommittee and held (2) work sessions. The current packet also contains the Resolution of Adoption, which has been modified to be contingent upon final editing of grammatical and punctuation errors.
- b. Process
 - 1). Resolution of Adoption must be read into record
 - 2). Discussion
 - 3). The Planning Commission considers a motion to approve the Resolution of Adoption with contingencies
 - 4). Recommend approval of the Master Plan to City Council contingent upon those final editing items.

Linfield noted that a clean copy of the Master Plan will be submitted to City Council

Vice Chair Robinson read the Resolution of Adoption for the record.

MOVED by Larsen, SECONDED by Shaw to approve the Resolution of Adoption of the Master Plan and recommend City Council approval upon final document editing. All Ayes. Motion Carried.

2. Appointment of Planning Commission Liaison

1. Linfield reported that the Planning Commission needs to appoint a member to represent the commission on the Zoning Board of Appeals
2. MOVED by Robinson, SECONDED by Elie to appoint Peter Shaw as the Planning Commission liaison to the ZBA.

PLANNING COMMISION REPORTS

- Zoning Board of Appeals – None
- Transportation Work Group – Linfield reported:
 - TEDB Grant – Lane/Wellington road improvement project. City did not receive the grant, however, will still move forward with the project for next year.
 - Washtenaw County Road Commission
 - Old US12 - Resurfacing from M52 to west city limits including ADA sidewalk ramps. Due to high bids from contractor, the county will rebid this fall and perform work in the spring.
 - Cavanaugh Lake Rd - Bridge replacement. Due to high bids from the contractor, the county will rebid this fall and perform work in the spring.
 - Traffic Committee – Miscellaneous safety improvements before school starts

- Housing Research Commission – Ledebur noted that the Sylvan Township Planning Commission denied a zoning request to build smaller homes on some of the lots in the new development.

DISCUSSION

Linfield reviewed August meeting agenda. Items to include:

- Final Shell station site plan
- Chair Ledebur encouraged commissioners to respond to meeting e-mails. A second email will serve as a reminder for meetings.
- MDOT M52 Updates
 - Old 12 up to roundabout at Werkner Rd – MDOT will upgrade ADA sidewalk ramps at all intersections. Then the top couple inches of pavement will be ground off and repaved. Work to begin on Monday, July 29, 2019.
 - West Middle and M52 – flagpole will be relocated to new Palmer Commons (left side/back) in order for the state to properly design sidewalk ramp. Rocket Enterprise to move the flagpole the week of Monday, July 29, 2019.

PUBLIC PARTICIPATION

Jane Pacheco – clarification question in regards to the Master Plan:

- Will City Council receive a red lined document from what the commission started with in 2017 along with the clean recommendation of the Master Plan so council will have all the changes highlighted for the review process? Linfield asked Ms. Pacheco to email her request to Planning Commission staff and the City Manager.
- Comment on low/moderate income housing – Housing Commission Research Report indicated that there was a need and we should be looking for density options within the city limits as well as alternatives.
 - Shaw indicated that the Draft Master Plan calls for implementing a form based code for the city down the road which would allow for some of the densification.
 - Elie – Sylvan Twp. issue was a modification of their current housing not low to moderate housing

Vice Chair Robinson thanked everyone for working on the Draft Master Plan especially those who worked on it from the beginning.

ADJOURNMENT

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

Meeting adjourned at 7:36 pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rachel Kapolka". The signature is written in a cursive style with a large initial 'R'.

Rachel Kapolka

Assistant Clerk

CITY OF CHELSEA
PLANNING COMMISSION AGENDA
Tuesday, July 16, 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 June 18, 2019

PUBLIC HEARING

- Draft Master Plan

UNFINISHED BUSINESS

- **Fuel Station Addition & Renovation Final Site Plan** – (Proposed to be tabled) An application has been filed by Chelsea Petroleum Inc. for Preliminary Site Plan approval to demolish car wash and construct a 2,402 sft addition with drive-up coffee & sandwich shop window to the existing gas station located at 1629 S. Main Street - tax code parcel (06-06-13-380-016)

NEW BUSINESS

- Draft Master Plan
- Appointment of Planning Commission Liaison

PLANNING COMMISSION REPORTS

- Zoning Board of Appeals
- CAPT/DART (Guest Report)
- Transportation Work Group

DISCUSSION

- Next meeting agenda overview
- 2019 MDOT M52 Road Project Update

PUBLIC PARTICIPATION

ADJOURNMENT

PLANNING COMMISSION MINUTES
JUNE 18, 2019
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MI

CALL TO ORDER

Vice Chair Claire Robinson called the meeting to order at 7:02pm.

Present: Claire Robinson (Vice Chair), Sarah Haselschwardt (Secretary), Erik Larsen, Vincent Elie, and Michael Townley

Absent: Larry Ledebur (Chair), Adam Ellison, Peter Shaw, Steven Parker

Vacant: None

Others Present: Cheri Albertson (City Council Liaison), Christine Linfield (City Staff), Julia Opfal (Community Development Director), Derek Haddad (Chelsea Shell), Iden Kalabat (Kalabat Engineering)

APPROVAL OF THE AGENDA

MOVED by Elie, SECONDED by Haselschwardt, 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 May 21, 2019.

All Ayes. Motion Carried.

APPROVAL OF WORK SESSION MINUTES

MOVED by Larsen, SECONDED by Haselschwardt, to approve the work session minutes from June 4, 2019. All Ayes. Motion Carried.

PUBLIC HEARING - None

UNFINISHED BUSINESS

Fuel Station Addition & Renovation Preliminary Site Plan

An Application has been filed by Chelsea Petroleum Inc. for Preliminary Site Plan approval to demolish car wash and construct a 2,402 sqft addition with drive-up coffee & sandwich shop

MOVED by Elie, SECONDED by Larsen to remove this item from the table and bring it back to the Planning Commission. All Ayes. Motion Carried.

Presentation by Iden Kalabat (Kalabat Engineering-31333 Southfield Rd, Ste. 250, Beverly Hills, MI) and Derek Haddad (Chelsea Shell-1629 S. Main St., Chelsea, MI). Design meets the expansion requirements of the applicant while maintaining comfort and space throughout the site.

Applicant will make all revisions recommended in the staff report and notes the following:

- Business will remain open during construction – back of site will be blocked/fenced off during demolition and construction phases
- Front of building will be temporary circulation area
- Have reached out to MDOT regarding Change of Use Permit – no geometric changes required to driveway so applicant will proceed with the application process. Staff recommends approving final site plan contingent on something in writing from MDOT.
- Wall mounting lighting to be fixed
- Parking space will be deferred
- Show an 8" concrete pad in front of trash receptacle – will make sure detail matches site plan
- Gate material – wood gates tend to fail. Would like to propose a sturdy metal gate. Linfield noted that the frame can be metal but decorative boards need a wood like finish stamped into it.

Questions from Sarah Haselschwardt:

- Will shed remain the same? *Yes*
- Will new light poles match the existing light poles? *Fixtures and paint will be changed to match*
- Any proposed changes to the front canopy? *No*

Haselschwardt recommended the applicant try to get closer to the standard design requirements, especially the windows and roof for the final site plan. The original design currently meets design standards.

Vice Chair Robinson opened a discussion regarding the guardrail. Applicant stated that the idea is to match what is currently there and extend it. A sturdy fixture is needed from a safety stand point.

Larsen inquired about the propane tank – the tank will be removed, however, applicant will still have ability to provide propane tank sales.

Linfield inquired about the management of the construction on the west side of the building – the applicant stated that the fence will wrap around to include the area. The applicant noted there will be a short period the station will be shut down during the vent relocation. A construction staging and phasing plan will be included.

MOVED by Haselschwardt, SECONDED by Larsen, to approve the preliminary site plan for the fuel station addition and renovation at 1629 S. Main Street contingent upon compliance of the items in Christine's staff report. All Ayes. Motion Carried.

CITY OF CHELSEA - PLANNING, ENGINEERING & ZONING DEPT.

To: City of Chelsea Planning Commission
From: Christine Linfield
Subject: **Fuel Station Addition & Renovation** – Final Site Plan
Date: 07/11/19

The city did not receive a final site plan submittal from Chelsea Petroleum Inc. to demolish the car wash and construct a store addition with a drive-up window for a coffee & sandwich shop. The applicant is planning on submitting for the August meeting.

Staff is recommending that this item be tabled until the next regularly scheduled meeting agenda.

CITY OF CHELSEA - PLANNING, ENGINEERING & ZONING DEPT.

To: City of Chelsea Planning Commission
From: Christine Linfield
Subject: Draft Master Plan
Date: 07/12/19

Please see the attached Resolution of Adoption and draft Master Plan (which is the same version reviewed at past work sessions).

The resolution was modified accordingly to be contingent upon the final document being edited for grammatical errors, punctuation, etc., prior to City Council adoption.

Recommended Steps:

1. Resolution must be read into the record.
2. Discussion
3. Entertain motion to approve the Resolution of Adoption of the Master Plan and recommend approval of the Master Plan by City Council contingent upon final document editing.