



## CITY OF CHELSEA

### CHELSEA PLANNING COMMISSION NOTICE OF WORK SESSION

Notice is hereby given that the Chelsea City Planning Commission will hold a Work Session on **Tuesday, December 2, 2014 at 7:00 pm**, at the Chelsea Municipal Building (Council Chamber) located at 311 S. Main Street, Chelsea, Michigan.

The purpose of the meeting will be to:

1. Watch Video: "*The Dollars and Sense of Protecting Community Character*" by Ed McMahon with the Urban Land Institute.
2. Comprehensive Plan – Discuss Soliciting Proposals from Planning Consults to Assist with Plan Revision.

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

George Kinzer, Chair

**PLANNING COMMISSION WORK SESSION MINUTES**  
December 2, 2014  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Marcia White, Cary Church, Larry Ledebur, George Kinzer, Sarah Haselschwardt

MEMBERS ABSENT: None

MEMBERS VACANT: Three

OTHERS PRESENT: Christine Linfield

Meeting started at 7:03pm

**TOPIC #1: COMPREHENSIVE PLAN**

Discussion on the Request for Proposal (RFP) Process for hiring a Planning Consultant to assist with Comprehensive Plan revisions.

Larry provided information on how to write an RFP, as well as a list of potential planning consultants to include on the RFP distribution list. Christine will contact Carl Schmolt for some additional names of potential Planning Consultants for the list.

Larry will assist Christine in preparing a draft of the RFP to review at the next meeting in December. There are no items for the December 16<sup>th</sup> regular meeting, so this will become a Work Session to review the draft RFP.

Christine will contact Carl Schmolt for some additional names of potential Planning Consultants for the RFP distribution list.

Erik Larsen volunteered to have existing Comprehensive Plan Maps converted from Microsoft software to Autocad for use in updating the Plan.

The potential timeline for the RFP process, factoring regular meeting schedules could be as follow:

Mid-January, 2015:	RFP Distributed to
Mid-February, 2015:	Proposals Due to Planning Department
Third week in February, 2015:	Possible Special Meeting to Review Proposals and refine to 3-5 firms for interviews
March 2015 Work Session:	Interviews with selected firms
March 2015 Special Meeting:	Select Firm
March City Council Meeting:	Recommend Firm to City Council for Approval

**TOPIC #2: MOVIE**

At approx 8:00pm the commissioners ended the work session to view Ed McMahon's (Urban Land Institute) Presentation in Chelsea of "The Dollars and Sense of Protecting Community Character"

Respectfully Submitted,

  
Sarah Haselschwardt

Planning Commission Secretary