



## 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, January 6, 2015 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. Comprehensive Plan – Discuss Creation of Request for Proposals to Hire Planning Consultant

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**

January 6, 2015

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, Steven Parker, Robert Dean

MEMBERS ABSENT: Cary Church

MEMBERS VACANT: One

OTHERS PRESENT: Christine Linfield, Cheri Albertson

Meeting started at 7:01pm

**TOPIC #1: COMPREHENSIVE PLAN RFP REVIEW**

Commissioners reviewed the latest draft of the RFP for Consultants to update the City of Chelsea Comprehensive Plan 2008. Thanks to Larry Ledebur for his work on this RFP.

The following revisions will be made and a final draft will be emailed to the commissioners for any further comments/edits prior to the next work session on January 20<sup>th</sup>. The goal is to have a final document at the January 20<sup>th</sup> meeting.

1. Revise reference to solar power to "alternative energy" for broader scope.
2. Include the task of documentation and a minimum number of public meetings in "Scope of Services" item number seven.
3. Specify that the electronic format under "Deliverables" to be pdf form and in software compatible with that used by City of Chelsea Planning Department.
4. Revise number of copies to be provided under "Proposal Submission" to include a combination of hard copy and electronic copy. Sarah to provide Larry with suitable language.
5. Add section called "PRELIMINARY RFP SCHEDULE". Sarah to provide Larry with written preliminary schedule as developed at the December 2<sup>nd</sup> meeting.
6. Add "technical correctness" criteria under "Evaluation of Proposals". Sarah to provide Larry with proposed language.

**TOPIC #2: SIGNAGE AT WAGS TO WHISKERS AND SPEEDWAY STATION**

Question came up regarding the variation in location and sizes of the newly installed pylon signs at the these two sites compared to the Final Approved Site Plan.

Christine explained that these two projects were granted variances by the Zoning Board of Appeals for both issues.

Meeting adjourned at 8:49pm.

Respectfully Submitted,



Sarah Haselschwardt

Planning Commission Secretary