



## **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, July 7, 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. Continue discussion of 5 year Comprehensive Plan revision with guidance from Planning Consultant Firm Carlisle Wortman.

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.

Larry Ledebur, Chair

**PLANNING COMMISSION WORK SESSION MINUTES**  
July 7, 2015  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Cary Church, Sarah Haselschwardt, Steven Parker, Robert Dean, Marcia White

MEMBERS ABSENT: Larry Ledebur

MEMBERS VACANT: Two

OTHERS PRESENT: Christine Linfield, Cheri Albertson, John Enos and Paul Montagno from Carlisle Wortman.

Meeting started at 7:00pm

**Item #1: Comprehensive Plan Revisions**

Discussion began with planning consultants from Carlisle Wortman. Items discussed included:

1. Expectations from Planning Commission on revised Plan format, aesthetic, and Use.
2. Assessment from commissioners on effectiveness of current plan.
3. Outline of Major Topics and/or Chapters for the revised Plan.
4. Overview of project schedule.
5. Discussion of who should be involved in process
6. Discussion of how to communicate with and attain information from community.

**Item #2: Next Steps**

Paul will draft information for review at our next Work Session including: Public communication Feature for website or other meetings; setup of MiCommunity for future link on City website; Chapter outline for revised Plan.

Paul, John and Christine will establish next meeting date and communicate to commissioners. It will likely be held either the first Tuesday in August or September.

Meeting adjourned at 8:30pm.

Respectfully Submitted,



Sarah Haselschwardt

Planning Commission Secretary



Carlisle/Wortman Associates, Inc.  
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(734) 662-1935 Fax

## MEMORANDUM

**TO:** City of Chelsea Planning Commission  
**FROM:** John Enos and Paul Montagno  
**DATE:** 7/2/2105  
**RE:** Planning Commission Master Plan Kick Off

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We are pleased that you have selected Carlisle/Wortman and Associates to facilitate the update to the City of Chelsea's Master Plan. This is your community plan so we will work closely with the Planning Commission and City staff throughout the process to ensure that final products that come out of this effort serve the community in the best way possible. As such, in order to get started we want get kick off the process with a conversation with you, the Planning Commission.

We understand that you have been reviewing the current comprehensive plan since early 2013 and we have gleaned much from reading the notes from your work sessions. However, in addition to the value of having a first hand conversation about current issues you've identified, there is some additional direction we need from you in terms of the major themes, the functionality of the document and maps, public engagement, and the general process for the update.

The following is an outline for our conversation at the working session on July 7<sup>th</sup>:

- I. **Existing Plan**
  - a. What's working?
  - b. What aspects do you rely on the most?
  - c. What is missing?
  
- II. **New Plan**
  - a. What format do you envision?
    - i. What would make it more functional?
  - b. What data interests you most?
    - i. Housing stock
    - ii. Educational attainment
    - iii. Age
    - iv. Etc.

**III. Public engagement**

- a. What do you want to know from the public?
- b. What is your vision for public forums?
- c. What types of outreach do you want to employ?

**IV. Stakeholders and Partners**

- a. Who are the most important community groups to engage in this process?
- b. What business or agencies play an important role in the community?
- c. Who are already strong partners for the city?
- d. Who would it be a mistake to not engage at the beginning of the process?

**V. MiCommunity**

(See MiCommunity Remarks memo)

**VI. Graphic and themes**

Unique graphics and color schemes can be developed that will be included in all promotional material, the website, material used in public meetings and ultimately in the final document.

**VII. Tentative work plan**

(attached)

## Project Schedule

Listed below is a project schedule. The schedule may be amended based on consultation with the client.

	2015							2016					
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Task 1	▲	●											
Task 2					▲								
Task 3						■				■			
Task 4													
Task 5									▲				
Task 6													
Task 7											●		

### Tasks:

1. Project Initiation
2. Community Assessment
3. Public Engagement
4. Plan Drafting
5. Zoning Assessment
6. Implementation Plan
7. Review and Adoption

### Meetings:

- ▲ Internal Meeting with Staff
- Conduct Public Meeting
- Attend Planning Commission or City Council Meeting

**MEMORANDUM**

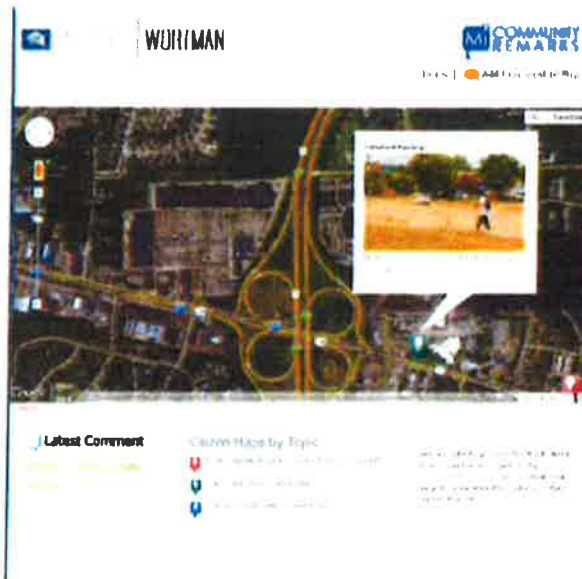
**TO:** City of Chelsea Planning Commission

**FROM:** John Enos and Paul Montagno

**DATE:** July 2, 2015

**RE:** MiCommunity Remarks

It is time to kick off MiCommunity Remarks, the map based online community input tool. This tool allows community members access any time through the Master Plan web page to provide comments that will help develop the Master Plan update. This is not a substitute for community meetings, but it allows for an alternative way for community members to provide input.



We need your direction to develop the content. In addition to providing location specific comments we can customize this tool to ask the questions you want. Response categories can be established to help organize comments by themes or topics. Topics you may want include:

- Transportation
- Land Use
- Aging in place
- Health
- Heritage
- Sustainability
- Housing
- Recreation and entertainment

We can create a short prompt to frame each topic for users. These topics will each have a unique "flag" so when viewing the map administrators and users can see the general theme or topic before looking at the specific comment. Additionally the map will show the boundary of the City. The Planning Commission may choose to identify focus areas within the community or allow these focus areas and neighborhood priorities to emerge based on community input.

For an example of this tool to help you better visualize how it works please visit:  
<http://micommunityremarks.com/demo/index.php>