



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, June 21, 2016 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 for the Planning Commission to review draft documents submitted by Carlisle Wortman and Associates regarding the Master Plan Revision.

Agenda:

1. Discuss Revised Master Plan Timeline
2. Discuss Draft Transportation Chapter
3. Discuss Draft Heritage and Culture Chapters

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

June 21, 2016

CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Sarah Haselschwardt, Steven Parker, Robert Dean, Peter Shaw, Erik Larsen

MEMBERS ABSENT: Larry Ledebur, George Olsen

MEMBERS VACANT: One

OTHERS PRESENT: Cheri Albertson, Christine Linfield, Paul Montagno

Meeting started at 7:05pm

Item #1: Master Plan Timeline

1. Commissioners agreed to timeline outlined in June 7th meeting minutes, with work sessions to be held twice per month into fall months. Note that July 5th meeting to be held on July 6th due to Holiday.
2. Paul to draft a new calendar for next meeting, which will include future work sessions and topics, public input meeting, and presentation to City Council.

Item #2: Draft Formats

Paul noted that chapter drafts will be in text format only. When text is finalized, it will be transferred to "InDesign" software for final document layout and addition of graphics. Paul will bring examples of possible final layouts to future sessions, for commissioners to review.

Carlisle/Wortman staff will coordinate with Steven Parker on his effort to get the final document into format that can be turned into an interactive web page.

Item #2: Transportation Chapter Review

Commissioners reviewed comments from May 17th and June 7th meetings with Paul M for incorporation into draft chapter.

Item #3: Heritage and Culture Chapter Review

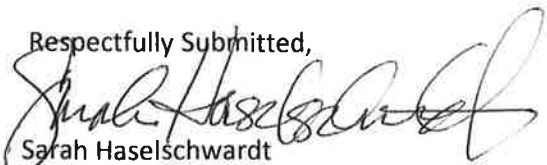
Majority of the discussion occurred regarding the city's Historic District Ordinance and its potential effect on this Chapter of the Comprehensive Plan. Paul will review and make a recommendation on how to incorporate the Historic District Commission into either the Zoning Ordinance or leave in the current General Ordinance.

Item #3: Next Meeting

Work Session will be held at 7pm on Wednesday, July 6, 2016.

Meeting adjourned at 8:55pm.

Respectfully Submitted,



Sarah Haselschwardt

Planning Commission Secretary

DRAFT

PLANNING COMMISSION WORK SESSION MINUTES

June 7, 2016

CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Peter Shaw, George Olsen, Larry Ledebur, Steven Parker, Robert Dean, Geoffrey Voshel

MEMBERS ABSENT: Sarah Haselschwardt

MEMBERS VACANT: One

OTHERS PRESENT: Christine Linfield, Cheri Albertson

Meeting started at 7:00 pm

Item #1: Discuss Revised Master Plan Timeline

After a review of the draft revised timeline prepared by Carlisle Wortman, the commissioners had the following direction for the consultant:

1. The Planning Commission would like to hold two work sessions a month dedicated specifically to review of Master Plan draft chapters. If a regular voting meeting is required, then the Planning Commission would hold three meetings a month.
2. Based on each work session being dedicated to one chapter, it is anticipated that there will be a minimum of 7-8 review work sessions. In order to make the best use of the proposed work session schedule, Planning Commission has requested that the consultant be present at each of the work sessions to present and get feedback on the chapters.
3. Planning Commission would like full chapters to review for the work sessions and a timeline for when drafts of each chapter would be ready. It is anticipated that some chapters may take longer than others to prepare, so consultant can choose the order of chapters to review.
4. Planning Commission would like clarification of what the zoning assessment portion of the timeline entails.
5. Planning Commission would like the timeline to include a final review of the full document by them prior to holding the public meeting.
6. For the next work session, Planning Commission would like the consultant to revise the timeline based on the proposed changes listed above and bring a draft to the 6/21/16 meeting to discuss and revise if needed.

Item #2: Discuss Draft Transportation Chapter

The Planning Commission went over the minutes from the May 17, 2016 work session along with the current Transportation Plan (Map 4) from the comprehensive plan. (See attached). Based on this review, the commission would like to include an updated version of this map.

- Extend the future connection to McKinley further to the northwest a few inches.
- Remove the blue potential future regional pathway from this map and include on the non-motorized map.

- Keep Chelsea west drive and the north street/industrial park connections.
- Remove the two stars for commercial notes.
- Include more information on the various road classifications in the new plan.
- Encourage grid layout of street recommendation.
- Include gateway concepts at east/west and north/south entries.
- Include information from recent city traffic studies.
- Acknowledge areas of congestion, similar to the current comprehensive plan and encourage and investigate future opportunities as development arises.

Item #3: Discuss Heritage and Culture Chapters

The Planning Commission reviewed the Heritage and Culture Chapters briefly. Larry Ledebur volunteered to get a copy of the historic registry map to Carlisle Wortman.

Larry Ledebur also brought up his concerns with how to best protect and encourage historic building preservation in the city. The existing Historic District general code ordinance was discussed and the commission was encouraged to read the ordinance before the next work session.

Respectively submitted,

Christine Linfield

PLANNING COMMISSION WORK SESSION MINUTES
May 17, 2016
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

DRAFT

NAMES OF THOSE PRESENT: Sarah Haselschwardt, George Olsen, Larry Ledebur, Steven Parker, Robert Dean, Cary Church
MEMBERS ABSENT: Erik Larson, Peter Shaw
MEMBERS VACANT: One
OTHERS PRESENT: Cheri Albertson, Peter Feeney

Meeting started at 7:00pm

Item #1: Agenda Revision made to include a discussion of the Culture and Heritage Draft Chapter

Item #2: Review and Discuss Draft Transportation Chapter

Commissioners agreed on the following feedback for our consultants with regard to the new Transportation Chapter:

- The 2008 Comprehensive Plan included some valid information that should be in the new chapter. Format can be as recommended by consultants. Item to be included are
 1. Acknowledge the lack of options in and around Chelsea for traveling in the North/South direction without going on M52, or routing to gravel roads. Commissioners agreed that the West Drive option as mentioned by Carlisle Wortman is likely not valid. There are however, ongoing discussions from MDOT/Amtrak regarding a revised Fletcher Rd rail crossing, which could provide some potential new possibilities in the City. There was much discussion at the public meeting about this issue. Commissioners would like to be led in a discussion that explores conceptual options.
 2. Include more information on Functional Road Classification Map such as MDOT, County and City designations, what impact these have on types of vehicles that can travel on them and impacts on road improvement funding.
 3. Include mention of original city street layout on a grid and how this could or should affect any future residential neighborhood layouts and developments. Commissioners would like to discuss this topic at a future meeting.
 4. Include "gateway" concept at all major entrances to the City, not just south as in current plan. This could also include recommendations for historic signage at appropriate prior city limits.
 5. Include impact of future high speed rail.
 6. Include recommendations for accommodating a potential commuter rail stop.
 7. Revise "boiler plate" language in "Transportation Planning Section" of new Chapter to focus on City of Chelsea.
 8. Clarify source of specific bicycle facility improvement recommendations in new Chapter. Some language and content were unclear or potentially incorrect.
 9. Have recent traffic studies been completed that could inform recommendations?

Item #2: Other Items

1. While there have been multiple meetings with the consultant, the focus at those meetings have been on process, meeting schedules and overall Plan Outline. Some commissioners

believe that there should be more sessions to review and focus on content and planning ideas for the new Plan. While much information was gathered at the Public Meeting in January, it should not be the sole source for the generation of ideas in the new Plan.

2. The 2008 Comprehensive Plan is text heavy. More graphics and less boiler plate explanations are appropriate in new plan. An overall format was discussed that would include a Statement of Philosophy followed by a Graphic indication of where it could or should apply.

Item #3: Heritage and Culture Draft Chapter

Commissioners did a very brief review of the draft language. There is a unanimous interest in protecting the historic charm and character of the uptown area. Cary Church passed out a plan of Chelsea's Historic District, which all feel should be included in the new Plan. More information needs to be obtained about the official classification of the District, the official boundaries, implications for future developers, whether tax credits are available.

Two additional ideas were discussed:

1. Should an Historic Overlay District be included
2. Should a recommendation be made for an Historic District Commission, and did one exist at one time?

Item #3: Next Meeting

Work Session will be held at 7pm on Tuesday, June 7, 2016.

Meeting adjourned at 8:55pm.

Respectfully Submitted,

Sarah Haselschwardt
Planning Commission Secretary

