

CITY OF CHELSEA PLANNING COMMISSION

AGENDA

Tuesday, January 23, 2024 at 7:00 PM

Chelsea City Council Chambers

311 S. Main Street

Remote option available for members of the public. Commissioners must attend in person.

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
 - a. Approval of the meeting minutes for December 19, 2023
4. Public Comment (non-agenda items)
 - a. 3 minutes per speaker
 - b. Speakers are not permitted to grant their reserved time to an alternate speaker
 - c. Accommodations may be made for persons needing assistance while addressing the Planning Commission
5. Public Hearing
6. Old Business
 - a. Zoning Ordinance Text Amendment for Section 4.28 – Mobile Food Vending
 - b. 2024 Planning Commission Calendar Adjustment
7. New Business
 - a. Planning Commission 2023 Annual Report
8. Discussion
 - a. Staff Report
 - i. Upcoming Agenda Items
 - ii. Local Updates
 - b. Commissioner Reports
9. Public Comment (agenda items)
10. Adjournment

Zoom Information

Topic: Planning Commission Meeting - Tuesday, January 23, 2024 at 7:00 p.m.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89612078607?pwd=Q0t3dXJpUDIxY296cDhOWVBESmtUZz09>

+1 312 626 6799 US (Chicago)

Webinar ID: 896 1207 8607

Passcode: 237758

Item 3a
December 19, 2023
Meeting Minutes

PLANNING COMMISSION MINUTES
DECEMBER 19, 2023
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MI

CALL TO ORDER

Chair Robinson called the meeting to order at 7:00 pm.

Present: Claire Robinson (Chair), Heather Hunnell, Wade Lehmann, Laura Baker, Julianne Chard

Absent: Vincent Elie (Vice Chair), Sarah Haselschwardt (Secretary), Marcia White

Vacancy: One

Others Present: Michelle Marin (Carlisle Wortman), Rob Mida (Ugly Dog Distillery), Tony Iannelli (City Council Liaison) and Rachel Kapolka (Assistant Clerk).

APPROVAL OF THE AGENDA

MOVED by Hunnell, SECONDED by Chard to approve the agenda for December 19, 2023. All Ayes.
Motion Carried.

APPROVAL OF THE MEETING MINUTES

Meeting Minutes will be approved at the next meeting where a full quorum is expected.

PUBLIC COMMENT (non-agenda items only)

None

PUBLIC HEARING

Zoning Ordinance Text Amendment for Section 4.28 – Mobile Food Vending

- Chair Robinson opened the Public Hearing. There was one comment. Rob Mida (Ugly Dog Distillery) suggested a blanket annual permit with the City. It may be cumbersome for vendors to go through the steps for a permit every time. Chair Robinson closed the Public Hearing.

OLD BUSINESS

None

NEW BUSINESS

- a. Zoning Ordinance Text Amendment for Section 4.28 – Mobile Food Vending
 - a. Staff Report – Michelle Marin
 - i. The draft text amendment is the result of the September, October and November work session discussions.
 - ii. Reviewed proposed text amendment details with commissioners.
 - iii. Commissioners discussed the possibility of a blanket permit, the property owner as the applicant for the permit process and vendor food truck host requirements vs City requirements. Commissioners also discussed Sections C and D – License and Permit requirements.

MOVED by Lehmann, SECONDED by Hunnell to table the Zoning Ordinance Text Amendment for Section 4.28-Mobile Food Vending. All Ayes. Motion Carried.

- b. 2024 Planning Commission Calendar

MOVED by Chard, SECONDED by Hunnell to approve the 2024 Planning Commission Calendar as presented. All Ayes. Motion Carried.

DISCUSSION

1. Staff Report – Michelle Marin
 - a. Upcoming Agenda items
 - i. Heritage Farms – Phase 2
 - ii. Solar Ordinance for work session
2. Committee Reports – Commissioner Baker is the new ZBA liaison.

PUBLIC COMMENT (agenda items)

Rob Mida (Ugly Dog Distillery) suggested wrapping all items into one to make the permit process easier for the food vendors.

Chair Robinson thanked Commissioner Lane for her hard work and service on the Planning Commission. There is currently one vacancy.

ADJOURNMENT

MOVED by Lehmann, SECONDED by Chard to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Rachel Kapolka (Assistant Clerk)

Item 7a
Zoning Ordinance Text Amendment
Section 4.28: Mobile Food Vending



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

MEMORANDUM

TO: City of Chelsea Planning Commission

FROM: Paul Montagno, AICP
Michelle Marin

DATE: January 19, 2024

RE: Draft Food Truck Ordinance – updates

The Planning Commission held a public hearing at their business meeting on December 19, 2023, to consider a proposed text amendment to the Zoning Ordinance that would regulate food trucks operating within the city. At that meeting the Planning Commission postponed action to consider comments made during the public hearing. At the working session on January 9th, various amendments were discussed surrounding who would be responsible for applying for permits and the difference between a permit obtained for the land use and a license require for an individual vendor. It was determined that a property owner should be responsible for applying for a permit because they would ultimately be responsible for compliance with the regulation on their land. Individual vendors will still need to obtain a license to operate.

We have updated the draft language to reflect this direction. IN you packets you will find a clean version of the language along with a redlined document so you can easily see the changes that have been made. We have also included a draft resolution recommending approval of the proposed zoning ordinance text amendment to the City Council. If you find the draft language to be acceptable, we recommend you pass a motion to adopt the resolution recommending approval of the proposed text amendment regulating food trucks to the City Council.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC
Paul Montagno, AICP
Principal

CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin
Community Planner

SECTION 4.28

Mobile Food Vending

A. Intent.

In the interest of encouraging mobile food vendors who add to the vibrancy and desirability of the City of Chelsea, while providing a framework under which such businesses operate, this ordinance is established.

B. Definitions.

- (1) *Mobile food vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit that meets the definition of a food service establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in mobile food vending.
- (2) *Mobile food vending unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
- (3) *Mobile food court* shall mean a permanent land use subject to site plan approval where two or more mobile food vendors congregate to vend, serve, or offer for sale food and/or beverages to the public.
- (4) *Vendor* shall mean any individual engaged in mobile food vending business; if more than one individual is operating a single stand, cart, or other means of conveyance, then vendor shall mean all individuals operating such single stand, cart, or other means of conveyance.
- (5) *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

C. License required.

All vendors engaged in mobile food vending in the City of Chelsea are required to obtain a license from the City Clerk prior to operating within the city. No vending through a mobile food vending unit of food and/or other human consumables shall be permitted unless it meets the definition of mobile food vending as defined by this ordinance. To obtain a license the vendor must submit an application to the Clerk along with proof of insurance, and approval from the health department to operate a mobile food vending unit. The Clerk shall prescribe the form for such application and license. The license shall be prominently displayed on the mobile food vending unit when operating within the city. A license obtained under this chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute, or administrative rule.

D. Permit required.

Any property owner hosting a mobile food vendor(s) in a residential, commercial, industrial, mixed-use, medical, recreation-conservation, public institution, or office district must be issued a mobile food vending permit from the Planning and Zoning Administrator. The Planning and Zoning Administrator shall prescribe the form for such application and permit.

Food vending permit applications shall include a plot plan, indicating the location of the mobile food vending unit on the premises,.

E. Duration; non-transferability.

Permits and Licenses shall be issued for no more than a calendar year from the date of issuance expiring each year on January 31st. Any permit or license issued under this chapter is non-transferable.

F. Exemptions.

Mobile food vendors participating as invited vendors to a City-authorized street fair, public festival, public event, block party, or farmers' market are not required to obtain an individual mobile food vending permit for the duration of the event; vendors are required to obtain a mobile food vendors license from the City Clerk. The organizers of any such event are required to include all requested details of the mobile food vendors in the event permit application, including a plot plan indicating the location of the mobile food vending units within the event area. Mobile food vendors who stop to vend food for fifteen (15) minutes or less are exempt from the mobile food vendor permit; a license from the City Clerk is still required.

G. Permit Application.

Any property owner desiring to host a mobile food vending unit shall make a written application to the Planning and Zoning Administrator for a permit under this chapter. The applicant shall truthfully provide all information necessary to determine compliance with the requirements in section 4.28.I or any other request by the Planning and Zoning Administrator deemed necessary to evaluate the application and be accompanied by a fee established by resolution of the City Council.

H. Fees.

An application for a license or permit under this chapter shall be accompanied by a fee in the amount established by resolution of the City Council. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the City.

I. Requirements.

Any property owner or vendor engaging in mobile food vending shall comply with the following requirements:

Location

- (1) A mobile food vending unit may only operate on private property except as authorized in subsection 6. Vendors may only operate on private property with permission from the property owner.
- (2) A mobile food vending unit shall not be located within five (5) feet of a side or rear property line.
- (3) A mobile food vending unit shall not be located within a drive aisle.
- (4) A mobile food vending unit shall not obstruct any clear vision triangle area, as described in Section 6.05.

- (5) A mobile food vending unit or any part of its operation shall not occupy parking spaces required to comply with the minimum parking standards for a use.
- (6) No mobile food vending unit shall be parked within twenty (20) feet of a crosswalk or intersection.
- (7) The location of a mobile food vending unit or any part of its operation, including tables and chairs, shall not interfere with or obstruct the free passage of pedestrians or vehicles.
- (8) If a mobile food vending unit is parked next to a sidewalk or pedestrian pathway, a minimum width of five (5) feet for pedestrian access must be maintained along the sidewalk or pedestrian pathway. The vendor must ensure that any customer queue does not obstruct the five-foot-wide pedestrian access.

Duration/Time

- (9) A mobile food vending unit may operate between the hours of 7:00 a.m. and 10 p.m. in any non-residential district and between the hours of 9:00 a.m. and 9 p.m. in any residential district.

Operations

- (10) A mobile food vendor may provide appropriate waste receptacles at the site of the unit and shall remove all litter, debris, and other waste attributable to the vendor daily. Section 14-76 of the General Code of Ordinances will apply.
- (11) A mobile food vendor shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any street, alley, or sidewalk except with the use of a cord protector in a safe manner.
- (12) A mobile food vending unit shall not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward.
- (13) A mobile food vending unit shall not use loud music, amplification devices, "crying out," or any other audible methods to gain attention that cause a disruption or safety hazard as determined by the City.
- (14) A mobile food vendor may have one portable sign that is six (6) square feet, with no dimension greater than three (3) feet (including height with legs), located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.
- (15) A mobile food vending unit shall comply with the city's Noise Ordinance, Sign Ordinance, and all other City ordinances.
- (16) A mobile food vending unit shall Comply with all applicable federal, state, and county regulations.
- (17) A mobile food vending unit shall not represent the granting of a license or permit under this article as an endorsement by the City.

Additional Requirements for Mobile Food Courts

- (18) Hosts of mobile food courts must provide at least one accessible bathroom facility with one hand-washing station for every five mobile food vendors.
- (19) Tables, chairs, canopies, and/or enclosed seating areas for mobile food court customers are permitted.
- (20) There must be access to potable water and sewage disposal facilities on-site.
- (21) To establish a mobile food court, Preliminary and Final Site Plans shall be submitted, reviewed, and approved or denied in accordance with Article 12.

J. Impoundment.

Any equipment associated with food vending that is not in compliance with this article and left on public property may be impounded at the owner's expense.

K. Violations.

A mobile food vendor permit issued on the basis of the applications approved by the Planning and Zoning Administrator shall authorize only the use, design, and construction set forth in such approved plans and applications, and no other use, design, or construction. Use, design, or construction different than that authorized is a violation of this Ordinance and punishable as provided in Section 14.09.

L. Revocation.

The Planning and Zoning Administrator may issue a written notice to any mobile food vendor permit-holder who ceases to meet any requirement of this chapter or who violates any other federal, state, or local regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety, and welfare. The written notice shall indicate that the permit holder has thirty days to correct any such violation. After such time, if the requirement is not yet met, the Planning and Zoning Administrator shall revoke the mobile food vendor permit. Immediately upon such revocation, the Planning and Zoning Administrator shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void.

SECTION 4.28

Mobile Food Vending (Redlined)

A. Intent.

In the interest of encouraging mobile food vendors who add to the vibrancy and desirability of the City of Chelsea, while providing a framework under which such businesses operate, this ordinance is established.

B. Definitions.

- (1) *Mobile food vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit that meets the definition of a food service establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in mobile food vending.
- (2) *Mobile food vending unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
- (3) *Mobile food court* shall mean a permanent land use subject to site plan approval where two or more mobile food vendors congregate to vend, serve, or offer for sale food and/or beverages to the public.
- (4) *Vendor* shall mean any individual engaged in mobile food vending business; if more than one individual is operating a single stand, cart, or other means of conveyance, then vendor shall mean all individuals operating such single stand, cart, or other means of conveyance.
- (5) *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

C. License required.

All vendors engaged in mobile food vending in the City of Chelsea are required to obtain a license from the City Clerk prior to operating within the city~~applying for a permit from the Planning and Zoning Administrator~~. No vending through a mobile food vending unit of food and/or other human consumables shall be permitted unless it meets the definition of mobile food vending as defined by this ordinance. To obtain a license the vendor must submit an application to the Clerk along with proof of insurance, and approval from the health department to operate a mobile food vending unit. The Clerk shall prescribe the form for such application and license. All permits~~The license shall be prominently displayed on the mobile food vending unit when operating within the city. A permit~~license obtained under this chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute, or administrative rule.

D. Permit required.

Any property owner hosting a~~Any~~ mobile food vendor~~(s) operating~~ in a residential, commercial, industrial, mixed-use, medical, recreation-conservation, public institution, or office district must be issued a mobile food vending permit from the Planning and Zoning Administrator. The Planning and Zoning Administrator shall prescribe the form for such ~~permits and~~ application and permit~~for such~~

~~permits. All permits shall be prominently displayed on the mobile food vending unit. No vending through a mobile food vending unit of food and/or other human consumables shall be permitted unless it meets the definition of mobile food vending as defined by this ordinance. A permit obtained under this chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute, or administrative rule.~~

Food vending permit applications shall include a plot plan, indicating the location of the mobile food vending unit on the premises, ~~and permission from the property owner where the operation is to occur.~~

E. Duration; non-transferability.

Permits ~~and Licenses shall may~~ be issued ~~by the Planning and Zoning Administrator~~ for no more than a calendar year from the date of issuance expiring each year on January 31st. Any permit or license issued under this chapter is non-transferable.

F. Exemptions.

Mobile food vendors participating as invited vendors to a City-authorized street fair, public festival, public event, block party, or farmers' market are not required to obtain an individual mobile food vending permit for the duration of the event; vendors are required to obtain a mobile food vendors license from the City Clerk. The organizers of any such event are required to include all requested details of the mobile food vendors in the event permit application, including a plot plan indicating the location of the mobile food vending units within the event area. Mobile food vendors who stop to vend food for fifteen (15) minutes or less are exempt from the mobile food vendor permit; a license from the City Clerk is still required.

G. Permit Application.

~~Every vendor~~Any property owner desiring to ~~engage in~~host a mobile food vending unit shall make a written application to the Planning and Zoning Administrator for a permit under this chapter. The applicant shall truthfully provide all information necessary to determine compliance with the requirements in section ~~4X.28.1~~ or any other request by the Planning and Zoning Administrator deemed necessary to evaluate the application and be accompanied by a fee established by resolution of the City Council. ~~Additionally, the applicant shall provide all documentation, such as insurance or health department approvals, as required by the City.~~

H. Fees.

An application for a license or permit under this chapter shall be accompanied by a ~~\$200~~ fee in the amount established by resolution of the City Council. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the City. ~~No one shall hire or subcontract such vendors to evade the provisions of this article.~~

I. Requirements.

Any property owner or vendor engaging in mobile food vending shall comply with the following requirements:

Location

- (1) A mobile food vending unit may only operate on private property except as authorized in subsection 6. Vendors may only operate on private property with ~~written~~ permission from the property owner.
- (2) A mobile food vending unit shall not be located within five (5) feet of a side or rear property line.
- (3) A mobile food vending unit shall not be located within a drive aisle.
- (4) A mobile food vending unit shall not obstruct any clear vision triangle area, as described in Section 6.05.
- (5) A mobile food vending unit or any part of its operation shall not occupy parking spaces required to comply with the minimum parking standards for a use.
- (6) No mobile food vending unit shall be parked within twenty (20) feet of a crosswalk or intersection.
- (7) The location of a mobile food vending unit or any part of its operation, including tables and chairs, shall not interfere with or obstruct the free passage of pedestrians or vehicles.
- (8) If a mobile food vending unit is parked next to a sidewalk or pedestrian pathway, a minimum width of five (5) feet for pedestrian access must be maintained along the sidewalk or pedestrian pathway. The vendor must ensure that any customer queue does not obstruct the five-foot-wide pedestrian access.

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Operations

- (10) A mobile food vendor may provide appropriate waste receptacles at the site of the unit and shall remove all litter, debris, and other waste attributable to the vendor daily. Section 14-76 of the General Code of Ordinances will apply.
- (11) A mobile food vendor shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any street, alley, or sidewalk except with the use of a cord protector in a safe manner.
- (12) A mobile food vending unit shall not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward.
- (13) A mobile food vending unit shall not use loud music, amplification devices, "crying out," or any other audible methods to gain attention that cause a disruption or safety hazard as determined by the City.
- (14) A mobile food vendor may have one portable sign that is six (6) square feet, with no

dimension greater than three (3) feet ~~(and not including~~ height ~~(with legs)~~, ~~greater than three feet,~~ located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.

- (15) A mobile food vending unit shall comply with the city's Noise Ordinance, Sign Ordinance, and all other City ordinances.
- (16) A mobile food vending unit shall Comply with all applicable federal, state, and county regulations.
- (17) A mobile food vending unit shall not represent the granting of a license or permit under this article as an endorsement by the City.

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- (19) Tables, chairs, canopies, and/or enclosed seating areas for mobile food court customers are permitted.
- (20) There must be access to potable water and sewage disposal facilities on-site.
- (21) To establish a mobile food court, Preliminary and Final Site Plans shall be submitted, reviewed, and approved or denied in accordance with Article 12.

J. Impoundment.

Any equipment associated with food vending that is not in compliance with this article and left on public property may be impounded at the owner's expense.

K. Violations.

A mobile food vendor permit issued on the basis of the applications approved by the Planning and Zoning Administrator shall authorize only the use, design, and construction set forth in such approved plans and applications, and no other use, design, or construction. Use, design, or construction different than that authorized is a violation of this Ordinance and punishable as provided in Section 14.09.

L. Revocation.

The Planning and Zoning Administrator may issue a written notice to any mobile food vendor permit-holder who ceases to meet any requirement of this chapter or who violates any other federal, state, or local regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety, and welfare. The written notice shall indicate that the vendor-permit holder has thirty days to correct any such violation. After such time, if the requirement is not yet met, the Planning and Zoning Administrator shall revoke the mobile food vendor permit. Immediately upon such revocation, the Planning and Zoning Administrator shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void.

**CITY OF CHELSEA
PLANNING COMMISSION
RESOLUTION OF FINDINGS
AND
RECOMMENDATION OF APPROVAL**

**ZONING ORDINANCE TEXT AMENDMENT
Mobile Food Vendors
1/23/24**

Whereas, the Planning Commission held a public hearing which was appropriately noticed on this matter on December 19, 2023, and received comments from the public; and

Whereas, the Planning Commission has reviewed the proposed zoning ordinance text amendment in terms of the standards stated within Section 16.05 of the Zoning Ordinance and finds the following:

- A. **The proposed amendment is consistent with the intent and purpose of the Zoning Ordinance** as it pertains to encouraging the appropriate placement and operation of mobile food vendors.
- B. **The proposed amendment will be consistent with the City's adopted Master Plan** goals as they relate to community vibrancy and economic development.
- C. **The petition is supported by a change in conditions since the Zoning Ordinance was adopted** because there has been an increase in requests to have food trucks in the city and regulation of mobile food vendors are expressed as community preferences.
- D. **The proposed amendment is supported by problems or conflicts in the implementation or interpretation of the Ordinance**, as there is no current use group identified in the Ordinance that applies directly to mobile food vendors operating within the City.
- E. **The proposed amendment is not needed to accommodate changes in State legislation, by recent case law, or opinions rendered by the Attorney General of the State of Michigan.**
- F. **The proposed amendment will promote compliance with changes in other City Ordinances or County, State, or Federal regulations**, including the Washtenaw County Health Department guidelines.

Now therefore be it resolved, that the Planning Commission recommends to the City Council approval of the zoning ordinance text amendment: Section 4.28 – Mobile Food Vendors.

Item 7b

2023 Planning Commission Annual Report

Chelsea Planning Commission 2023 Annual Report

Introduction

The Chelsea Planning Commission is the body responsible for providing planning and zoning recommendations to the City Council. Along with the regular 2023 meetings, the Planning Commission held monthly work sessions to deliberate and discuss upcoming topics to come before the Commission, including zoning ordinance amendments. The dedication of the Planning Commission members contributed to great progress in the City in 2023.

The Michigan Planning Enabling Act requires that “A Planning Commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

The annual report of the Planning Commission increases information sharing between staff, boards, commissions, and the governing body. The report details and allows for greater anticipation of upcoming issues and priorities, providing for improved preparation and budgeting as necessary.

This report was prepared by the City of Chelsea planning consultants from Carlisle Wortman Associates.

Membership

Planning Commission	Term Expiration
Claire Robinson, Chair	6/30/26
Vincent Elie, Vice Chair	6/30/24
Sarah Haselschwardt, Secretary	6/30/24
Wade Lehmann	6/30/25
Heather Hunnell	6/30/26
Marcia White	6/30/25
Julianne Chard	6/30/26
Laura Baker	6/30/24
Jamie Lane, resigned, VACANT	6/30/25
Tony Iannelli, City Council Liaison, non-voting	N/A

Planning Commission Meetings

The Michigan Planning Enabling Act requires that a Planning Commission meet at least 4 times annually. The Planning Commission met 13 times on the following dates, meeting the requirements of the MPEA.

January 10, work session

January 24

February 7, work session

March 21

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April 4, work session

April 18

May 16

August 15

September 6, work session

October 3, work session

November 7, work session

December 5, work session

December 19

Master Plan Review

Current Master Plan adopted in 2019. Update required every 5 years. The below goals are identified in the Master Plan Implementation Matrix as Planning Commission Tasks. The to-date progress toward these goals is described in the table below.

Master Plan Goal	Progress
Develop a form-based code in the zoning ordinance.	The new ZO includes form-based development standards that regulate design for redevelopment and new construction projects in the Downtown and Mixed-Use (T-1 and T-2) zoning districts along the southern stretch of M-52. Eight objectives are identified in the form-based code and inform regulations on building form, ground floor design, adaptive reuse standards, building color, architectural features, pedestrian amenities, parking garages, and other design standards.
Remove barriers to adaptive reuse of buildings.	The form-based code in the ZO includes alternative review standards for adaptive reuse to offer flexibility in the form-based code application for buildings that are changing use.
Encourage infill housing options that support the “Missing Middle”	ADUs are permitted in the R-1, R-2, and R-3 zoning districts. Economy efficient dwellings are permitted in the R-3 district
Require developers to install non-motorized facilities.	The form-based code requires developers to accommodate non-motorized traffic. Site plans and subdivision plats for developments outside of the form-based code area require sidewalks and non-motorized pathways in a wide range of scenarios. PUDs that have come before the Planning Commission also required extensive sidewalk installation.
Strengthen protection and preservation of its historic buildings.	The M-52 Corridor District was created as an overlay zoning district to protect and promote the historic resources and structures along M-52 and adjacent properties.
Encourage green buildings.	In December 2023, the Planning Commission began review of a draft solar ordinance with the aim to adopt the ordinance amendment in early 2024.
Enhance gateways throughout the City.	The form-based code includes design standards for the M-52 gateway that include requirements for public open spaces with amenities.
Increase open spaces and park lands in	The updated zoning ordinance increased the area requirements for open/green space for residential site plans, with specific requirements for multiple-family district sites.

2023 Chelsea Planning Commission Annual Report

residential developments	
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Zoning Ordinance Text Amendments

Amendment Topic and ZO location	Adoption date
Noise – Performance Standards, Section 6.11	March 6
Zoning Compliance Permit, Section 14.03	March 6
Temporary Uses and Special Events, Section 4.23	March 6
Landscaping, Sections 7.02, 7.03, 7.04, 7.05, 7.06, 7.08, 7.11, 7.13	April 17
Public Hearing, Section 10.02, Section 12.02, Section 14.04	June 12
Mobile Food Vendors, Section 4.28	Ongoing
Solar Energy Systems, Section 4.29	Ongoing
Conditional Rezoning,	To be introduced
Site Plan Review	To be introduced
Certificate of Occupancy	To be introduced
Tree Preservation Ordinance	To be introduced

Development Reviews

Project type	Location	Description	Status	Date of action
Timbertown Park Improvements	M-52 and Sibley Road	Pickleball courts, pavilion, parking lot and road improvements, sidewalks, food truck pads and supporting utilities	Approved with conditions	August 15
Chelsea Light & Power addition	660 E Industrial	Enclosed, unheated 3,750 sq ft building addition	Approved with conditions	August 15
Chelsea Water Treatment Plant Shelter	6133 Werkner	Enclosed, unheated 3,200 sq ft structure	Approved with conditions	August 15
Heritage Farms Phase 1 Revised Site Plan	APN 06-07-06-360-006	48 unit condo. Revised landscaping	Approved with conditions	April 18
Gestamp Expansion	5800 Sibley Road	35,393 sq ft addition to south side of building; deviation from screening requirements	Approved with conditions	March 21

2023 Chelsea Planning Commission Annual Report

Additionally, the zoning

Variances – Zoning Board of Appeals

Variance type	Location	Description	Status	Date of action
Setback	203 W Middle	Garage with upper-level ADU	Approved	Oct 18
Setback	722 S Main	Single family home addition	Approved	July 19
Setback	139 Dewey	New garage	Approved	May 17

Trainings

Joint PC/CC/ZBA training presented by Paul Montagno of Carlisle Wortman Associates on Tuesday, December 12, 2023.

Item 7c
2024 Planning Commission Meeting Calendar

City of Chelsea Planning Commission 2024 Calendar – proposed changes

Work Sessions

January 9
February 6
March 5
April 2
May 7
June 4
July 2
August 6
September 3, *basement conference room*
October 1
November 5
December 3

Regular Meetings

January 23
Wednesday, February 21**
March 19
April 16
May 21
June 18
July 16
August 20
September 17
October 15
November 19
December 17

** moved due to holiday