

**PLANNING COMMISSION SPECIAL WORK SESSION MINUTES**

**JUNE 21, 2022**

**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**

**311 S. MAIN STREET, CHELSEA, MI**

Names of those Present: Claire Robinson (Chair), Vincent Elie (Vice-Chair), Sarah Haselschwardt (Secretary), Marcia White, Jamie Lane, Julianne Chard, Heather Hunnell

Members Absent: Cathy Scull, Kyle Brayton

Others Present: Jamie Gorenflo (McKenna), Bill Anderson (Atwell), David Wolf (Wolf Farms), Charlie Khon, Rachel Kapolka (Assistant Clerk), Kate Mehuron (City Council Liaison), Bill Ruddock (City Council)

Chair Robinson called the special work session to order at 6:00 pm.

**Public Comment:**

Three residents spoke on the proposed Wolf Farms PUD and expressed concern for traffic.

Duane Luick (Lima Township Supervisor) also expressed concern for the traffic and PUD's density.

**Wolf Farms**

- Introduction – Jamie Gorenflo
  - Purpose of the session – to give the applicant an opportunity to present to the Planning Commission what their current vision is, what the process has been so far, and what they are hoping to obtain from the city.
  - This is a discussion and for informational purposes only
  - Terms of 425 agreement have not been discussed
- Wolf Development – Bill Anderson (Atwell), David Wolf (property owner), Charlie Khon (real estate consultant)
  - Goal – 425 agreement between City of Chelsea and Lima Township
  - History – joint working session in 2017. Initial meetings with city and township took place regarding utilities, roads, and planning and zoning. A preliminary PUD was submitted and approved with Lima Township in March 2020. Next step was to finalize details.
  - Plan Overview
    - 46 acres, 172 homesites, 3 different housing products
    - Connection to Cambridge Court – road looped internally

- 67 single family homes, 73 townhomes (2 story) and 32 attached ranch homes
- 4 open park areas, trails
- County drain
- (2) medical buildings – includes (10) acres of preserved woodland
- Suggested Changes – applicant discussed the following potential adjustments:
  - Flipping single family and ranch locations
  - Eliminating road connections to the north
  - Phasing – residential elements first
  - Converting pathway into roadway
- Reviewed illustrations of housing products with commissioners
- Discussed housing market, price points, square footage, and sidewalk locations

Work Session adjourned at 6:58 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Rachel Kapolka". The signature is written in a cursive, flowing style.

Rachel Kapolka (Assistant Clerk)

**PLANNING COMMISSION MINUTES**  
**JUNE 21, 2022**  
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**311 S. MAIN STREET, CHELSEA, MI**

**CALL TO ORDER**

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

Present: Claire Robinson (Chair), Vincent Elie (Vice Chair), Sarah Haselschwardt (Secretary), Julianne Chard, Marcia White, Jamie Lane, Heather Hunnell

Absent: Kyle Brayton, Cathy Scull

Others Present: Danny Veri (Livonia Builders), Mark Melchi (AR Brower), Scott McElrath (Dangerous Architects), Ron Livengood (Livengood Properties), Jim Haeussler (Norfolk Homes), Amy Collins (The Collins Off Main), Jamie Gorenflo (McKenna), Kate Mehuron (City Council Liaison), and Rachel Kapolka (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by White, SECONDED by Chard to approve the amended agenda to remove item 3a - the approval of the meeting minutes for April 19, 2022. All Ayes. Motion Carried.

**PUBLIC COMMENT**

None

**PUBLIC HEARING**

1. Westchester Preliminary PUD – Chair Robinson opened the public hearing. There was one public comment looking for more information on the final site plan. Chair Robinson closed the public hearing.
2. Lincoln Pointe Final Site Plan – Cluster Housing Option – Chair Robinson opened the public hearing. There was one public comment expressing concern for the amount of traffic and potential damage to Gene Drive. Chair Robinson closed the public hearing.
3. Stafford Rezoning – Chair Robinson opened the public hearing. There was one public comment stating a representative was available for questions. Chair Robinson closed the public hearing.
4. Clocktower Special Land Use – Chair Robinson opened the public hearing. There were no comments. Chair Robinson closed the public hearing.

**OLD BUSINESS**

None

**NEW BUSINESS**

## a. Westchester Preliminary PUD Site plan

- Staff Report – Jamie Gorenflo
  - Norfolk is proposing to develop a 16-acre vacant parcel of land located along Cavanaugh Lake Road with (8) 3-story buildings that house 12 residential units per building for a total of 96 units. The applicant is also proposing to install a private roadway, associated infrastructure, detached garage units, on-site parking and interior sidewalks. Each unit has its own garage.
  - Mr. Gorenflo reviewed outstanding items listed in the staff report that applicant needs to provide.
- Norfolk Homes – Jim Haeussler
  - Addressed each item listed on the staff report. Many of the items have been submitted. Discussed parking, trash removal and trees.
- Discussion on #15 under recommendations on the staff report – location of proposed parking garages and #4 – additional trees to ensure proposed buildings will be screened. The tree fund was also discussed.

MOVED by Haselschwardt, SECONDED by Elie to recommend to City Council to approve the Westchester Preliminary PUD Site Plan pending requirements listed in the engineer report and the staff report, striking item #15 and replacing it with investigating the possibility of a tree fund donation in lieu of required number of trees. All Ayes. Motion Carried.

## b. Lincoln Pointe Final Site Plan

- Staff Report – Jamie Gorenflo
  - Applicant is utilizing cluster development option
  - Reviewed recommendations in staff report
- Livonia Builders – Danny Veri
  - All documentation has been provided – including master deed and bylaws
  - This is a site condominium
  - Discussion on private vs public main for utilities
  - Applicant will be responsible for cleaning and repair of road if damaged

MOVED by Lane, SECONDED by White to recommend to City Council to approve the Lincoln Pointe Final Site Plan contingent on all recommendations in staff report and developer will be responsible for any damage made to Gene Drive. All Ayes. Motion Carried.

## c. Stafford Rezoning

- Staff Report – Jamie Gorenflo
  - To amend the zoning map-rezoning of 1.66 acres from MH-1 (Manufactured Home) to R-1 (Single Family Residential). The address is 19990 Cavanaugh Lake Owner, Thomas Stafford, has made the request.
  - Originally the property was rezoned incorrectly.

MOVED by Haselschwardt, SECONDED by Elie to recommend to City Council the approval of the proposed amendment to the zoning map of the 1.66 acres of parcel #06-06-11-480-015 from MH-1 (Manufactured Home) designation to R-1 (Single Family Residential). All Ayes. Motion Carried.

d. Clocktower Special Land Use

- Staff Report – Jamie Gorenflo
  - Previous location did not work out. The alternative location is the 3<sup>rd</sup> floor of Clocktower. Banquet halls are permitted in DT District as a special land use.
- The Collins Off Main – Amy Collins
  - Same thing as before just different address
  - Use existing parking location and looking into acquiring a trolley car.

MOVED by White, SECONDED by Lane to approve the Special Land Use proposal for 310 N. Main Street, Ste. 300 for the Collins project. All Ayes. Motion Carried.

e. Livengood Final Site Plan

- Staff Report – Jamie Gorenflo
  - Ron Livengood is proposing the construction of (2) warehouse buildings in the industrial park.
  - Reviewed recommendations in staff report and IMEG report
- Mark Melchi – AR Brower and Scott McElrath – Dangerous Architects
  - Small condensing units– will be screened with landscaping in front of building.
  - Reviewed illustrations with commissioners
- Discussed setbacks and mechanical equipment location – obtaining a possible variance or waiver.

MOVED by Haselschwardt, SECONDED by White to approve the Final Site Plan for Livengood Properties subject to the recommendation in the staff and engineering reports with the clarification to item #1 in the staff report on whether or not a variance or waiver is needed for the location of the mechanicals as proposed. All Ayes. Motion carried.

## DISCUSSION

- a. Staff Report – Jamie Gorenflo
  - Upcoming Agenda Items
    - 1). Jess Spike – 3 properties are currently zoned as multi-family lots. Requesting a rezoning from R-3 to R-2 so duplexes can be built.
  - Local Updates
    - New City Manager
    - Federal Screw Property – the City has stated support for environmental testing
- b. Commissioner Reports
  - ZBA – none
  - Transportation Working Group – none

**ADJOURNMENT**

MOVED by Elie, SECONDED by White to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 9:01 p.m.

Respectfully Submitted,

  
Rachel Kapolka (Assistant Clerk)