

**PLANNING COMMISSION MINUTES**  
**OCTOBER 18, 2022**  
**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**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, Kyle Brayton, Wade Lehman

Absent: None

Others Present: Scott McElrath (Dangerous Architects), Crystal McKinsey and Mike Eisele (Astor Day Care), Jim Haeussler (Norfolk), Jamie Gorenflo (McKenna), Kate Mehuron (City Council Liaison), and Rachel Kapolka (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by Elie, SECONDED by White to approve the agenda for October 18, 2022. All Ayes. Motion Carried.

**APPROVAL OF THE MEETING MINUTES**

MOVED by White, SECONDED by Elie to approve the meeting minutes for August 11, 2022. All Ayes. Motion Carried.

**PUBLIC COMMENT (non-agenda items only)**

None

**PUBLIC HEARING**

1. Astor Daycare Facility Special Land Use
  - a. Chair Robinson opened the public hearing. The applicant presented the proposed daycare and details of traffic flow. Chair Robinson closed the public hearing.

**OLD BUSINESS**

None

**NEW BUSINESS**

1. Astor Daycare Facility Site Plan Review and Special Land Use Review

a. Staff Report – Jamie Gorenflow

i. Special Use Review

1. The change in traffic pattern and the addition of new curb cut on Van Buren in creating a one way traffic flow was a suggestion and discussion between the planning department, city manager and applicant as a way to mitigate the increased traffic.
2. Proposed daycare at 128 Van Buren – existing building
3. Daycares are permitted as a special land use in the downtown district. Applicant has satisfied all conditions in Section 11.06 of the zoning ordinance.
4. Discussion on traffic/congestion and traffic studies

MOVED by Chard, SECONDED by White to approve the Special Land Use Application for 128 Van Buren Street, Parcel No. 06-06-12-475-010 to allow a State Registered Day Care Facility within in the Downtown, Mixed Use District based on the findings outlined in the Planner's review dated September 28, 2022 and compliance with the standards found in Section 11.06 of the Zoning Code. All Ayes. Motion Carried.

ii. Site Plan Review

1. Combined preliminary and final site plan
2. Downtown Mixed Use District
3. Recommending a waiver for the requirement of the amount of outdoor recreation space required.
4. Recommending approval with the following conditions:
  - a. Applicant to submit a copy of their state licensing
  - b. Waive landscaping requirements – interior and perimeter
5. Chair Robinson inquired about the tree fund. Mr. Gorenflo stated the tree fund has been established but has not been active. It is a viable option, however.
6. Commissioner Lehmann noted the absence of an existing tree matrix with species and sizes. There was discussion on existing landscaping and placement.
7. Commissioner Brayton inquired about the authority of the Planning Commission to grant a waiver. Discussion on Planning Commission vs ZBA authority to grant a waiver for the outdoor recreation area.
8. Discussion with applicant on over flow/event parking.

MOVED by Haselschwardt, SECONDED by White to approve the Combined Preliminary and Final Site Plan for the Astor Day Care facility located at 128 Van Buren Street, Parcel No. 06-06-12-475-010 subject to the conditions outlined in the Planner's review dated September 28, 2022, the IMEG review dated October 12, 2022, and the CAFA review dated September 22, 2022. Additionally, the existing trees on site are evaluated by the administration and if not deemed viable they will be replaced and a donation to the Chelsea Tree Fund be made to offset the (11) trees that do not meet the ordinance. This is all based on the ZBA approving the reduction in size of the play area. All Ayes. Motion Carried.

2. Westchester Final PUD Review

a. Staff Report – Jamie Gorenflo

- i. (8) 3-story buildings with (12) residential units per building totaling 96 units.
- ii. Detached and enclosed garage units proposed.

- iii. Water, sewer and stormwater management will be provided by Sylvan Township and stormwater will be directed to a regional detention facility.
- iv. Recommended waivers:
  - 1. Allow for an increase in the number of parking spaces above the minimum – reviewed section 8.08 with commissioners.
  - 2. Allow for 28, 210 square feet of covered and closed parking accessory structures. This would allow an enclosed parking garage option for each of the units.
  - 3. Allow for reduced .site landscaping requirements from those listed in Section 7.05
- v. Reviewed required landscaping vs proposed landscaping. Requesting a reduction from 192 trees to 96 trees/1 tree per unit
- vi. Reviewed recommendations and conditions listed in packet with commissioners.
- b. Commissioners discussed current tree requirements in the landscape ordinance and number of trees slated to be planted with the applicant. There was also discussion on potential community amenities for the development.

MOVED by Lane with amendment offered by Brayton and accepted by Lane, then SECONDED by Chard to recommend to City Council to approve the Final PUD Site Plan for The Glenn at Westchester Farms PUD located on Cavanaugh Lake Road, Parcel No. 06-06-11-480-013 subject to the conditions and waivers as follows; those outlined in the Planner's review dated October 12, 2022, the IMEG review dated October 17, 2022, the Midwestern Consulting review dated October 12, 2022, and the CAFA review dated October 3, 2022. This includes a recommended waiver allowed by the PUD status to provide a reduced final total count of 121 site trees. This includes 34 additional trees to satisfy the specific landscaping requirements for multi-family dwellings, and that a waiver recommendation is justified for the reduction. Additional conditions include review and approval by the Sylvan Township Water and Sewer Authority. The conditions contained therein shall be satisfied, and proof provided to the City Planning Department prior to the issuance of any site work or construction permits. All Ayes. Motion Carried.

## **DISCUSSION**

- Staff Report – Jamie Gorenflo
  - New Community Development Director starts next week.
  - Upcoming Agenda Items
    - Collins at the Clocktower Suite 100 Special Land Use
    - Work session to review landscape ordinance and text amendments to the ordinance.
  - Local Updates
    - Additional variance request going before the ZBA for a drive thru for Biggby Coffee
    - Wolf Development – submitted draft 425 Agreement. Waiting on feedback from township.
    - Heritage has a new owner-MI Homes. They are seeking reduction in lot size for Phase 1 of construction.
    - Rockwell is moving forward. A grant was verbally approved and will be finalized at the October board meeting.
    - Federal Screw property. Investigations ongoing.

- The new Community Development Director will be working on a traffic study and Pure Michigan Designated Trail Town.
  - Initial meetings began with Sylvan Township on water supply agreement for both communities.
  - Gestamp is planning a series of expansions to their existing facility. They are proposing to add (3) separate 42,000 sq. ft and will be coming before the commission in the future.
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- Chair Robinson thanked Jamie Gorenflo for his service and welcomed new Planning Commissioner, Wade Lehmann.
  - Council Member Mehuron reported on a grant to develop a bike and walking trail from Westchester through Timbertown. Results should be known in a month.
  - Commissioner Reports
    - ZBA – none
    - Transportation Working Group – Commissioner Chard reported that speed humps have been ordered for Washington and Van Buren Street. Looking at an RFP for a transportation study.

**PUBLIC COMMENT (agenda items)**

None

**ADJOURNMENT**

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

Meeting adjourned at 9:17 p.m.

Respectfully Submitted,



Rachel Kapolka (Assistant Clerk)