

City of Chelsea Planning Commission

AGENDA

Tuesday, December 20, 2022 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 Meeting Minutes
 - a. Approval of the meeting minutes for November 29, 2022
 - b. Approval of the work session minutes for December 6, 2022
4. Public Comment (non-agenda items only)
 - 5 minutes per speaker
 - Speakers are not permitted to grant their reserved time to an alternate speaker
 - Accommodations can be made for persons needing assistance while addressing council
5. Public Hearing
6. Old Business
7. New Business
 - a. 2023 Planning Commission Meeting Calendar
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 – December 20, 2022

When: Dec 20, 2022 07:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86439575416?pwd=dTdoS3pSbzVKVmdpNC9uRjlhUDU2Zz09>

Passcode: 609308

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PLANNING COMMISSION MINUTES
NOVEMBER 29, 2022
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MI

CALL TO ORDER

Chair Robinson called the meeting to order at 7:01pm.

Present: Claire Robinson (Chair), Vincent Elie (Vice Chair), Sarah Haselschwardt (Secretary), Julianne Chard, Heather Hunnell, Wade Lehmann

Absent: Marcia White, Jamie Lane

Vacancy: One

Others Present: Amy Collins (Collins Off Main), Charles Wiseley, Adrianna Jordan, Kate Mehuron (City Council Liaison), and Rachel Kapolka (Assistant Clerk).

APPROVAL OF THE AGENDA

MOVED by Elie, SECONDED by Haselschwardt to approve the agenda for November 29, 2022. All Ayes. Motion Carried.

APPROVAL OF THE MEETING MINUTES

MOVED by Elie, SECONDED by Chard to approve the meeting minutes for October 18, 2022. All Ayes. Motion Carried.

PUBLIC COMMENT (non-agenda items only)

None

PUBLIC HEARING

1. Collins at the Clocktower Suite 100 Special Land Use
 - a. Chair Robinson opened the public hearing. There were no comments. Chair Robinson closed the public hearing.

OLD BUSINESS

None

NEW BUSINESS

1. Collins at the Clocktower Suite 100 Special Land Use Review
 - a. Staff Report – Adrianna Jordan
 - The applicant is proposing an expansion of their existing venue at 310 N. Main Street
 - The PC previously recommended approval for this same land use on June 15, 2022.
 - The applicant currently occupies the third floor and are looking to expand to the 1st floor.
 - No proposed modifications to physical building
 - Banquets are permitted as a special land use in the DT District
 - Reviewed Section 11.06 with commissioners
 - No negative impact found on traffic – reduce impact on flow
 - No changes to hours
 - Sound levels remain in alignment with the city ordinance
 - Recommend approval
 - b. Amy Collins
 - 1st floor will make it easier to compartmentalize the space
 - Increase number of parking spaces – parking spaces open after 5 p.m.
 - Looking into shuttle option for transportation
 - Occupancy = 280 maximum
 - Reviewed floor plan with commissioners
 - Anticipating 80 weddings per year/40 weddings at the Clocktower location
 - c. Commissioners discussed the authority to approve a Special Land Use Permit. Commissioner Haselschwardt read Article 11 Special Use Permits, Section 11.02 of the City's Zoning Ordinance, "The authority to approve, approve with conditions, or deny a special use shall be with the Planning Commission. Its decision shall be final and may not be appealed to the Zoning Board of Appeals."

MOVED by Haselschwardt, SECONDED by Elie to approve the Special Land Use Permit for 310 N. Main and 311 Weiser Way, parcel 06-06-12-111-001 for Collins Off Main. All Ayes. Motion Carried.

DISCUSSION

1. Staff Report – Adrianna Jordan
 - a. Upcoming Agenda Items – none. There will be a work session for proposed text amendments.
 - b. Local Updates – none
 - c. Commissioner Reports – none
2. Chair Robinson read the names and term expiration dates of current board members:

Claire Robinson, Chairperson – term expires 6/30/2023

Vincent Elie, Vice Chair – term expires 6/30/2024

Sarah Haselschwardt, Secretary – term expires 6/30/2024

Wade Lehmann – term expires 6/30/2025

Heather Hunnell – term expires 6/30/2023

Marcia White – term expires 6/30/2025

Julianne Chard – term expires 6/30/2023

Vacancy – term expires 6/30/2024. Chair Robinson thanked Commissioner Brayton for his service on the board.

Jamie Lane – term expires 6/30/2025

Kate Mehuron – City Council Liaison

PUBLIC COMMENT (agenda items)

None

ADJOURNMENT

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

Meeting adjourned at 7:42 p.m.

Respectfully Submitted,

Rachel Kapolka (Assistant Clerk)

PLANNING COMMISSION WORK SESSION MINUTES
DECEMBER 6, 2022
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MI

Names of those Present: Claire Robinson (Chair), Vincent Elie (Vice Chair), Marcia White, Jamie Lane, Julianne Chard, Heather Hunnell, Wade Lehmann

Members Absent: Sarah Haselschwardt

Vacancy: One

Others Present: Adrianna Jordan (Community Development Director), Kate Mehuron (City Council Liaison), Charles Wiseley, Rachel Kapolka (Assistant Clerk)

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

1. Public Comment

None

2. Proposed Zoning Ordinance Amendments

- a. Section 4.18 A: Outdoor Recreation Area Requirements for State Licensed Day Care Centers
 - i. Discussion on state requirements vs current Chelsea requirements for outdoor recreation square footage.
 - ii. Commissioners discussed a possibility of developing a formula to include multipliers and a minimum per child.
 - iii. Ms. Jordan to compare neighboring areas
- b. Section 7.02: Landscaping Applicability – table for a separate work session
- c. Section 7.14: Landscaping Waivers – table for a separate work session
- d. Section 14.03.A: Zoning Compliance Permit
 - i. This section clarifies the administrative duties and is specific to land use and/or exterior modifications
 - ii. Commissioners discussed adding “exterior demolition” to the language
- e. Solar Energy
 - i. Commissioners reviewed the sample ordinance in the packet and touched on building materials and considering certain districts.

- ii. Commissioners were in favor of scheduling a separate discussion and noted it would be helpful to know what surrounding communities had in place, specifically Ann Arbor.
- f. Mobile Food Vendors (Food Trucks)
 - i. Commissioners discussed looking at the City of Jackson and the Chelsea Fairgrounds for discussion at a future work session.
 - ii. Also discussed including ice cream trucks and pedal pubs
- g. Special Events – refer to General Code of Ordinance

A work session in January will be held to discuss landscaping. Commissioners to vote on 2023 dates at the next meeting on December 20th.

Work Session adjourned at 8:22 pm.

Respectfully Submitted,

Rachel Kapolka (Assistant Clerk)



**City of Chelsea
Planning Commission
Meeting Dates
2023**

1/10/23 (2nd Tues) & 1/24/23 (4th Tues)

2/7/23 & 2/22/23 (Weds)

3/7/23 & 3/21/23

4/4/23 & 4/18/23

5/2/23 & 5/16/23

6/6/23 & 6/20/23

7/11/23 (2nd Tues) & 7/18/23

8/1/23 & 8/15/23

9/6/23 (Weds) & 9/19/23

10/3/23 & 10/17/23

11/7/23 & 11/21/23

12/5/23 & 12/19/23