

City of Chelsea Planning Commission

AGENDA

Tuesday, November 29, 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 October 18, 2022
 - b. Approval of the work session minutes for November 1, 2022 (Cancelled)
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
 - a. Collins at the Clocktower Suite 100 Special Land Use
6. Old Business
7. New Business
 - a. Collins at the Clocktower Suite 100 Special Land Use Review
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 - November 29 2022

When: Nov 29, 2022 07:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89693240418?pwd=cnUwdDh4UkJHWmJqYWxuRndkdGZUdz09>

Passcode: 742181

Or One tap mobile :

US: +13017158592,,89693240418#,,,,*742181# or +13052241968,,89693240418#,,,,*742181#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000

Webinar ID: 896 9324 0418

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International numbers available: <https://us02web.zoom.us/j/kdEjAyjMRO>

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)

November 21, 2022

Planning Commission
City of Chelsea
305 S Main St #100, Chelsea, MI 48118

Subject: **SPECIAL LAND USE REVIEW #1:** Collins at the Clocktower
Special Land Use (SLU) application received November 1, 2022 ID: #06-06-12-111-001

Location: 310 N. Main / 311 Weiser Way (north of Jackson Street, east of North Main Street)

Zoning: DT, Downtown (Mixed Use)

Dear Planning Commissioners:

The applicant is proposing an expansion of their existing event venue at 310 N. Main Street. The Planning Commission previously reviewed and recommended approval on a Special Use application for this same land use on June 15, 2022. The applicant currently occupies the third floor of 310 N. Main, and they are looking to also move into a large portion of the first floor. The land use that most closely resembles this event venue in the Zoning Ordinance is a Banquet Hall. Banquet Halls are permitted as a special land use in the DT District. There are no proposed modifications to any of the site improvements or exterior components of the physical building.

REVIEW COMMENTS

Community Development has reviewed the standards that must be met by the applicant in Section 11.06 of the Zoning Ordinance to receive Special Use approval. We offer the following comments and suggestions for your consideration:

1. The proposed special use shall be compatible with and in accordance with the policies and objectives of the City's Master Plan.

The 2019 Master Plan designates this property as mixed use/ form based. The mixed use/ form-based category promotes a combination of uses with an emphasis on the physical form of the building and not so much on the uses it contains. Therefore, granting the Special Use would be consistent with the intent of the Master Plan.

2. The proposed special use shall promote the intent and purpose of this Ordinance, ensure that the use is consistent with the public health, safety, and welfare of the City, and comply with all applicable regulations and standards of this Ordinance.

It is not anticipated that the proposed use will have an adverse effect on the environment, public health, safety, or welfare. No changes to Collins' current hours of operation are proposed. The current hours are 7 am to 12 am depending on the event, and the Special Use application states that "sound levels remain in alignment with City Ordinance."

3. The proposed special use shall be designed, constructed, operated and maintained to be compatible with existing or planned uses of surrounding areas.

The proposed use already operates out of the third floor of the existing building at 310 N. Main Street and is just requesting an expansion into a large portion of the first floor. Therefore, it will be compatible with the surrounding land uses.

- 4. The location and design of the proposed special use shall minimize the negative impact on the street system in consideration of items such as vehicle trip generation, types of traffic, access location and design, circulation and parking design, street and bridge capacity, traffic operations at proposed access points, and traffic operations at nearby intersections and access points.**

The expansion of the event business into the first floor should increase available dedicated parking and reduce the impact on parking and traffic circulation since it will be one use occupying both spaces on the first and third floors instead of separate businesses occupying the spaces which would be competing for the same parking. The applicant is also working to finalize the sale of a trolley shuttle to transport guests between the city lot and the subject property.

- 5. The effects of the proposed special use on the natural environment shall be within acceptable limits in comparison to the effects that would result from uses permitted by right in the district.**

The proposed use will not have an effect on the natural environment.

- 6. The proposed special use shall be adequately served by public facilities and services. The special use shall not create additional public costs for facilities and services.**

The proposed location is already adequately served by public facilities and services, and the proposed use will not create additional costs for facilities and services.

- 7. The proposed special use shall comply with all other applicable ordinances and State and Federal statutes and regulations.**

There are no state and/or federal statutes and regulations that would be relevant for the proposed use.

RECOMMENDATION

Community Development recommends that the Planning Commission approve the Special Use as the proposal complies with all the standards from Section 11.06 of the Zoning Ordinance.

Sincerely,



Adrianna Jordan, AICP
Community Development Director



City of Chelsea
Washtenaw County, Michigan

Application for Special Use Permit

Application No: _____

Name(s): Amy Collins Phone: 805-617-5482 Alt Phone: _____
Address: ~~310 N. Main~~ 120 W. Middle City: 48110 State: MI
Email: hello@the.collins.co

Check one:
 Owners of the property Acting on behalf of the owner(s)

Address of property for Special Use Permit: 310 N. MAIN / 311 WEISER WAY → Chelsea Quicktower

Legal Description or Tax ID#: _____

This property is presently zoned as: Mixed Use

The proposed use(s) and nature(s) of operation is/are:

Adding additional space for flexibility w/ the venue. (i.e. showers, receptions, birthday parties etc). Increases parking capacity at venue as well.

An accurate survey drawing of said property must be attached to this application. The drawing shall show all existing and proposed buildings and structures, the types thereof, their uses and the drawing scale.

I/We do hereby swear that the above is true and correct to the best of my/our knowledge.

Signature: [Signature] Date: 11/1/22

Signature: _____ Date: _____

For City Use Only

Fee Received: _____ Date: _____ Received by: _____

THE

COLLINS OFF MAIN

THE CLOCKTOWER

PREPARED AND PRESENTED BY

AMY COLLINS | THE COLLINS OFF MAIN, LLC



Same use as 3rd floor just cleaning up special use permit to encompass whole building for more flexible space options.

PROPOSED SPACE USE

- Wedding Event Needs
- Ceremonies
- Bridal Showers
- Baby Showers
- Retirement Parties
- Birthday Parties
- Corporate Education Meetings
- Non-Profit Galas
- Other Events

HOURS/SOUND/LIGHTING

- Hours of Operation 7am-12am event end time
- Sound levels remain in alignment with city ordinance
- No Changes to exterior of building

PARKING/TRANSPORTATION/ADA

- Additional Dedicated Slots during Business Hours and then open parking in Clocktower for our guests use.
- Currently all guests are encouraged to park in the city municipal lot next to the fire station. This allows our guests 24 hour parking in addition to leaving closer lots available for downtown shopping patrons. This will remain in place with new ceremony location.
- We are working to finalize a sale of a shuttle to help transport guests between the city lot and location.
- 0 parking complaints to City 2021/2022 seasons!
- Fully ADA compliant with elevator

BUSINESS AND PERSONAL REFERENCES



Listed below are local business references, previous clients, or have contracted us previously as a venue consultant for their own future venue endeavors. Please feel free to contact each with their respective contact details for any reference needs.

JOHN DUNN
ENTREPRENEUR | LANDLORD TO THE COLLINS OFF MAIN

Phone: 734-649-5121

Email: jdunn@dunn-ent.com

HOWDY HOLMES | CEO OF JIFFY

Phone Number: 734-372-0208

JOE & MARIA HINRICHS
RETIRED PRESIDENT OF FORD MOTOR COMPANY
COLLINS OFF MAIN CLIENT

Email: jhintichs66@gmail.com

DAVE CHANDLER | VICE PRESIDENT OF GREEN HILLS SOFTWARE
CLIENT | FUTURE VENUE OWNER

Phone: 805-570-5003

DOCUMENTS



PROPOSED FLOOR PLAN

1ST FLOOR LAYOUT

The only changes being made to this layout is the removal of office walls to open space. Walls being removed are indicated with **X**

