

**VIRTUAL HYBRID PLANNING COMMISSION WORK SESSION MINUTES**

**JANUARY 4, 2022**

**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**

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

Names of those Present: Claire Robinson (Chair), Sarah Haselschwardt (Secretary), Cathy Scull, Kyle Brayton, Marcia White, Jamie Lane, Julianne Chard, Heather Hunnell

Members Absent: none

Others Present: Julia Upfal (Community Development Director), Rachel Kapolka (Assistant Clerk)

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

**Public Comment:**

None

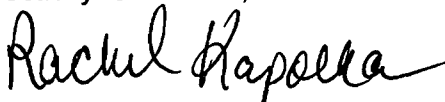
**Review Norfolk PUD Request:**

- Staff Report – Julia Upfal
  - Norfolk is requesting 3 main waivers in PUD
  - PC to review waivers & discuss plans before it comes to a voting meeting
  - Norfolk is planning on obtaining water and sewer services from the township – franchise agreement with Sylvan Township
  - Waivers to consider
    - 1). More parking
    - 2). Allow 15' setback
    - 3). Allow parking garages
- Norfolk Presentation – Sean Lefere
  - Phase 1 (2017), Phase 2 (2019) = 58 units
  - New unit – 3 story building with elevator, 96 units
  - 12 units per building – 2 bedroom w/ flex room office
  - Attached condominiums, duplex/ranch condominiums, duplex 2 story, small cottages (1100-1200 sq ft), single family homes
  - Price range = mid \$200,000 range
  - New plan allows for more walking paths and parks

- Clubhouse and pool
- Fire marshal comment regarding space for fire truck – separate two garages to allow for fire truck
- Reviewed (3) waivers – parking, setback, and garages (5 car garage)
- Reviewed drawing/details of garages
- City and township working on franchise agreement
- Total units for development – approximately 430
- A traffic study was submitted to administration
- Reviewed phases and timelines
- Possible 4<sup>th</sup> waiver for landscaping regarding trees
- There was discussion on rear, side and front yard interpretation
- Addressed question from participant regarding sewer and water – Upfal
  - Franchise agreement with Sylvan Township
  - City water and sewer is available – up to developer
  - Township hook-up is closer
- Commissioners expressed concerns regarding visual impact on resident and importance of considering the sight line. Discussed mitigation possibilities and looked at space between residential units and garages.
- Chair Robinson noted landscaping possibilities – trees/shrubs
- Traffic flow/study – what impact will new development have on traffic for Cavanaugh Lake and Middle Street.
- Upfal advised commissioners to review qualifications for eligibility of PUD

Work Session adjourned at 8:40 pm.

Respectfully Submitted,

A handwritten signature in black ink, reading "Rachel Kapolka". The signature is fluid and cursive, with the first name "Rachel" and last name "Kapolka" clearly distinguishable.

Rachel Kapolka (Assistant Clerk)



## **CHELSEA PLANNING COMMISSION WORK SESSION Agenda**

January 4, 2022  
7:00 PM  
311 S. Main St. Chelsea, MI 48118  
Council Chambers

*This meeting will be available in-person and using Zoom. A Zoom link will be available for those who would like to attend virtually. All Commissioners must attend in person.*

### **Agenda:**

1. Public Comment
2. Review Norfolk PUD request

*Persons requiring reasonable accommodations due to disabilities in order that the meeting is accessible to them are requested to notify the Chelsea Planning Commission of such disability no later than five (5) business days prior to the date of the meeting.*

Sarah Haselshwardt, Secretary

Julia Upfal is inviting you to a scheduled Zoom meeting.

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Topic: Planning Commission Work Session

Time: Jan 4, 2022 07:00 PM Eastern Time

Join Zoom Meeting

<https://us02web.zoom.us/j/88271941745?pwd=LzY5SkNIOHJ4aFV2UW1rb0czSUlOQT09>

Meeting ID: 882 7194 1745

Passcode: 456034

One tap mobile

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+16465588656,,88271941745#,,, \*456034# US (New York)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 882 7194 1745

Passcode: 456034

Find your local number: <https://us02web.zoom.us/u/kcUFTRhhca>



November 30, 2021

Ms. Julia Upfal  
Community Development Director  
305 S. Main Street, Suite 100  
Chelsea, MI 48118

RE: *The Glen at Westchester Farms*  
*Multi-family development- Chelsea Parcel*  
*Proposed PUD Narrative*

Dear Ms. Upfal and members of the Planning Commission,

We are pleased to present to you a proposed multi-family residential community by Norfolk Homes of Westchester Farms, LLC. Please accept this narrative document, accompanying plans, and supplemental documents as our PUD Area plan resubmittal for continued reviews. We are providing these revised plans in response to the City's initial review of the PUD Area Plan package for your distribution and consideration at the next available Planning Commission meeting.

#### **PROJECT OVERVIEW**

Norfolk Homes of Westchester Farms, LLC is proposing a high-quality multi-family residential community on an approximate 16-acre parcel (06-06-11-480-013) located on the north side of Cavanaugh Lake Road and on the western boundary of the City of Chelsea. The existing parcel is vacant farmland. Integrated as a key component of the overall proposed development for the adjacent Sylvan Township Westchester development, the project proposes eight (8) 3-story buildings with 12 residential units per each building, associated infrastructure and enclosed parking for all its residences. The development will contain private roads. The development will utilize the City's Planned Unit Development option to allow for innovation in site planning and development and housing options.

An overall stormwater system will be installed for this development and the adjacent development to the north to best utilize the overall property and take advantage as best management practices. The storm water management will be handled via conveyance through storm sewers to a regional storm water management basin to be designed and located on the Westchester development property to the north. The storm system on this development will be a private system managed by a master association controlling the private roads, stormwater system and open/recreation space of the overall Westchester Project. The storm water management system on the City parcel is to be private. This system does not connect to any city system and the stormwater management of the overall project will have a zero burden on the City of Chelsea's drainage system.

Utilities will be provided by extending the water and sanitary from the Westchester development to the north and will be provided through the Sylvan Township Sewer and Water Authority. Sylvan Township Sewer and Water Authority that currently has a franchise agreement to provide service to certain areas of the City of Chelsea and there will be a franchise agreement between Sylvan Township Sewer and Water Authority and the City of Chelsea allowing the property to unitize the systems. This will provide for a cost-effective method to deliver these services to the project. Police, fire and emergency medical services will not be unduly burdened by the development given the increased property tax revenue. All buildings will be fire suppressed.

Construction of the site infrastructure will commence approximately two months after final PUD and site plan approval. Site development will take approximately six months with vertical building construction starting immediately thereafter. Construction durations is expected for approximately four (4) years.

## **PLANNED UNIT DEVELOPMENT – QUALIFICATIONS**

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The Glen at Westchester Farms meets the intent of using the Planned Unit Development (PUD) option, as defined in Section 10.01 of the City of Chelsea zoning ordinance, to allow for regulatory flexibility in the consideration of proposed developments within the City consistent with the requirements of the City's Master Plan. The following statements define the purpose of the Glen at Westchester Farms and how this development meets the qualifications of the City's PUD entitlement option:

### *A. Purpose and Intent*

#### *(1) Provide flexibility in regulation of land development.*

The PUD allows the ability to be intergraded into the overall plan of Westchester Farms in Sylvan Township.

#### *(2) Encourage innovation in site planning and development, especially in housing.*

The PUD allows the ability to bring a much need multi-family product to the City of Chelsea and offer enclosed parking for all of its residents.

#### *(3) Conserve natural features and encourage open space*

The PUD allows the conservation of 4.3 acres of wetlands, which is over 25% of the total parcel area, as well as offer over 64% of the site as open space.

#### *(4) Provide other recognizable benefits beyond those afforded by development which adheres to the minimum requirements of the underlying zoning classification applicable to the property.*

The PUD allows the creation a condominium project that allows enclosed parking for all of its residents that would not be possible using the underlying zoning.

### *B. Qualifying Conditions.*

#### *(1) The Applicant must demonstrate that the proposed PUD site or area is one of the following*

##### *a) A site recommended for a Planned Unit Development or an "Opportunity Site" in the City of Chelsea Master Plan.*

The PUD was recommended as an option for this project to allow slight variances within the underlying zoning. Most critical variance allowing greater than 1,200 SF of accessory buildings (garages) 1,200 SF would allow for roughly **five (5) car garage** servicing 96 units.

##### *b) A site where an innovative, unified, and planned approach to developing the site would result in a significantly higher quality of development, the mitigation of potentially*

*negative impacts of development, or more efficient development that conventional zoning would allow.*

The PUD allows an innovative, unified, and planned approach to developing the property along with the adjacent property in Sylvan Township. This allows the overall project to be planned using shared amenities. Plan also allows the ability to offer enclosed garages for its residents that would not be allowed under the underlying zoning.

- (2) The PUD site shall be capable of being planned and developed as one integral, comprehensive site in accordance with the approved PUD Area Plan.*

The PUD site is planned and can be developed as one integral, comprehensive site.

- (3) A PUD may only be approved in conjunction with an approved Area Plan and a written and recorded PUD agreement between the city and property owner(s).*

A PUD agreement (Development Agreement) between the City and Property owners will be part of the Final Site Plan approval process.

- (4) The proposed development must also demonstrate at least one (1) of the following conditions:*

- b) The PUD site exhibits significant natural features encompassing more than 25 percent (25%) of the land area of the PUD which will be preserved as a result of the PUD, such as, but not limited to dunes, wetlands, forested area, floodplains.*

The site contains 4.3 acres of wetlands, or 28% of the total PUD land area, which will be preserved with the development. The PUD plan also proposes 64.8% of the total PUD land area as open space.

- d) The proposed design of the PUD includes innovative development concepts that substantially forward the purpose and intent of this Section, or permit an improved layout of land uses, roadways, or other site features that could not otherwise be achieved under nominal zoning.*

The PUD allows an innovative approach to developing the property along with the adjacent property in Sylvan Township. This allows the overall project to be planned using shared amenities such as walking paths parks and community spaces. Although the project could be a stand-alone community, it is tied into the overall Westchester Community. The plan also allows the ability to offer enclosed garages for all its residents, not just for five total units and the underlying ordinance would allow.



## COMMUNITY IMPACT STATEMENT

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Proposed development will provide new housing for three underserved segments of the Chelsea area market while remaining in alignment with the City's Master Plan. This includes first time buyers, single income buyers, and "move down" buyers that are current Chelsea area residents or have a connection to current area residents. All units will have the features of a new single-family home with the cost efficiencies of a new multi-unit building and will feature single floor living with a single car garage for each unit. Each building will have an elevator to allow owners to age-in-place.

Being a part of the Westchester Farms Development "The Glen" will be able to access the Westchester Farms Community amenities such a walking paths, parks and community spaces. The proposed site layout allows for over 4.3 acres of wetland to remain undisturbed on the City parcel with an additional 25' natural buffer from the wetland areas. Interconnectivity of the road network allows for easy access to all areas of the Chelsea community.

An overall stormwater system will be installed for this development and the adjacent development to the north to best utilize the overall property and take advantage as best management practices. The storm water management will be handled via conveyance through storm sewers to a regional storm water management basin to be designed and located on the Westchester development property to the north. The storm system on this development will be a private system managed by a master association controlling the private roads, stormwater system and open/recreation space of the overall Westchester Project. The storm water management system on the City parcel is to be private. This system does not connect to any city system and the stormwater management of the overall project will have a zero burden on the City of Chelsea's drainage system.

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Construction of the site infrastructure will commence approximately two months after final PUD and site plan approval. Site development will take approximately six months with vertical building construction starting immediately thereafter. Construction is expected for four years.

## REQUESTED PUD WAIVERS

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The PUD option allows the Planning Commission to increased, decreased, waived, or otherwise modified specific provisions under the underlying zoning ordinance. The following waivers from the proposed City Zoning Ordinance are being requested as a condition of the PUD. These are being requested to preserve the natural features on site, provide for additional screening, while also creating an appropriate housing product and resident needs at the Glen at Westchester Farms.

1. Waiver to allow for two (2) parking spaces per unit or approximately 140% of the minimum required parking. Parking spaces up to 130% of the minimum required parking is allowed.

Justification: The developer has done a significant amount of multi-family developments such as proposed, and without providing for 2 spaces per unit, guest overflow parking and parking in front of



hydrants or other restricted areas becomes a real problem. This is especially true for this site as it is not a walkable site to a downtown area and appropriate car parking for each unit will be important.

2. Waiver to allow for 28,210 total square feet of covered and enclosed garage parking accessory structures. A total of 1,200 square feet of accessory buildings are allowed.

Justification: This waiver would allow for an enclosed parking garage option for each of the proposed 96 units, instead of only 5 total units, as the underlaying ordinance would allow. Providing parking internal to the first floor of the buildings would not only be cost prohibitive, but would require the buildings to have to go to more than 4-stories to accommodate and the number of driveways needed to enter the first-floor parking under the buildings would not be spatially possible.

3. Waiver to allow for a 15' setback buffer from the property to the east in compliance with a side yard setback

Justification: We would propose that the setback to the east is a side yard setback and that the parcel to the east is currently being used as a residential use property. This property cannot be developed as a manufactured housing in its current configuration and surrounding residential zoning, so a buffer in anticipation of a manufactured housing development would not be appropriate. If this parcel for some reason could be developed as a manufactured housing development, that development would be responsible to provide a buffer against the Glen at Westchester instead.

## CONCLUSION

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We look forward to your earliest review of this development and PUD Area Plan proposal. For your continued review and use, and in addition to this narrative, included with this re-submittal are the following documents:

- Ten (10) copies of the revised PUD Area Plans, signed & sealed
- One (1) copy of a response letter addressing each comment from the November 17 review letter
- One (1) copy of the boundary survey, prepared by Washtenaw Engineering
- One (1) electronic PDF file of the submittal documents, included the PUD Area Plan

We appreciate your continued assistance on this exciting project and look forward to working with you during this process. Should you have any remaining questions or need anything else from us to help facilitate your review and approvals, please do not hesitate to contact me direct at (810) 923-6878 or Jim Haeussler with Norfolk Homes at (734) 260-9678. Thank you!

Sincerely,

**ATWELL, LLC**



Matthew W. Bush, P.E.

Team Leader – Land Development