

PLANNING COMMISSION MINUTES
MAY 16, 2023
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MI

CALL TO ORDER

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

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

Absent: Jamie Lane

Others Present: Jose Luis Martin Esteban (Plant Director-Gestamp), Shawn Fallot (Assistant Plant Director-Gestamp), Scott Hemmesch (Tax Director-Gestamp), Adrianna Jordan (Community Development Director), Kate Mehuron (City Council Liaison) and Rachel Kapolka (Assistant Clerk).

APPROVAL OF THE AGENDA

MOVED by Chard, SECONDED by White to amend the agenda to move item 7b - Planning Commission Evaluation and Scoring to 7c and replace 7b with Rating Discussion/Explanation. All Ayes. Motion Carried.

MOVED by Elie, SECONDED by Chard to approve the amended agenda. All Ayes. Motion Carried.

APPROVAL OF THE MEETING MINUTES

MOVED by Elie, SECONDED by White to approve the meeting minutes for April 18, 2023. All Ayes. Motion Carried.

PUBLIC COMMENT (non-agenda items only)

None

PUBLIC HEARING

- a. Zoning Text Amendment for Public Noticing Requirements (Sections 10.02, 12.02, and 14.05)
 - a. Chair Robinson opened the public hearing. There were no comments. Chair Robinson closed the public hearing.

OLD BUSINESS

None

NEW BUSINESS

- a. Zoning Text Amendment for Public Noticing Requirements (Sections 10.02, 12.02, and 14.05)
 - a. Staff Report – Adrianna Jordan
 - i. Discussed proposed changes to the public noticing requirements for site plan reviews in an effort to better match our local requirements to the Michigan Zoning Enabling Act.
 - ii. Reviewed the comparison table of MZEA noticing requirements, the City of Chelsea's current public noticing requirements and the City of Chelsea's proposed noticing requirements

MOVED by Haselschwardt, SECONDED by White to recommend that City Council approve the proposed public noticing text amendments to Section 10.02.G, Section 12.02, and Section 14.05 of the City of Chelsea Zoning Ordinance at the May 16, 2023 Planning Commission meeting. All Ayes. Motion Carried.

- b. Scoring System Discussion
 - a. Background – Adrianna Jordan
 - i. Believed to be evaluated by staff in the past
 - ii. Origin of number increments is unknown
 - iii. Reviewed neighboring communities scoring system. Did not find a lot of consistency.
 - iv. Determine qualitative corresponding data for scoring system – 0,3,4,7
 - b. Commissioners discussed qualitative label possibilities of scoring system for Section 4 of the Tax Abatement Request Evaluation Form and aligning with neighboring communities.
 - i. 0=inadequate
 - 3=adequate
 - 4=well designed
 - 7=exemplary

MOVED by Haselschwardt, SECONDED by Elie to recommend that City Council add criteria to the point scale for Section 4-Aesthetic And Practical Features for the Evaluation Abatement Form to read, 0 is inadequate, 3 is adequate, 4 is well designed, and 7 is exemplary. All Ayes. Motion Carried.

- c. Planning Commission evaluation and scoring of Gestamp Final Site Plan for Industrial Facilities Tax (IFT) Exemption Application.
 - a. Summary of Process – Adrianna Jordan
 - i. Recommend making 1 motion that includes all items
 - b. Commissioners discussed and rated each feature in Section 4, A-E.

MOVED by Haselschwardt, SECONDED by White to recommend to City Council approval of the PC ratings for Section 4 - Aesthetic and Practical Features for the industrial facilities tax exemption application. The rankings being 4 for all categories A-E. All Ayes. Motion Carried.

DISCUSSION

1. Staff Report – Adrianna Jordan
 - a. Upcoming Agenda items
 - i. None at this time
 - b. Local Updates
 - i. ZBA Meeting tomorrow, May 17th
2. Committee Reports – None
 - a. Commissioner Chard shared that Bank of America offers a down payment assistance program.

PUBLIC COMMENT (agenda items)

None

ADJOURNMENT

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

Meeting adjourned at 8:31 p.m.

Respectfully Submitted,



Rachel Kapolka (Assistant Clerk)