

**PLANNING COMMISSION MINUTES**  
**JANUARY 23, 2024**  
**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), Heather Hunnell, Wade Lehmann, Laura Baker, Julianne Chard, Marcia White

Absent: Sarah Haselschwardt (Secretary)

Vacancy: One

Others Present: Michelle Marin (Carlisle Wortman), Tony Iannelli (City Council Liaison) and Rachel Kapolka (Assistant Clerk).

**APPROVAL OF THE AGENDA**

MOVED by White, SECONDED by Elie to approve the amended agenda to add 3.b). Approval of the meeting minutes for August 15, 2023. All Ayes. Motion Carried.

**APPROVAL OF THE MEETING MINUTES**

MOVED by Hunnell, SECONDED by White to approve the meeting minutes for December 19, 2023.

All Ayes. Motion Carried.

MOVED by White, SECONDED by Lehmann to approve the meeting minutes for August 15, 2023. (6) Ayes, 1 Abstain. Motion Carried.

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

None

**PUBLIC HEARING**

None

**OLD BUSINESS**

## a. Zoning Ordinance Text Amendment for Section 4.28 – Mobile Food Vending

## a. Paul Montagno – Staff Report

- i. At the work session it was discussed that the property owner should be responsible for applying for a permit. Individual vendors will still need to obtain a license to operate.
- ii. Reviewed draft language with commissioners.

MOVED by Lehmann, SECONDED by White to pass the resolution recommending the approval of the proposed text amendment regulating food trucks to City Council. All Ayes. Motion Carried.

## b. 2024 Planning Commission Calendar Adjustment

MOVED by Chard, SECONDED by White to approve the City of Chelsea Planning Commission 2024 calendar changes including moving the November 5<sup>th</sup> meeting date to November 6<sup>th</sup>. All Ayes. Motion Carried.

**NEW BUSINESS**

## a. 2024 Planning Commission 2023 Annual Report

- a. Paul Montagno, Michelle Marin – reviewed tables with commissioners. Moving in the direction of the Capital Improvement Planning Process.
- b. Chair Robinson noted that Commissioners Elie, Haselschwardt and Baker have terms that expire this year and requested that commissioner attendance be included in the report.

MOVED by Hunnell, SECONDED by Elie to forward the 2023 Annual Planning Commission Report to City Council for review. All Ayes. Motion Carried.

**DISCUSSION**

## 1. Staff Report – Michelle Marin

## a. Upcoming Agenda items

- i. Heritage Farms – Phase 2
- ii. Addition to Chelsea Hospital
- iii. Rockwell Building – admin review
- iv. Solar Ordinance – Feb. work session

## 2. Committee Reports

- a. Council Member Tony Iannelli announced the Annual Visioning Session will be held at Silver Maples on Wednesday, January 31<sup>st</sup> at 5:30 p.m.

**PUBLIC COMMENT (agenda items)**

None

**ADJOURNMENT**

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

Meeting adjourned at 7:35 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Kapolka".

Rachel Kapolka (Assistant Clerk)