

PLANNING COMMISSION MINUTES
AUGUST 15, 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), Heather Hunnell, Marcia White, Wade Lehmann, Laura Baker, Jamie Lane

Absent: Julianne Chard

Others Present: Paul Montagno (Carlisle Wortman), Michelle Marin (Carlisle Wortman) Jeff Hardcastle (Huron Waterloo Pathways Initiative), Jess Spike (Construction Design Services), 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 August 15, 2023. All Ayes. Motion Carried.

APPROVAL OF THE MEETING MINUTES

MOVED by White, SECONDED by Lane to approve the meeting minutes for May 16, 2023. All Ayes. Motion Carried.

PUBLIC COMMENT (non-agenda items only)

None

PUBLIC HEARING

None

OLD BUSINESS

None

NEW BUSINESS

- a. Timbertown Park Improvements (APN 06-06-12-130-024) – Preliminary and Final Site Plans
 - a. Staff Report – Paul Montagno
 - i. Improvements on a 1.15 acre portion of Timbertown Park located on the south side of Sibley Road.
 - ii. Public/Private partnership between City of Chelsea, Washtenaw County Parks, and Huron Waterloo Pathways Initiative. This plan has been endorsed by the Parks Commission.
 - iii. Project is a (4) phased project and includes pickleball courts, upgraded utilities (new water lines for the water fountains and water pump for the community garden), new lighting for the site and new hook ups for the pads that will host food trucks. Parking lot and stormwater improvements are also proposed along with the restructure of the existing playground. Phase 1 to begin this fall with the construction of pickleball courts and upgraded utilities.
 - b. Jeff Hardcastle – HWPI
 - i. Play structure – visioning/fundraising this winter.
 - ii. 2 phased improvement plan
 - iii. Built in 1996/1997 – updates are needed
 - iv. Gestamp has been a key partner – will use Gestamp parking lot for overflow parking.

There was discussion on tree displacement on the pathway for Gestamp. Chair Robinson noted previous discussions regarding Gestamp's trees and landscaping.

MOVED by White, SECONDED by Lane to approve the site plan that appears to be in compliance with the requirements in the zoning ordinance. This is a public project and we understand that it will be administratively overseen by city staff so we recommend site plan approval contingent on the following conditions: the applicant work with city staff on final utility details; provide a lighting plan to indicate the height of pole lights, shielding, and illumination at the property lines to ensure zoning ordinance compliance; enter into a development agreement that identifies specific phasing and who will be responsible for the development of each element on the plan and updating landscaping requirements. All Ayes. Motion Carried.

- b. Chelsea Water Treatment Building Vehicle Storage, 6133 Werkner Road (06-06-01-310-005) – Preliminary and Final Site Plans
 - a. Staff Report – Paul Montagno
 - i. Proposed 3,200 square foot single story building on a 24 acre property.
 - ii. No new lighting or additional stormwater facilities
 - iii. No new parking or landscaping
 - iv. Proposed building will be used for storage
 - v. No new landscaping proposed

Commissioners reviewed the table for landscaping calculations in the staff report. Chair Robinson noted that several text amendments for landscaping were submitted pertaining to municipal buildings.

Commissioner Haselschwardt expressed concerns regarding the lack of details of the final site plan.

MOVED by Lane, SECONDED by White to approve the final site plan contingent on the applicant working with the city engineer to determine stormwater capacity, the applicant to provide building height to verify

compliance with all dimensional requirements, and to maintain compliance with the current landscape ordinance. 5 Ayes. 3 Nays. Motion Carried.

- c. Chelsea Light and Power Transformer Storage, 660 E Industrial Drive (06-06-12-249-024) – Preliminary and Final Site Plans
 - a. Staff Report – Paul Montagno
 - i. 3,750 square foot addition to an existing single story garage
 - ii. No existing landscaping on the property
 - iii. No new lighting or stormwater requirements
 - iv. No new parking proposed
 - v. Storage for transformers/equipment
 - b. Jess Spike – Construction Design Services
 - i. Transformers currently sit outside and need to be stored when not in use

Mr. Montagno reviewed setbacks on the site plan.

Commissioner Hunnell noted that this project is to protect multi-million dollar city assets.

MOVED by White, SECONDED by Lane to approve site plan approval contingent on the applicant to provide information to verify compliance with all dimensional requirements and the Planning Commission waives the landscape requirements based on Section 7.14. 5 Ayes. 3 Nays. Motion Carried.

DISCUSSION

1. Staff Report – Paul Montagno introduction
 - a. Upcoming Agenda items
 - i. Text amendments for next working session
 - ii. Work session topics – landscaping, food trucks, solar
 - b. Local Updates – City Manager, Marty Colburn - introduction
2. Committee Reports – None

PUBLIC COMMENT (agenda items)

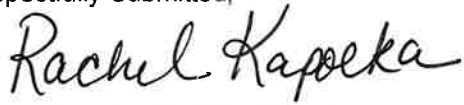
Jess Spike (Sylvan Township resident and builder) thanked the Planning Commission and expressed appreciation for the discussion. He noted the staff turnover and some conflicting information received regarding city projects.

ADJOURNMENT

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

Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Rachel Kapolka". The signature is written in a cursive, flowing style.

Rachel Kapolka (Assistant Clerk)