



Agenda Item Summary

Meeting of: September 21, 2020

Agenda Item Title: Landscaping Standards Review

Submitted by: Julia Upfal, Community Development Director

Approved for submittal:

City Manager

Explanation of Agenda Item:

A request for City Council to consider and approve additional services for the new Zoning Ordinance. The City's landscaping standards are currently not a part of the Zoning Ordinance. In order to incorporate these standards in the ordinance, additional funds are necessary to have Mckenna complete a technical review and provide suggested changes.

Fiscal or Resource Considerations:

Does this agenda item require the expenditure of funds? YES XNO

If YES, are funds budgeted? No

Are staff or other resources required? XYES NO

Advisory Board/Commission/Committee Action/Recommendation:

City Manager Comments/Recommendation:

City Manager Recommended Form of Motion:

Approve the request to hire Mckenna for review of Landscape Standards for the amount of \$8,500

ATTACHEMENTS: Mckenna Landscaping Proposal



MCKENNA

August 12, 2020

Julia Upfal
Community Development Director
City of Chelsea
305 S. Main, Suite 100
Chelsea, MI 48118

Subject: Chelsea Zoning Ordinance: Additional Services to Update City Landscaping Standards

Dear Ms. Upfal,

This proposal provides an authorization to complete an additional scope of services as part of the larger effort to update the Chelsea Zoning Ordinance. As discussed with the City, the approved scope and budget for the zoning ordinance update did not include the *City of Chelsea Landscaping Standards*, which are in a separate document, attached to the current site plan application. We are happy to incorporate a review into our existing work, and to deliver updated standards that are consistent with the Master Plan and public vision for improved landscaping standards throughout the City.

We consider this work to consist of the following.

LANDSCAPE STANDARDS TECHNICAL REVIEW

McKenna will examine the current landscaping standards in the same way we reviewed the zoning ordinance. We will review the standards to identify known problems with the standards in terms of format, consistency with the Master Plan and RRC Best Practices, and our experiences in other communities similar to Chelsea. We will document our findings in a supplemental section of the already completed draft zoning diagnostic report.

LANDSCAPE STANDARDS UPDATE

We will update the landscape standards as part of the overall zoning ordinance update, paying special attention to those issues raised by City Council and Planning Commission members at the joint kick-off meeting, including, but not limited to: consistent frontage standards along all of Main Street/M-52, clear rules for buffers and screening, and incorporation of non-motorized and pedestrian friendly principles into commercial area standards. We will also explore the possibility for inclusion of green infrastructure recommendations for frontage and parking areas, per the RRC Best Practices.

During this task, we will work with the City to determine the best place for the new landscaping standards within the Zoning Ordinance. We feel that combining all revisions to landscaping, buffering, and screening standards into a single Article is the best way to ensure consistent, legally-enforceable standards. That said, we understand that keeping flexibility to grant waivers from these standards administratively is desired and we will allow for those as appropriate. We will also integrate the standards into any form-based district frontage standards, to ensure consistency in approach across zones.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

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FEE AND AUTHORIZATION

McKenna proposes a not-to-exceed fee of **\$8,500** to complete these additional services and we will notify the City's project manager when these funds are 90% expended. McKenna will bill these additional services at the hourly rates included in our Zoning Ordinance contract with the City on our monthly invoices.

We very much look forward to assisting you with this effort. Thank you.

Respectfully submitted,
MCKENNA

Paul Lippens, AICP, NCI
Vice President
Director of Urban Design & Mobility

Julie Connochie, AICP
Principal Planner

**AUTHORIZATION TO PROCEED
CITY OF CHELSEA, MI**

If you are satisfied with the scope of work described, please sign and return one copy of this letter for our files. Your signature will authorize McKenna to proceed with this project.

Signature

Title

Date

Name (Printed)