



**2018
PLANNING
ANNUAL REPORT**

PLANNING COMMISSION:

1. Membership

MEMBER	TITLE	TERM EXPIRES
JANAE FEAR	Secretary	06-30-2021
FRANCIS LIVINGSTON	Vice Chair	06-30-2021
DANIEL LAW	Council Rep	11-09-2020
BRAD KIRKLAND		06-30-2020
WILLIAM WASCHER	Chair	06-30-2021
THOMAS TAYLOR		06-30-2020
TARA JENKINS		06-30-2019
JAKE ADAMS		06-30-2019
MATT LAFFERTY		06-30-2019

2. Attendance

	Wascher	Adams	Fear	Collison	Cook	Law	Livingston	Taylor	Kirkland	Lafferty	Jenkins
Jan	X	X	X				X	X	X		
Feb	X	X	X			X	X				X
Mar	X	X					X	X	X		
Apr		X	X			X	X	X	X		X
May	X	X	X			X	X	X	X		X
Jun	No Meeting										
Jul	No Meeting										
Aug	X	X	X			X	X	X	X	X	
Sept	No Meeting										
Oct	X		X				X	X	X	X	
Nov	X	X	X			X		X	X	X	X
Dec	X		X			X	X	X		X	X

X = present

3. Meetings

Planning Commission meetings are held the 4th Monday of each month, except as noted at 6:30 p.m.

Meeting Date	Agenda Items
January 22	<ul style="list-style-type: none"> 2017 Planning Commission Annual Report Discussion - Draft ordinance language for Medical Marihuana Facilities Licensing
February 26	<ul style="list-style-type: none"> ZBA request to review section 26-19 of the sign ordinance and consider returning to former five foot clearance from the right-of-way Presentation by Paula Givens, attorney with Cannabis Legal Group Discussion - Draft ordinance language for Medical Marihuana Facilities Licensing
March 26	<ul style="list-style-type: none"> Public Hearing - Sign ordinance amendment, section 26-19 Discussion - Draft ordinance language for Medical Marihuana Facilities Licensing

Meeting Date	Agenda Items
April 23	<ul style="list-style-type: none"> • Discussion - Draft ordinance language for Medical Marihuana Facilities Licensing • Discussion - Master Plan Update
May 29	<ul style="list-style-type: none"> • Public Hearing - Medical Marihuana Ordinance
June 25	Canceled due to lack of agenda items
July 23	Canceled due to lack of agenda items
August 27	<ul style="list-style-type: none"> • Site Plan – Dave Wakeland is requesting site plan approval for a drive through pharmacy at 417 W. Main Street • Election of Officers • ZBA request to review and potentially revise of prohibition of pole signs. • ZBA request to review and potentially revise specific sign standards as it relates to business centers. • ZBA request to review and potentially create a section within the Sign section that details powers, duties and variance criteria.
September 24	Canceled due to lack of agenda items
October 22	<ul style="list-style-type: none"> • Review of Proposed Amendments to Chapter 26 – Sign Ordinance and provide edits • Appointment of Four Planning Commissioners to the Master Plan Subcommittee • Discussion of Sec 38-197 (11) (6), Sec 38-217(4), Sec 38-242 (9) (6), Sec 38-267 (10)(6), Sec 38-292 (11). Review of buffer zone requirements for provisioning centers • Discussion on Sec. 393 and 38-292 (4). Outdoor storage height and screening requirements
November 26	<ul style="list-style-type: none"> • Review of Proposed Amendments to Chapter 26 – Sign Ordinance - provided edits • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance buffer zone requirements for medical marihuana businesses Sec 38-197, Sec 38-217, Sec 38-242, Sec 38-267, Sec 38-292 - provided edits • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance industrial outdoor storage screening Sec. 38-292, Sec. 38-312, Sec. 38-393 and 38-389 - reviewed • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance amateur radio antenna regulations Sec. 97-379 - reviewed • Appointment of a Fourth Planning Commissioners to the Master Plan Subcommittee
December 10	<ul style="list-style-type: none"> • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance buffer zone requirements for medical marihuana businesses Sec 38-197, Sec 38-217, Sec 38-242, Sec 38-267, Sec 38-292 - set a public hearing for January meeting • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance industrial outdoor storage screening Sec. 38-292, Sec. 38-312, Sec. 38-393 and 38-389 – set a public hearing for January meeting • Review of Proposed Amendments to Chapter 38 – Zoning Ordinance amateur radio antenna regulations Sec. 38-379 -provided edits and set a public hearing for January meeting • Planning Commission discussion and possible recommendation to City Council on a Recreational Marijuana Facility Moratorium – this agenda item was motioned by City Council – recommended moratorium

3. Master Plan Review

At their meeting August 6th, 2018, the Owosso City Council approved the professional service agreement for the Master Plan Update between the City and CIB Planning, Inc. of Fenton, Michigan.

The following 4 members of Planning Commission were appointed to the Master Plan Subcommittee:

JANAE FEAR
FRANCIS LIVINGSTON
THOMAS TAYLOR
JAKE ADAMS

The Master Plan kick off meeting was held on Wednesday, October 24th. The consultants and the City Manager, Assistance City Manager and Main Street Manager met to discuss the process and held a tour of the City. The Master Plan Subcommittee later joined the conversation which included discussing the process, current city vision statement, city priorities, public engagement, and identifying priorities on a city map.

City Staff has some goal setting work to do with various Boards and hopes to work with the consultants to kick off focus group meetings in February.

4. Zoning Ordinance Amendments

a. Zoning ordinance:

Section	Amendment/Addition	Status
Section 16.5 Section 38-5 Section 38-217 Section 38-242 Section 38-267 Section 38-292	Amendment – Medical marihuana	Approved
Section 26-19	Amendment - Sign ordinance five foot clearance from the right-of-way	Approved
Chapter 26	Amendments to sign ordinance	Next Step Public Hearing
Section 38-197 Section 38-217 Section 38-242 Section 38-267 Section 38-292	Amendments to buffer zone requirements for medical marihuana businesses	Next Step Public Hearing
Section 38-292 Section 38-312 Section 38-393 Section 38-389	Amendments industrial outdoor storage screening	Next Step Public Hearing
Section 38-379	Addition of amateur radio antenna regulations Sec. 38-379	Next Step Public Hearing

b. Rezoning Requests:

None requested in 2018

ZONING BOARD OF APPEALS

1. Membership:

<i>MEMBER</i>	<i>TITLE</i>	<i>TERM EXPIRES</i>
RANDY HORTON	Chair	6-20-2020
THOMAS TAYLOR	PC Representative	6-30-2021
CHRISTOPHER EVELETH	Vice Chair Council Representative	11-14-2022
KENT TELESZ		6-30-2019
MATTHEW GRUBB	Secretary	6-30-2021
JOHN HORVATH	Alternate	6-30-2019
VACANT	Alternate	

2. Attendance

	Horton	Eveleth	Taylor	Telesz	Jozwiak	Horvath	Grubb
Jan	No Meeting						
Feb	X	X			X	X	X
Mar	No Meeting						
Apr	No Meeting						
May	No Meeting						
Jun	X		X			X	
Jul	No Meeting						
Aug	X			X			X
Sept	X			X		X	X
Oct	X		X				X
Nov	No Meeting						
Dec	No Meeting						

X = present

3. Meetings:

Zoning Board of Appeals meetings are held the 3rd Tuesday of each month, except as noted at 9:30 a.m.

Meeting Date	Agenda Items
January 16	Canceled due to lack of agenda items
February 20	<ul style="list-style-type: none"> 640 N. Shiawassee Street is seeking a dimensional variance to waive the setback requirement of 10' from the right-of-way in order to install a new sign on the existing pole and foundation - Approved
March 20	Canceled due to lack of agenda items
April 17	Canceled due to lack of agenda items
May 15	Canceled due to lack of agenda items
June 19	<ul style="list-style-type: none"> 114 W. Main Street is appeal staff decision that LED lights are signage – ZBA decision LED lights were not signage

Meeting Date	Agenda Items
July 17	Canceled due to lack of agenda items
August 21	<ul style="list-style-type: none"> • 427 W. Main Street is seeking a variance from Article XII. B-4 General Business Districts, Section 38-268, (4) b. which states Business in the character of a drive-in or open front store, subject to the following conditions: Access points shall be located at least sixty (60) feet from the intersection of any two (2) streets. – Approved • 503 S. Shiawassee Street is seeking a variance from Chapter 26 – Signs, Article IV. General Provisions, Sec. 26-18. - Prohibited signs which states the following signs are prohibited in all districts: (9) Pylon or pole signs not provided for in this chapter – Approved • Interpretation requested of Sec. 26-21. - Specific sign standards. Footnotes to the Sign Dimensional Standards and Regulations Table (b). – Sent to Planning Commission
September 18	<ul style="list-style-type: none"> • 804 W. Oliver Street seeking variances from Sec. 38-379 (1) where the accessory building is structurally attached to a main building, it shall be subject to, and must conform to, all regulations of this chapter applicable to main building. Section 38-351 states that a structure within the R-1 zoning district shall have a minimum side yard setback of 8 feet, a minimum rear yard setback of 35 feet and maximum lot coverage of 25% - All Approved • 215 Oakwood Ave seeking variances from Section 38-393 (3) states that fences and hedges in front yards that function as exterior side yards must follow front yard restrictions unless the fence or hedge is installed or planted at least nineteen (19) feet back from the right-of-way line or follows the building line of the nearest legal structure. All such fences and hedges must meet clear vision requirements for streets, driveways, and sidewalks and (2) states front yard fences or hedges must be less than fifty (50) percent solid, impervious, or of an obscuring nature above a height of thirty (30) inches above the curb or centerline of the street, and not exceed four (4) feet in total height. – All Approved • 620 Lee Street seeking variances from Sec. 38-379 (4) states no detached accessory building shall be located closer than ten (10) feet to any main building nor shall it be located closer than three (3) feet to any side or rear lot line. - Approved
October 16	• Baker College seeking multiple variances for signage – All Approved
November 20	Canceled due to lack of agenda items
December 18	Canceled due to lack of agenda items

TRAINING

- City Staff attended the Michigan Association of Planning conference
- Assistance City Manager attended a MEDC Pro-forma Training
- Assistance City Manager completed the RRC Best Practices online training
- MSU Extension – Restrictions on Zoning Authority document was provided to PC members in December 2018

JOINT MEETINGS

None held in 2018

REDEVELOPMENT READY COMMUNITIES:

Criteria	Report of Findings August 1, 2017	Progress Report October 1, 2018*	
Best Practice 1.1: The Plans			
The governing body has adopted a master plan in the past five years.	N	N	Currently working on
The governing body has adopted a downtown plan.	N	N	Currently working on
The governing body has adopted a corridor plan.			
The governing body has adopted a capital improvements plan.	N	N	Will January 2019
Best Practice 1.2: Public Participation			
The community has a public participation plan for engaging a diverse set of community stakeholders.	N	Y	
The community demonstrates that public participation efforts go beyond the basic methods.	Y	Y	
The community shares outcomes of public participation processes.	N	Y	
Best Practice 2.1: Zoning Regulations			
The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	N	N	Will occur after MP update
The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	N	N	Will occur after MP update
The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	Y	Y	
The zoning ordinance allows for a variety of housing options.	Y	Y	
The zoning ordinance includes standards to improve non - motorized transportation.	N	N	Will occur after MP update
The zoning ordinance includes flexible parking requirements.	N	N	Will occur after MP update
The zoning ordinance includes standards for green infrastructure.	N	N	Will occur after MP update
The zoning ordinance is user - friendly.	N	N	Will occur after MP update

Best Practice 3.1: Development Review Policy and Procedures

The zoning ordinance articulates a thorough site plan review process.	Y	Y
The community has a qualified intake professional.	Y	Y
The community defines and offers conceptual site plan review meetings for applicants.	N	N
The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	N	Y
The appropriate departments engage in joint site plan reviews.	Y	Y
The community has a clearly documented internal staff review policy.	N	N
The community promptly acts on development requests.	N	N
The community has a method to track development projects.	N	N
The community annually reviews the successes and challenges with the site plan review and approval procedures.	N	N

Completed and on website

Implemented BS&A tracking

Implemented BS&A tracking

Implemented BS&A tracking

Best Practice 3.2: Guide to Development

The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	N	N
The community annually reviews the fee schedule.	N	Y

Completed and on website

Completed and on website

Best Practice 4.1: Recruitment and Orientation

The community sets expectations for board and commission positions.	N	N
The community provides orientation packets to all appointed and elected members of development related boards and commissions.	N	N

Currently working on

Will work on after Board expectations

Best Practice 4.2: Education and Training

The community has a dedicated source of funding for training.	Y	Y
The community identifies training needs and tracks attendance of the governing body, boards, commissions and	N	N

staff.		
The community encourages the governing body, boards, commissions and staff to attend trainings.	Y	Y
The community shares information between the governing body, boards, commissions and staff.	N	N

Best Practice 5.1:

Redevelopment Ready Sites

The community identifies and prioritizes redevelopment sites.	N	N
The community gathers preliminary background information for prioritized redevelopment sites.	N	N
The community has development a vision for the priority redevelopment sites.	N	N
The community identifies available resources and incentives for prioritized redevelopment sites.	N	N
A property information package for the prioritized redevelopment site(s) is assembled.	N	N
Prioritized redevelopment sites are actively marketed.	N	N

Will occur with MP update

Best Practice 6.1: Economic

Development Strategy

The community has approved an economic development strategy.	N	N
The community annually reviews the economic development strategy.	N	N

Best Practice 6.2: Marketing and Promotion

The community has developed a marketing strategy.	N	N
The community has an updated, user -friendly municipal website.	N	N

*Status as of October Quarterly Review

Staff is actively working on items on the above list.