

OWOSSO
Planning Commission



Regular Meeting
7:00pm, Monday, June 23, 2014
Owosso City Council Chambers



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 19, 2014
TO: Chairman Wascher and the Owosso Planning Commission
FROM: Susan Montenegro,
RE: Planning Commission Meeting: June 23, 2014

The planning commission shall convene at 7:00pm on Monday, June 23, 2014 in the city council chambers of city hall.

This meeting will have this specific focus:

1. Safe Routes 2 Schools (SR2S) grant – Mary Shi

Mary Shi, a fellow from Yale, is working with the city for the summer through the Cook Family Foundation. The city has tasked her with developing and outlining a plan for the SR2S grant the city can apply for later this fall. Five schools are eligible for these grant dollars within the city of Owosso: Emerson, Central, Bryant, St. Paul and the Jr/Middle school as the grant is for schools with students K-8. Each school could receive up to \$200,000 for infrastructure improvements geared toward improving or creating safe routes kids can walk or bike in order to get to school. Another \$8,000 is available in non-infrastructure monies for each school as well bringing the total possible grant award to \$1,032,000. Planning commission will be asked to become an active part of this grant process as it relates to sidewalk improvements, striping, and bike signage within a two mile radius of each school or basically the whole town. Please take a look at the information I have included for your review regarding SR2S and come prepared to share ideas and insights.

Please feel free to contact me at 989.890.1394 or at susan.montenegro@ci.owosso.mi.us if you have questions. Please **RSVP for the meeting**. I look forward to seeing you all on the 23rd!

AGENDA
Owosso Planning Commission
Monday, June 23, 2014 at 7:00 p.m.
Council Chambers – Owosso City Hall
Owosso, MI 48867

CALL MEETING TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF AGENDA: June 23, 2014

APPROVAL OF MINUTES: May 27, 2014

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes from May 27, 2014
3. Safe Routes 2 School (SR2S) mini packet

COMMISSIONER/PUBLIC COMMENTS:

PUBLIC HEARINGS: NONE

SITE PLAN REVIEW: NONE

BUSINESS ITEMS:

ITEMS OF DISCUSSION: Safe Routes 2 School

COMMISSIONER/PUBLIC COMMENTS:

ADJOURNMENT: Next meeting will be Monday, July 28, 2014

Commissioners, please call Marty at 725-0540 if you will be unable to attend the meeting on Monday, June 23, 2014

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500]. The City of Owosso website is: www.ci.owosso.mi.us

Affirmative Resolutions
Owosso Planning Commission
Monday, June 23, 2014 at 7:00 p.m.
Council Chambers – Owosso City Hall
Owosso, MI 48867

Resolution 140623-01

Motion: _____
Support: _____

The Owosso Planning Commission hereby approves the agenda of June 23, 2014 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 140623-02

Motion: _____
Support: _____

The Owosso Planning Commission hereby approves the minutes of May 27, 2014 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 140623-03

Motion: _____
Support: _____

The Owosso Planning Commission hereby adjourns the June 23, 2014 meeting, effective at _____pm.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Council Chambers, City Hall
May 27, 2014 – 7:00 pm**

CALL TO ORDER: Meeting was called to order at 7:03 p.m. by Chairman William Wascher.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all in attendance.

ROLL CALL: Roll Call was taken by City Clerk Amy K. Kirkland.

MEMBERS PRESENT: Chairman William Wascher, Secretary Tom Kurtz, Commissioners David Bandkau, Michael O’Leary, Brent Smith, and Randy Woodworth

MEMBERS ABSENT: Vice-Chairman Frank Livingston, Commissioners Thomas Taylor and Craig Weaver.

OTHERS PRESENT: Susan Montenegro, Assistant City Manager and Director of Community Development; Ryan Henry, Kincaid Henry Group; Jeff Deason, Shiawassee Regional Chamber of Commerce President/CEO; and Justin Horvath, Shiawassee Economic Development Partnership.

AGENDA APPROVAL:
MOTION BY COMMISSIONER BANDKAU, SUPPORTED BY COMMISSIONER KURTZ TO APPROVE THE AGENDA FOR MAY 27, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES APPROVAL:
MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES OF THE MEETING OF APRIL 28, 2014 AS PRESENTED.
YEAS ALL. MOTION CARRIED.

- COMMUNICATIONS:**
1. Staff memorandum
 2. PC minutes from April 28, 2014
 3. East Main Street Map Changes
 4. Public Hearing Notice
 5. Conceptual parking lot drawings for DIG

COMMISSIONER / PUBLIC COMMENTS: NONE

PUBLIC HEARING:

1. EAST MAIN STREET REZONING

The public hearing was opened for comment.

Reynold Batteen, owner of home at 515 East Main Street, inquired why the rezoning was being proposed if no one had petitioned for it, he also inquired how the property at 525 East Main was rezoned without his knowledge, and what value the rezoning would be to him. He said he felt the new zoning designation would negatively affect the value of his property and he didn’t see the need for changes. Commission Chair Wascher and Commissioner Woodworth indicated the change in rezoning was proposed to bring the area into compliance with the Master Plan adopted in 2012, reduce spot zoning issues, and establish consistent zoning for future potential development. It was further indicated all existing purposes may remain and any new zoning designation would only become effective if the purpose of the property changes.

Randy Smith, owner of 830 East Main Street, inquired whether his taxes would be affected by a change in zoning. He said he too, didn't see the need to change the zoning and felt that allowing business development along that stretch of the highway would increase traffic problems. Chairperson Wascher noted that his taxes would remain the same and said any new development along that stretch would need to present a site plan to the Commission for review and the Commission would have the authority to demand changes if it is felt traffic issues would be increased. He also noted that the changes proposed are for the future, the affects will not be seen tomorrow.

Cathy Schmidfrantz, owner of 828 East Main Street, inquired whether she would be able to rebuild her house if it were to burn. Commission members noted that her lot is not proposed for rezoning, but if it was and her home burned it could potentially be rebuilt using a waiver process that has been established.

There was free discussion between citizens and Commission members regarding whether homes in the proposed rezoning area could be rebuilt under various circumstances.

Gary Schmidfrantz, owner of 828 East Main Street, inquired whether he as a property owner would have any say in the site plan of a business if one were to move next door to him. Chairperson Wascher indicated the property next door would not revert to the commercial zoning designation until the home on the property is gone and all proposed site plans would be presented to the Planning Commission for review. He further noted that he could appeal any decisions of the Planning Commission to an appeals board.

The public hearing was closed.

SITE PLAN REVIEW: NONE.

BUSINESS ITEMS:

1. East Main Street Rezoning – Washington Street to Gould Street

MOTION BY COMMISSIONER WOODWORTH, SUPPORTED BY COMMISSIONER KURTZ THAT THE OWOSSO PLANNING COMMISSION FIND THE PROPOSED ZONING OF THE PARCELS IN QUEST TO MEET THE STANDARDS OF THE ZONING CODE, HEREBY RECOMMENDS APPROVAL OF THE REZONING OF THE FOLLOWING PROPERTIES TO THE OWOSSO CITY COUNCIL:

Address	Current Zoning	Proposed Zoning
515 East Main	R2	OS1
615 East Main	RM1	B1
617 East Main	OS1	B1
827 East Main	OS1	B4
831 East Main	OS1	B4
835 East Main	RM1	B4
508 East Main	RM1	OS1
512 East Main	RM1	OS1
830 East Main	RM1	B4
832 East Main	RM1	B4
834 East Main	RM1	B4
910 East Main	B1	B4

YEAS ALL. MOTION CARRIED

Chairperson Wascher noted that the item would be forwarded to City Council for a second public hearing and final consideration.

ITEMS OF DISCUSSION:

1. Review of conceptual drawings for DIG parking lots as pertaining to the Master Plan

City Manager Donald Crawford relayed the details of the DIG grant to the Commission as follows: the grant is for more than \$650,000, the City must match \$125,000, and the DDA must match \$225,000, all construction must be completed by November 30th or the money is forfeited. City Manager Crawford said the item was being presented to the Commission now because the area proposed for construction is included in the Master Plan. He went on to detail the proposed improvements for the parking lot on Curwood Castle Drive and the parking lot south of the Armory.

The Castle parking lot improvements are relatively straight-forward involving the closure of a portion of Bradley Street to allow the enlargement of the current lot, paving the current lot, providing screening around the lot, installing speed bumps on Curwood Castle Drive to discourage people trying to avoid the light at Main and Shiawassee, creation of a bus loading zone, and installing lighting.

Piper Brewer of the Arts Council had questions regarding the lighting of the Curwood Castle Drive lot, if the grade of the lot would be changed, and if the closure of a portion of Bradley Street would cause traffic congestion when there are events in the park. She also asked if the proposed bus parking could be moved to an area that was accessible by both patrons of the Castle and patrons of the Arts Center.

Commissioner O'Leary inquired whether the flood plain was involved in the project. It was noted certain areas had been intentionally avoided to keep the projects free of flood plain issues. It was further noted the existing storm sewer would be utilized to drain the Curwood Castle lot and a small retention pond was proposed for the Armory lot.

The proposed improvements for the Armory lot will be broken into two phases with all items related to the river in one project and the remaining items, including the Armory parking lot, in the other. He indicated the parking lot would be repaved and marked for 78 spots to maximize use of the area, screening similar to that found around the Exchange Street lot will be erected, and updated lighting installed. Drainage for the lot is proposed in the form of a small retention pond in one corner of the lot. A pavilion, bike racks, and kayak storage are also proposed along the riverfront.

Ryan Henry, of Kincaid Henry Building Group, said he was concerned and confused by the current plan for the Armory parking lot saying he thought his developments were going to benefit directly from the DIG grant. He distributed copies of the conceptual drawings that were included in the City's DIG grant application and said he felt the current plan is not consistent with the grant application and would not work with the plans they have drawn for the Armory. He said he felt the DIG grant requires the City to build a large pavilion, a new retaining wall, and coordinate the proposed developments at the Armory and Matthews Building.

City Manager Crawford indicated the City had submitted conceptual drawings with the DIG application but the plans were fluid, there is a need to move immediately to fulfill the time requirements of the grant and the Armory redevelopment is not as far along as was originally planned. He said the City wants to see the redevelopment of the adjoining buildings tied together with the parking lot improvements and he respects the fact there are details that have to be worked out with the grantor but he is also cognizant that neither the redevelopment of the Armory nor the Matthews Building is entirely assured and he has a duty to ensure that the taxpayers of Owosso do not get left holding the bag should one of those projects not come to fruition.

There was significant discussion regarding the early conceptual drawings and the latest proposed drawings.

Chairperson Wascher ended the discussion saying he wasn't sure why the item was brought before the Commission as they had no authority in the matter. He encouraged the City and the developers to work out the issues worked out.

COMMISSIONER / PUBLIC COMMENTS:

City Councilman Burton Fox said he had not heard the Armory project was a definite go and he knew the DIG grant projects had to be finished by the end of the year or the money would have to be returned. He said it seems as if “everyone thinks that everyone else is in the wrong” and he would like to see more communication between the Chamber and the City. He said he would be thrilled to see the Armory redeveloped and was happy to hear there was a proposal to redevelop the Matthews Building. He said as a citizen of the City he wanted the parties to reach a resolution and suggested the Chamber pledge to pay back the DIG grant funds if the City ties its projects to the Armory redevelopment as requested and the development doesn’t go through.

Jeff Deason, CEO of the Shiawassee Regional Chamber of Commerce, said they have made every effort to include the City in their development discussions. They are trying to secure financing as soon as possible but such activities take time. He said he was sad things had gotten this contentious and suggested all the parties sit down together to reach a resolution.

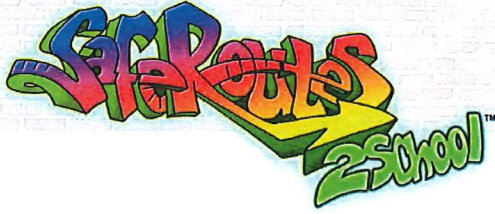
Chairperson Wascher said he thought the project was a great idea but the parties involved need to get together to make it work, the Planning Commission is powerless to anything at this point.

ADJOURNMENT:

**MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER SMITH, TO ADJOURN AT 8:43 P.M.
YEAS ALL. MOTION CARRIED.**

Tom Kurtz, Secretary

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Safe Routes to School Michigan Overview

PROGRAM DESCRIPTION

Safe Routes to School (SR2S) is a worldwide movement – and – since 2005 a federal program – to make it safe, convenient and fun for children to bicycle and walk to school. When routes are safe, walking and biking to and from school are easy ways for children to get the regular physical activity they need for good health. Safe Routes to School initiatives also help ease traffic jams, reduce air pollution, unite neighborhoods, and contribute to students' readiness to learn in school.

The federal Safe Routes to School program was originally authorized as part of the surface transportation bill (SAFETEA-LU) signed into law in August 2005, and renewed as part of the Transportation Alternatives Program (TAP) under the new surface transportation bill (MAP-21) in July 2012. As a result, every state has access to federal funds to help communities implement infrastructure improvements and non-infrastructure activities to encourage and enable students to safely walk and bike to school.

The federal legislation specifies the following purposes for the program:

- To enable and encourage children in **grades K-8**, including those with disabilities, to walk and bike to school.
- To make bicycling and walking to school a safer and more appealing alternative, thereby encouraging a healthy and active lifestyle from an early age.
- To facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Michigan's Safe Routes to School program is managed by the Michigan Department of Transportation (MDOT), with training, administrative, and technical support from the Michigan Fitness Foundation.

In Michigan, a school-based planning process must be completed as a prerequisite for funding (see "Program Expectations" below).

ELIGIBLE ACTIVITIES

Safe Routes to School funds can support both infrastructure and non-infrastructure projects. Examples of eligible infrastructure and non-infrastructure interventions are shown below. Additional actions are eligible as long as they fit within the identified constraints of the program and can be shown to contribute to the achievement of program purposes and desired outcomes.

The statute identifies project types for each category as follows:

Infrastructure Projects

- Sidewalks
- Traffic calming and speed reduction
- Pedestrian and bicycle crossing improvements
- On-street and off-street bicycle facilities
- Off-street pedestrian facilities (trails and paths)
- Traffic diversion improvements in the vicinity of schools

Non-infrastructure Projects

- Programs to encourage walking and bicycling to school
- Programs to make it safer to walk and bicycle to school
- Pedestrian and bicycle safety training for students
- Traffic enforcement operations in the vicinity of schools
- Funding for volunteers and managers of SR2S programs

Additional guidance is available online at www.saferoutesmichigan.org.

PROGRAM EXPECTATIONS

As a prerequisite for funding eligibility, schools must complete a school-based planning process culminating in the creation of a SR2S Action Plan. This process is described and facilitated in Michigan's SR2S Handbook (see "Technical Assistance and Other Support" below). The school can be expected to:

- 1. Register their program with the Michigan Fitness Foundation and provide evaluation permission.** Schools are registered by completing and returning the attached registration form. The principal's signature indicates 1) the school's desire to participate in Safe Routes to School, and 2) permission to distribute surveys to students and parents at his/her school.
- 2. Designate a SR2S coordinator.** The coordinator will serve as the main contact person for the school's SR2S program.
- 3. Establish a SR2S team.** The members of the team will vary from school to school but often include: a school administrator; teacher(s); student leader(s); parent(s); a local law enforcement official/officer; and a representative from the legislative body with authority over the roads (i.e., city, village, county road commission, or MDOT).
- 4. Assess attitudes and behaviors related to walking and biking to school.** Schools will survey parents and students to assess their behavior, beliefs and attitudes toward walking and biking to school and to non-motorized travel in general. Assistance with data collection, analysis, and reporting is available to registered schools.
- 5. Assess the safety of walking and/or biking routes.** School teams will assess the physical environment around the school and along routes traveled by students in order to identify barriers to safe walking and biking.
- 6. Develop a SR2S Action Plan.** The SR2S team will review findings from the walking audit and information collected through student and parent surveys to develop recommendations to encourage and enable students to walk to school on safe routes. The Action Plan will address education, encouragement, enforcement and/or engineering needs.

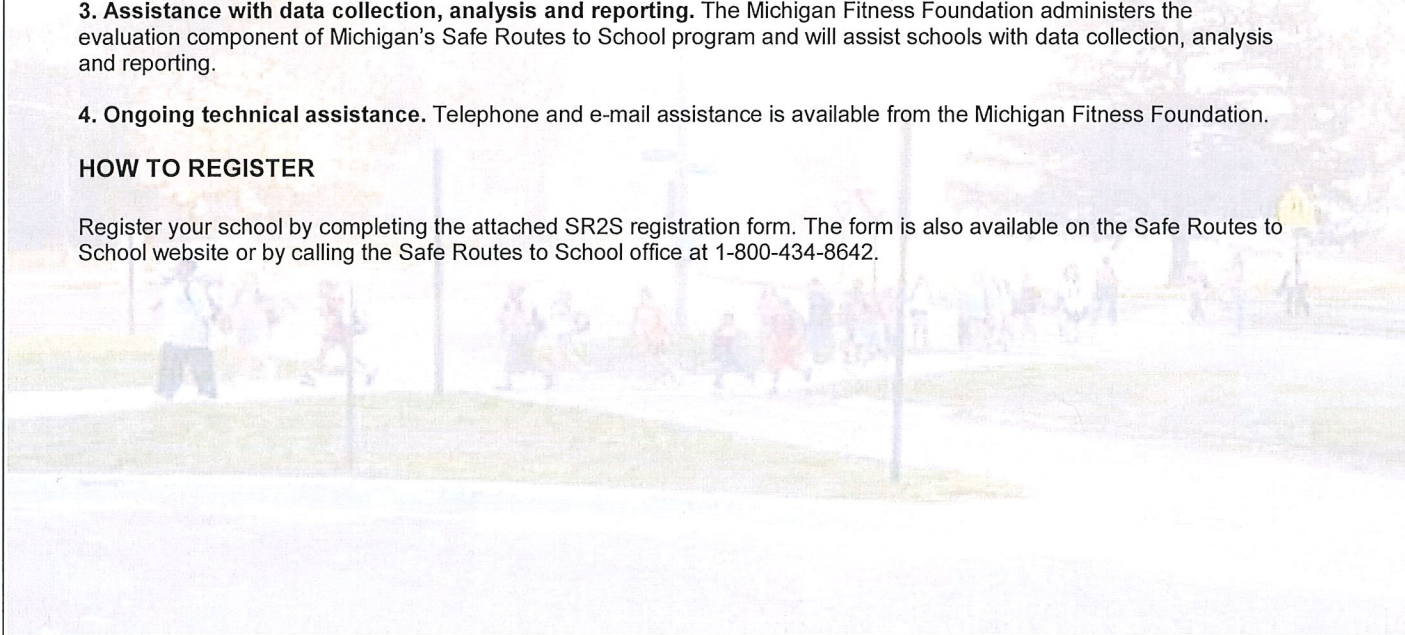
TECHNICAL ASSISTANCE AND OTHER SUPPORT

All schools registered in Michigan's Safe Routes to School program will receive the following at no charge from the Governor's Council on Physical Fitness, Health and Sports/Michigan Fitness Foundation and its network partners:

- 1. A SR2S Handbook.** The SR2S Handbook is a user-friendly guide to starting and maintaining a Safe Routes to School program. The Handbook contains many time-saving extras, including templates for creating flyers, invitations, surveys and more. A copy of the Handbook may be obtained by attending a Safe Routes to School training session, downloading a copy from www.saferoutesmichigan.org, or requesting a copy from the Safe Routes to School office.
- 2. Training.** Safe Routes to School team leaders are encouraged to attend a free training session. Training sessions feature several hands-on exercises to help teams get a SR2S program started. Mileage reimbursement may be available to schools that wish to send the SR2S coordinator or another team member to training; contact the SR2S office for details.
- 3. Assistance with data collection, analysis and reporting.** The Michigan Fitness Foundation administers the evaluation component of Michigan's Safe Routes to School program and will assist schools with data collection, analysis and reporting.
- 4. Ongoing technical assistance.** Telephone and e-mail assistance is available from the Michigan Fitness Foundation.

HOW TO REGISTER

Register your school by completing the attached SR2S registration form. The form is also available on the Safe Routes to School website or by calling the Safe Routes to School office at 1-800-434-8642.



SRTS FUNDING GUIDE

INFRASTRUCTURE

ELIGIBLE

- Sidewalk improvements: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, and curb ramps
- On-street bicycle facilities: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric turning lanes, traffic signs, and pavement markings
- Off-street bicycle and pedestrian facilities such as exclusive multi-use trails and pathways that are separated from a roadway
- Traffic diversion improvements
- Pedestrian and bicycle crossing improvements including pavement markings, signals, new or upgraded traffic signals, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, and pedestrian activated signal upgrades
- Driver feedback signs and variable speed limit signs.
- Secure bicycle parking facilities such as bicycle parking racks, bicycle lockers, and covered bicycle shelters on public property
- Traffic calming and speed reduction improvements
- Lighting that directly impacts the paths students take to and from school.
- Remote drop-off sites a minimum of ¼ mile from school site

INELIGIBLE

- Property acquisition (construction access, purchase of right of way, etc.)
- Sidewalks or other pathways on school property that do not connect directly with community sidewalk systems (e.g. connecting schools on a campus)
- Sidewalks or other pathways with the primary purpose of connecting the school with recreational facilities, athletic facilities or commercial areas
- Improvements to bus routes or stops
- Improvements to pick-up and drop-off areas that do not primarily benefit children walking and bicycling to school
- Stand-alone curb ramps built to achieve compliance with ADA requirements
- Raised crosswalks
- Landscaping
- The costs for required traffic signal warrant studies
- Costs for preliminary engineering (design) and construction engineering (including, but not limited to, inspection and staking)
- Project administration or professional services (e.g. consultants)
- Permit costs, environmental clearance and mitigation
- Construction extras and cost overruns
- Supplanting or replacing any existing funding

NON-INFRASTRUCTURE

ELIGIBLE

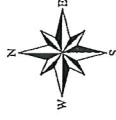
- Student pedestrian, personal, or bicycle safety education
- Parent and community-wide SR2S and walking route education
- Map development showing preferred walking and bicycling routes to school
- Training adult volunteers to assist with student pedestrian and bicycle safety
- Funding for a part-time SR2S coordinator
- Walking school buses and bicycle trains led by adult volunteers
- Walking school bus and bicycle train supplies, including reflective vests
- Weekly or bi-weekly Walk to School Days and/or Bicycle to School Days
- Frequent walker/bicyclist programs and mileage clubs
- Friendly competitions between classrooms or individuals that recognize accumulated mileage walking/bicycling to/from school over a period of time
- Activities encouraging parents to allow their children to walk/bicycle to school
- Modest incentives to increase the number of walkers and bikers
- Increased law enforcement around the school and on the school routes during the times when students are traveling to and from school
- Programs enforcing school policies for pedestrians and bicyclists during arrival and dismissal
- Programs enforcing existing rules for pedestrian and bicycle safety
- Progressive ticketing programs
- Volunteer safety patrol and crossing guard programs including training and supplies

INELIGIBLE

- Abandoned building demolition
- Adult or student raffle items to reward meeting attendance
- Annual Walk to School Day or Bike to School Day events
- Anti-bullying curriculum or gang violence prevention programs
- At-school walking clubs (e.g. lunchtime or recess walking clubs)
- Full meals, gift cards, or bicycles or bicycle locks
- Candy, soda, junk food, or unhealthy fast foods
- Computers, laptops, iPads/tablets, iPods/MP3 players, smart boards, or other electronic equipment including headphones/earbuds
- Equipment for infrastructure maintenance (e.g. snow removal equipment)
- Graffiti removal or general neighborhood beautification programs
- Handbooks and manuals with information that can be obtained from the Michigan Fitness Foundation
- Nutrition education activities or in-school physical education activities
- Newsletters and flyers with information that can be obtained from the Michigan Fitness Foundation
- Salaries or stipends for positions currently funded from another source
- Salaries or stipends for multi-year positions, including crossing guards
- Security cameras
- Stray animal removal and vaccination programs
- Video production

City of Owosso
Central School

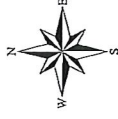
June 5 2014



City of Owosso

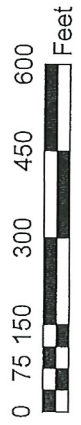
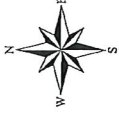
Emerson School

June 5 2014



City of Owosso Middle School

June 5 2014



City of Owosso

Bryant School

June 5 2014

