

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, OCTOBER 23, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Susan Montenegro, acting recording secretary.

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Michelle Collison, Tom Cook, Jake Adams and Dan Law.

MEMBERS ABSENT: Commissioner Tom Taylor.

OTHERS PRESENT: Assistant City Manager Susan Montenegro, Christopher Germain of the MEDC.

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON TO APPROVE THE AGENDA FOR OCTOBER 23, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER COOK TO APPROVE THE MINUTES FOR THE SEPTEMBER 25, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from September 25, 2017.
3. Capital Improvements Plan Guide – RRC.
4. CIP Guideline – MAP.
5. CIP Program – MAP.
6. Master Plan Update Guide – RRC.

COMMISSIONER/PUBLIC COMMENTS

None.

BUSINESS ITEMS:

1. **Capital Improvements Plan.** A requirement of obtaining certification in the Redevelopment Ready Communities (RRC) program is to create a capital improvements plan (CIP). Christopher Germain, of the MEDC, informed planning commission they are an advisory board and the bulk of the work is done by staff. Department heads will provide project and cost details, planning commission will then prioritize this information and tying it to the Master Plan. Timeline is to have the CIP approved prior to adoption of the city's annual budget in late spring.

Mr. Germain suggested forming a CIP core group with two members from planning commission, one member from city council, the finance director, assistant city manager, public services director and public safety director. The goal of this group will be to figure out which forms to use, define the CIP and prioritize. Janae Fear and Jake Adams volunteered to be the two members representing planning commission. Dan Law stated he would serve as the representative from city council.

Mr. Germain also shared the city of Owosso has been chosen by the Michigan Association of Planning as a location to host a Capital Improvements Plan training event. A date has not been chosen yet. Ms. Montenegro will provide potential locations to Mr. Germain.

ITEMS OF DISCUSSION:

1. Developing an RRC core group. This discussion did not take place.
2. Draft version of Parks and Recreation Plan. A draft version of the plan is available on the city website. Planning commission members were asked to look at the plan and give feedback.
3. Master Plan Update. Planning commission members discussed the process of updating the 2012 Master Plan and what that would entail. Christopher Germain, from the MEDC, pointed out the current master plan has a lot of the groundwork already in place. His recommendation is to review the master plan and utilize the Report of Findings from the RRC self-evaluation to implement suggested changes. The Master Plan needs to be updated prior to updating/redoing the zoning ordinance.

COMMISSIONER/PUBLIC COMMENT:

Commissioners discussed the Medical Marihuana Facilities Licensing Act workshops that were recently held. The next step is for planning commission to develop a draft ordinance. Part of the November and December meetings will be used for that purpose. Ms. Montenegro shared she will be speaking at the DDA's business owner's meeting on October 24th to inform business owners and get their input. Ms. Montenegro also shared she has reached out to Westown business owners and hopes to schedule a meeting with them soon.

ADJOURNMENT:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER FEAR TO ADJOURN AT 8:00 P.M. UNTIL THE NEXT MEETING ON November 27, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary