

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, JULY 22, 2019 – 6:30 P.M.**

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Law, Taylor and Yerian

MEMBERS ABSENT: Commissioners Adams, Kirkland and Jenkins

OTHERS PRESENT: City Manager Nathan Henne, Kelly McIntyre, CIB Planning

APPROVAL OF AGENDA:
MOTION BY SECRETARY FEAR, SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE AGENDA FOR JULY 22, 2019.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE MINUTES FOR THE MAY 28, 2019 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARINGS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Administrative Site Plan Ordinance Review

The City does not have any means to approve minor site plans at the staff level like other communities. Having this ability would streamline the process for small projects by precluding the need to have a full Planning Commission site plan review. This ordinance amendment to Sec. 38-390 – Site Plan Review - would streamline the process and satisfy a small portion of our Redevelopment Ready Community certification efforts.

Summary of the changes:

1. New construction of any permitted non-residential or multi-family development that is less than 2000 sq. ft.
2. Construction of an addition less than 2000 sq. ft. in a non-residential district
3. Construction of expansion of an impervious surface less than 5000 sq. ft.
4. Changes in use from a non-conforming use to a more conforming use
5. A vacant existing building or site to be re-occupied by a use permitted and will not require any significant changes in existing site facilities such as parking, landscaping, lighting, or sidewalks
6. Installation of pavement or curbing improvements provided the number of spaces remain constant and the plans and construction are approved by the City Engineer
7. Relocation of a waste receptacle or screening around the waste receptacle

8. Accessory structures in non-residential districts
9. Temporary uses, sales, and seasonal events
10. Erection of a tower, antenna, or other community facility, essential public service building.
11. Minor revisions to an approved site plan limited to:
 - a. Changes to façade or architectural features
 - b. Alterations/substitutions/expansions of approved landscaping areas consistent with the other requirements of the Ordinance

Site plan application and submittal requirements are required for administrative site plan approval.

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO FORWARD SEC. 38-390 – SITE PLAN REVIEW ORDINANCE AMENDMENTS TO THE CITY COUNCIL WITH THE RECOMMENDATION TO REVIEW AND ADOPT AMENDMENTS.

RCV YEAS ALL. MOTION CARRIED.

2. Sign Ordinance Review

CIB Planning presented proposed amendments to Chapter 26 – Signs. The proposed sign ordinance edits: re-organize the existing ordinance content; propose and expand ordinance definitions; revise the sign application and review process; expand prohibited signs; add provisions for temporary signs, nonconforming signs, and authority for a Sign Zoning Board of Appeals; clearly illustrate how to measure sign; and expand each district section.

Further discussion and direction from the Planning Commission as follows:

1. Razor flags/pennant signs and streamers/festoons:
 - Allow these types of signs on a temporary basis up to 30 days
 - Use feather flag instead of razor flag to be consistent
 - Add pictures of these types of signs to the ordinance for a visual clarification
2. Pole signs:
 - Pole signs were inadvertently removed from the current ordinance
 - Planning Commission would like to add them back in to be an allowable type of sign
3. Electronic messaging signs:
 - Allow for electronic messaging signs
 - Allowed up to 50% of the entire sign
4. Murals:
 - Allow murals for art not advertising
 - Can't contain letters or numbers
5. CIB Planning will return to the August meeting with a revised draft based on the Planning Commission recommendations

3. Recreational Marijuana Emergency Rules Discussion

City Council passed a moratorium resolution regarding recreational marijuana facilities in order to give LARA time to release the state's rules regarding facility regulation. On July 3, 2019, the state released the emergency rules for recreational facilities. Final rules are expected to be released before the December 6, 2019 deadline.

A summary of the emergency rules was presented to the board and discussion followed. The general consensus was to go forward with a recreational marijuana ordinance and have it be a

mirror of the current medical marihuana ordinance. Questions were posed to the City Manager who will obtain the answers and return to the next meeting with additional information.

OTHER BOARD BUSINESS: NONE

PUBLIC COMMENTS AND COMMUNICATIONS: NONE

ADJOURNMENT

MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 8:30 P.M. UNTIL THE NEXT MEETING ON AUGUST 26, 2019.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

DRAFT