

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, JULY 24, 2017 – 6:30 P.M.**

***MOTION BY COMMISSIONER FEAR, SUPPORTED BY COMMISSIONER SMITH TO NOMINATE COMMISSIONER LIVINGSTON TO CHAIR THE MEETING DUE TO THE ABSENCE OF CHAIRMAN WASCHER AND VICE CHAIR WEAVER RESIGNED.***

**YEAS ALL. MOTION CARRIED.**

**CALL TO ORDER:** Commissioner Livingston called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:** Recited.

**ROLL CALL:** Tanya Buckelew, Recording Secretary.

**MEMBERS PRESENT:** Secretary Janae Fear, Commissioners Jake Adams, Frank Livingston, Tom Taylor, Brent Smith.

**MEMBERS ABSENT:** Chairman Wascher, Commissioners Michelle Collison, Tom Cook, Dan Law.

**OTHERS PRESENT:** Assistant City Manager Susan Montenegro, Josh Adams - DDA

**APPROVAL OF AGENDA:**  
**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE AGENDA FOR JULY 24, 2017.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**  
**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR THE JUNE 26, 2017 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes from June 26, 2017.
3. Section 38-380 Off-street parking requirements
4. Review/revision of off-street requirements in downtown
5. Citizen participation plan updating

**COMMISSIONER/PUBLIC COMMENTS**

None.

**PUBLIC HEARING:**

None

## **BUSINESS ITEMS:**

1. Election of Officers. Elect the chair, vice-chair and secretary for the 2017-18 fiscal year.
  - This item was moved to end of agenda
2. Review of Section 38-380 (12)e.
  - Ms. Montenegro presented copies of ordinances from other communities for samples relevant to the current wording for off street industrial parking.
  - Discussion was held in comparing the various ordinances from Port Huron, Roseville, Berkley, Southfield, Novi and Big Rapids.
  - It was noted that City of Owosso's ordinance on off street industrial square footage of usable floor space requirement is 550, that falls about in the middle as other communities have as low as 250 and as high as 700.
  - Commissioners do not want to change the ordinance at this time.
3. Review of Section 38-380. Look at language regarding off-street parking requirements in the downtown and consider revision of section 38-380 (2).
  - Ms. Montenegro presented information relating to downtown off street parking including parking lease application and parking space lease.
  - Discussion was concentrated on parking for downtown residents.
  - Josh Adams explained the current parking setup as having 24 hour and 72 hours lots on the outside of the downtown area and as the lots get closer to downtown the hours for parking are decreased down to 4.
  - Downtown residential living has increased and is expected to grow by 80-100 units.
  - The goal is to allow a downtown resident to park in an available space at any time.
  - Signage currently states no parking between 8a-5p.
  - The plan going forward is to phase out employee parking leases. Remove signage and let residents park anywhere (with a parking lease). Add new signs showing the allowable hours to park in each lot.
  - Parking lease – change wording in #10. Residential Lease – add the following:
    - a. Extended Residential Parking – Residential vehicles shall not be parked more than 48 hours at any given time. Residential lessees planning an extended leave shall be required to park in a 72-hours lot during that time and shall give notice to public safety detailing the vehicle type, license, dates and duration of extended parking (not to exceed seven (7) days). If a resident plans a longer extended leave than seven (7) days it will be up to the lessee to find alternate parking during that time.
  - One (1) free tag to the building owner and the building owner would obtain the parking tags for their residents.
  - City of Southfield's ordinance wording is recommended.

**MOTION BY COMMISSIONER FEAR, SUPPORTED BY COMMISSIONER TAYLOR TO AMEND THE LANGUAGE IN THE ZONING ORDINANCE SECTION 38-380 (2) BY ADDING THE FOLLOWING: *HOWEVER, IN THE DDA AND WESTOWN DISTRICTS, AS SHOWN IN THE MAP, RESIDENTIAL PARKING FOR DOWNTOWN RESIDENTS SHALL BE ALLOWED IN ANY PUBLIC PARKING LOT WITH A RESIDENTIAL PARKING PERMIT, ACCORDING TO THE TERMS OF THE LEASE AGREEMENT.***

**YEAS ALL, MOTION CARRIED.**

4. Citizen participation plan. Review of current citizen participation plan.
- Ms. Montenegro presented a revised plan using Quincy's plan as a guideline.
  - Page 7 change wording to the last sentence – remove “the time limits for these processes” add “the process.
  - Page 11 describe what a Low and a High Controversy Development Plan is.
  - Page 10 change wording by removing charrettes and replacing with a more common known word.
  - Suggestion to make the document more understandable is to change wording to a 5<sup>th</sup> grade level.
  - This plan will be presented again at the August meeting for addition review/approval.

**ITEMS OF DISCUSSION: NONE**

**COMMISSIONER/PUBLIC COMMENT:** Commissioner Smith will be moving out of the city limits but will still be able to attend the August meeting.

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER FEAR TO TABLE THE ELECTION OF OFFICERS TILL THE AUGUST MEETING.**

**YEAS ALL, MOTION CARRIED.**

**ADJOURNMENT:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER SMITH TO ADJOURN AT 7:45 P.M. UNTIL THE NEXT MEETING ON AUGUST 28, 2017.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary