

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, AUGUST 27, 2018 – 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 Adams, Kirkland, Lafferty, Law and Taylor

MEMBERS ABSENT: Commissioner Jenkins

OTHERS PRESENT: Assistant City Manager Amy Cyphert, David Wakeland of Wakeland Oil

Chairman Wascher welcomed new member Matthew Lafferty.

APPROVAL OF AGENDA:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR AUGUST 27, 2018 WITH THE TIME OF THE MEETING CHANGED TO P.M.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE MAY 29, 2018 MEETING.

YEAS ALL. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:

1. **Site Plan** – Dave Wakeland is requesting site plan approval for a drive through pharmacy at 427 W. Main Street, Parcel # 050-700-001-001-00

Commissioner Adams excused himself from the discussion and vote regarding 427 W Main Street due to a conflict of interest.

Background & Building Information

In 1983, the existing 924 square foot convenience store building was constructed to compliment the gas/fueling station use. In 2012, the station was closed due to changes in the fueling/convenience store industry and the need for a larger convenience store. Since then, the property owner, Wakeland Oil, has been marketing the vacant site for sale or lease.

Wakeland Oil is in discussions with a pharmacist that would like to open an independent pharmacy at this location. The addition of the drive through window in the B-4 zoning district requires site plan review. No changes are proposed for the exterior of the existing building. The tenant will have the option of adding

signage that meets the sign ordinance requirements. We have confirmed with Dave Wakeland that the pharmacy will not be supplying medical marihuana.

Per Section 38-268, businesses in the character of a drive-in are subject to the following conditions:

- a. A setback of at least sixty (60) feet from the right-of-way of any existing or proposed street must be maintained. – **The building is 76 feet from W. Main Street.**
- b. Access points shall be located at least sixty (60) feet from the intersection of any two (2) streets. – **On August 20th, the ZBA granted a variance for 2 existing access points that are within 60 feet of the intersection.**
- c. All lighting shall be shielded from adjacent residential districts. – **N/A**
- d. A six-foot high, completely obscuring wall shall be provided when abutting or adjacent districts are zoned for any residential, OS-1, B-1, B-2, B-3 or B-4 districts. The wall shall further meet the requirements of article XVII, general provisions. – **There is an existing 6 foot fence adjacent to the B-1 zoned parcel.**

City Staff (Building Official, Engineer & Planner) reviewed the original site plan submitted. Staff had some concerns with the location of parking spaces, traffic flow throughout the site, etc. City Staff requested revisions to the site plan to resolve the items and the applicant has revised the site plan per the request of City Staff. No changes are proposed to the existing fence, dumpster enclosure, sidewalks, etc. In the event, the tenant wants signage, they will have to submit a sign permit application and meet the ordinance requirements. Staff recommends the site plan be approved since the site plan complies with pertinent City ordinances and allows a building that have been vacant since 2012 to be occupied.

COMMISSION ACTION:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE SITE PLAN FOR THE PHARMACY BUILDING LOCATED AT 427 W. MAIN STREET AS DEPICTED ON THE PLAN PREPARED BY WESTWARD ARCHITECTURE, PROJECT NUMBER 2018-0110, SHEET SP, LAST DATED 8-17-18 SUBJECT TO THE FOLLOWING:

1. **THAT THE TENANT USING THE DRIVE THROUGH IS A PHARMACY.**
2. **THAT ANY INTERIOR CHANGES TO THE BUILDING AND DRIVE THROUGH WINDOW WILL REQUIRE A BUILDING PERMIT AND CONSTRUCTION PLANS.**
3. **THAT ANY TENANT SIGNAGE WILL REQUIRE SIGN PERMITS.**
4. **THAT THE SE CORNER SIDEWALK AT THE REAR OF THE BUILDING BE CUT OUT TO ALLOW A TURN TO THE NORTH.**

YEAS: SECRETARY FEAR, COMMISSIONERS KIRKLAND, LAFFERTY, LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR AND CHAIRMAN WASCHER

NAYS: NONE

RCV ALL YEAS MOTION CARRIED

OTHER BOARD BUSINESS:

2. Election of Officers: Elect the chair, vice-chair and secretary for the 2018-19 fiscal year

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO ELECT WILLIAM WASCHER AS CHAIRMAN, FRANK LIVINGSTON AS VICE-CHAIR AND JANAE FEAR AS SECRETARY.

YEAS: COMMISSIONERS ADAMS, KIRKLAND, LAFFERTY, LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR, SECRETARY FEAR, AND CHAIRMAN WASCHER

NAYS: NONE

RCV ALL YEAS MOTION CARRIED

3. Review of Section 26-18: The Owosso Zoning Board of Appeals is requesting the review and potential revision of prohibition of pole signs.

The Sign Ordinance was revised and adopted in 2017 with the language that pole signs are prohibited. Discussion held regarding the intent of eliminating pole signs. The board's intent was to eliminate pole signs in the downtown area but would allow them in other areas of the City. Assistant City Manager Amy Cyphert will present draft changes to the Sign Ordinance at the September meeting.

4. Review of Section 26-21: The Owosso Zoning Board of Appeals is requesting the review and potential revision specific sign standards as it relates to business centers.

The current Sign Ordinance does not have specific language that would apply to business centers, i.e. campuses and hospitals. Discussion held regarding the intent to regulate all signs on both private property and near right-of-way. These business centers require multiple directional signs on the private property. General consensus was to only regulate signs near the right-of-way and not directional signs on private property. Assistant City Manager Amy Cyphert will present draft changes to the Sign Ordinance at the September meeting.

5. Review of Section 26: The Owosso Zoning Board of Appeals is requesting the creation of Board of Appeals section within the Sign section that details powers, duties and variance criteria.

Discussion held regarding the current variance criteria and how it pertains to buildings and does not represent sign variances. Assistant City Manager Amy Cyphert will present draft changes to the Sign Ordinance at the September meeting.

PUBLIC COMMENTS AND COMMUNICATIONS:

Commissioner Livingston welcomed the City's new Assistant City Manager Amy Cyphert. Ms. Cyphert spoke of her background and experience with planning and zoning.

Assistant City Manager Amy Cyphert stated the City Council approved the professional agreement for services to update the Master Plan. Ms. Cyphert suggested creating a sub/steering committee and there will be multiple meetings with the professional firm. Commissioners Adams, Fear, Law, Taylor and Vice-Chair Livingston expressed an interest in serving on the committee.

ADJOURNMENT:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSION TAYLOR TO ADJOURN AT 7:30 P.M. UNTIL THE NEXT MEETING ON SEPTEMBER 24, 2018.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary