



PLANNING & ZONING DEVELOPMENT GUIDE

This document is intended to be used as an informational resource for municipal employees, citizens, developers and elected officials.

Printed 2019

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INTRODUCTION

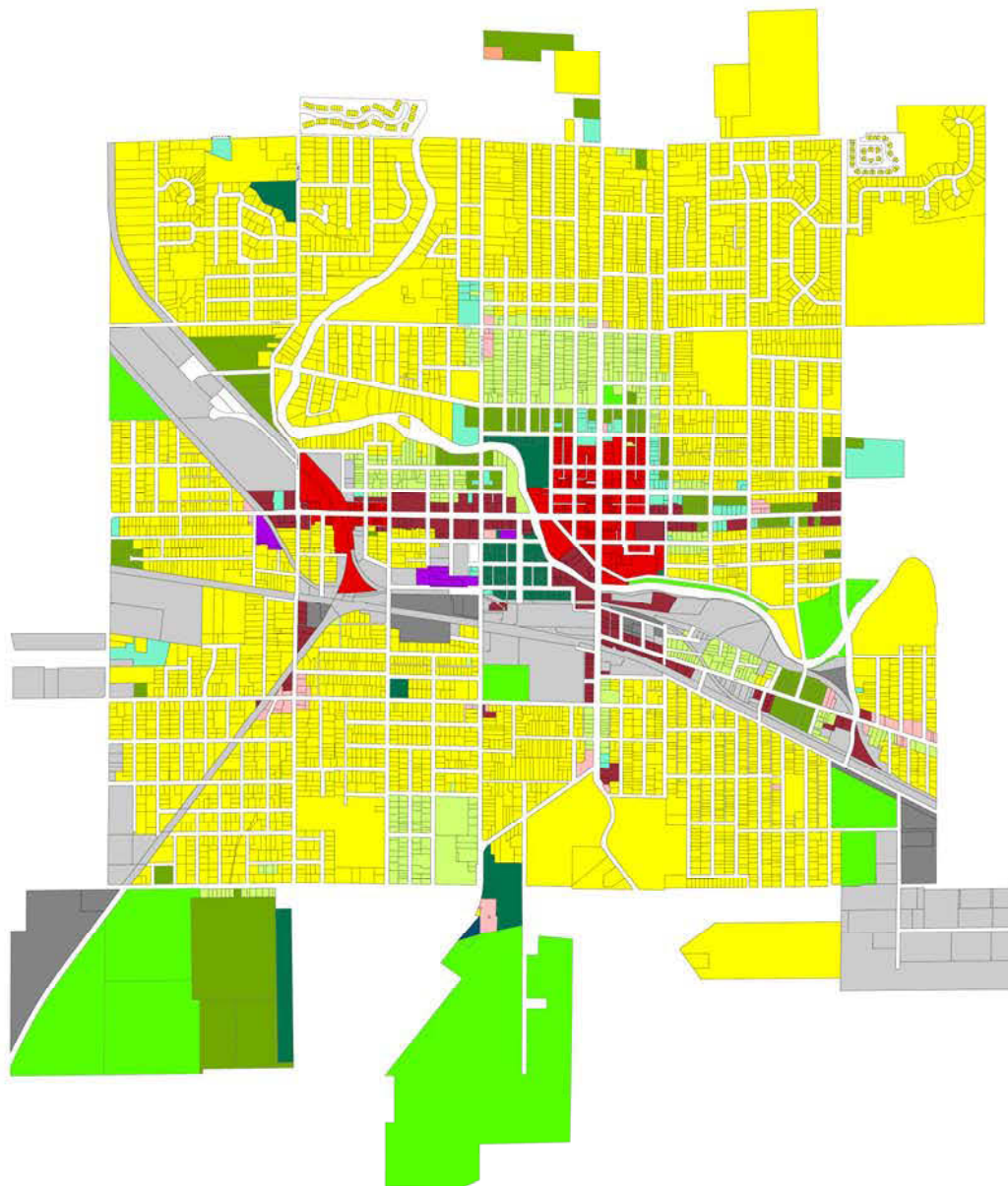
The purpose of this document is to serve as a guide to City residents, business owners and other decision makers. Although this document provides detailed information on a number of the City's processes, it is best to contact City Staff directly before filing an application.

The City of Owosso is governed by ordinances and plans that propose the orderly development of land, capital improvements and concentration of different land uses. The City is granted these privileges under State's Municipal Planning Act, Public Act 207 of 1921. In general, planning and zoning are closely related and regulate development. Zoning controls the intensity and type of development allowed in specific areas of the City.

Many residents and developers find it helpful to meet with City Staff prior to purchasing a property or submitting permits to make improvements to one's property. Meeting with Staff will provide guidance on applicable city zoning codes and/or State building codes required for the proposed modifications or improvements. Before changes can take place, a site plan or other approval process maybe required by the Planning Commission or a variance may be required from the Board of Appeals. City staff acts as the liaison between residents and the City Planning Commission and Board of Appeals.

Community Development and Building Staff can be reached at (989) 725-0535.

ZONING MAP



Zoning

Z_PRIMARY

	B1	Local Business District
	B2	Planned Shopping Center District
	B3	Central Business District
	B4	General Business District
	C-OS	Conservation/Open Space District
	I1	Light Industrial District
	I2	General Industrial District
	OS1	Office Service District
	P1	Vehicular Parking District
	PUD	Planned Unit Development District
	R1	One-family Residential District
	R2	Two-family Residential District
	RM1	Multiple-family Residential Districts
	RM2	Multiple-family Residential District - High Rise

ZONING DISTRICTS

The City of Owosso is divided up into 15 zoning districts. Each district allows a variety of land uses and applicable regulations. Each of the zoning districts is briefly described below. For a complete description and regulations for each district, please refer to the [City's Zoning Ordinance](#).

R-1 one-family residential district

The R-1 one-family residential districts are designed to be the most restrictive of the residential districts. The intent of this article is to provide for an environment of predominantly low-density, one-family detached dwellings along with other residentially related facilities which serve the residents in the district. Uses permitted include: one family detached dwellings, farms not less than 5 acres, public owned buildings, schools, bed and breakfasts, family day care home. Uses permitted after special land use approval include: churches, utility and public service buildings, private noncommercial recreational areas, golf courses, institutions of higher learning, cemeteries, hospitals, attached one-family dwelling units, private clubs, conversion of schools or churches to office uses.

R-2 two-family residential district

The R-2 two-family residential districts are designed to afford a transition of use in existing housing areas by permitting new construction or conversion of existing structures between adjacent residential and commercial, office, thoroughfares or other uses which would affect residential character. This district also recognizes the existence of older residential areas of the city where larger houses have been or can be converted from single-family to two-family residences in order to extend the economic life of these structures and allow the owners to justify the expenditures for repairs and modernization. Uses permitted include: one family detached dwellings, two-family dwellings, bed and breakfasts, family day care. Uses permitted after special land use approval include: adult foster care group homes, child or adult day care, conversion of schools or churches to office uses, group day care home.

RT attached one-family residential district

The R-T attached one-family residential district is designed to permit flexibility in the layout and design of single-family units while at the same time maintaining the density of the R-1 one-family residential district so that it is consistent with the plan for single-family areas. The district is specifically intended to prohibit multiple-family buildings where entry to individual dwelling units is from an interior common area or where individual dwelling units are attached in any way other than by their sidewalls. Uses permitted include: one-family attached dwellings (townhouses) not less than 3 units, bed and breakfasts, family day care homes. Uses permitted after special land use approval include: one-family detached dwelling units and less than 3 one-family attached dwelling units.

ZONING DISTRICTS

RM-1 multiple-family residential district—Low rise

The RM-1 multiple-family residential districts are designed to provide sites for multiple-family dwelling structures, and related uses, which will generally serve as zones of transition between the nonresidential districts and lower density one-family districts. The multiple-family district is further provided to serve the needs for the apartment type of unit in the city. Uses permitted include: uses permitted in R-2, multiple-family dwellings, bed and breakfasts, family day care home, foster family group homes, and foster family homes. Uses permitted after special land use approval include: housing for the elderly and convalescent homes, adult foster care small group home, child or adult care center, private clubs, conversion of schools or churches to office uses, group day care home.

RM-2 multiple-family residential district—High rise

The RM-2 multiple-family residential districts (high rise) are designed to provide sites for high density multiple dwelling structures adjacent to high traffic generators commonly found in the proximity of central business districts and areas abutting major thoroughfares. The district is further designed to provide for the convenience needs of persons living in the apartments with central services. This district is further designed so as to provide a zone of transition between these major thoroughfares and high traffic generators and other residential districts through the requirements of lower coverage which, in turn, will result in more open space. Uses permitted include: all principal uses permitted in an RM-1, multiple-family dwelling structures in excess of 2 stories, retail and service uses accessory to principal use, bed and breakfasts, family day care home, foster family group homes, foster family homes. Uses permitted after special land use approval include: adult foster care small group home, child or adult care center, private clubs, conversion of schools or churches to office uses, group day care home.

OS-1 office service district

The OS-1 districts are designed to accommodate uses such as offices, banks and personal services which can serve as transitional areas between residential and commercial districts and to provide a transition between major thoroughfares and residential districts. Permitted uses include: office, professional service, human care facilities, banking institutions, personal service facilities, photograph or interior design studios, parking lots, churches, residential structures existing prior to 2012. Uses permitted after special land use approval include: accessory uses to principal uses, mortuary establishments, publicly owned buildings, one, two or multiple residential units within an office building.

B-1 local business district

The B-1 local business districts are designed to meet the day-to-day convenience shopping and service needs of persons residing in adjacent residential areas. Permitted uses include: retail, personal service, office, dry cleaners, banking institutions, professional services, parking, residential structures existing prior to 2012, marijuana provisioning center. Uses permitted after special land use approval include: gas stations, publicly owned buildings, mortuary establishments, one, 2 or multiple residential units within an business building.

ZONING DISTRICTS

B-2 planned shopping center district

The B-2 planned shopping center districts are designed to cater to the needs of a larger consumer population than is served by the local business districts, and are generally characterized by an integrated or planned cluster of establishments served by a common parking area and generating large volumes of vehicular and pedestrian traffic. Uses permitted include: all retail or service business uses permitted in an B-1 district, retail businesses, office, private clubs, restaurants without drive-ins, theaters, business schools, marijuana provisioning center, smoke lounges, residential structures existing prior to 2012. Uses permitted after special land use approval include: open air retail sales of plants, recreational space for children, indoor recreational uses, automobile service centers, publicly owned buildings.

B-3 central business district

The B-3 central business district is designed to provide for office buildings and the great variety of retail stores and related activities which occupy the prime retail frontage by serving the comparison, convenience and service needs of the entire municipal area as well as a substantial area of the adjacent and surrounding residential developments beyond the limits of the municipality. The district regulations are designed to promote convenient pedestrian shopping and stability of retail development by encouraging a continuous retail frontage and by prohibiting automobile related services and nonretail uses which tend to break up such continuity. Uses permitted include: all retail or service business uses permitted in an B-2 district, office and showrooms for trades, newspaper offices, indoor storage facilities, hotels, residential structures existing prior to 2012, marijuana provisioning center. Uses permitted after special land use approval include: One, two and multiple family residential dwelling units, upper floor commercial recreation operations.

B-4 general business district

The B-4 general business districts are designed to provide sites for more diversified business types which would often be incompatible with the pedestrian movement to the local planned shopping center or central business districts. Uses permitted include: all retail or service business uses permitted in an B-1, B-2 and B-3 district, mortuary establishments, interior recreational uses, publicly owned buildings, trade businesses, residential structures existing prior to 2012, marijuana provisioning center, gas stations, car sales, motel, drive-in businesses, veterinary hospitals, nurseries, auto washes, bus station, public buildings, one, two and multiple family dwellings. Uses permitted after special land use approval include: ground floor residential.

I-1 light industrial district

The I-1 light industrial districts are designed so as to primarily accommodate wholesale activities, warehouses and industrial operations whose external, physical effects are restricted to the area of the district and in no manner affect in a detrimental way any of the surrounding districts. Uses permitted after approved include: research and design businesses, manufacturing of certain products, warehousing, laboratories, dry cleaning plants, public utilities, utility yards/plants, building material storage facilities, municipal plants, commercial kennel, greenhouses, marijuana provisioning centers, marijuana growing and processing centers, residential structures existing prior to 2012. Uses permitted after special land use approval include: auto engine and repair, lumber and planning mills, metal plating, businesses with outdoor storage requirements.

ZONING DISTRICTS

I-2 general industrial district

General industrial districts are designed primarily for manufacturing, assembling, and fabrication activities including large scale or specialized industrial operations, whose external physical effects will be felt to some degree by surrounding districts. The I-2 districts are so structured as to permit the manufacturing, processing and composing of semi finished or finished products from raw materials as well as from previously prepared material. Uses permitted include: uses permitted in the I-1 district, heating and power plants, gasoline storage, railroad yards, junkyards with conditions, foundry operations. Uses permitted after special land use approval include: grain elevators, production of certain products detailed in the ordinance.

P-1 vehicular parking district

The P-1 vehicular parking districts are intended to permit the establishment of areas to be used solely for off-street parking of private passenger vehicles as a use incidental to a principal use. These districts will generally be provided by petition or request to serve a use district which has developed without adequate off-street parking facilities.

C-OS conservation-open space district

The C-OS conservation/open space districts are intended to permit maintenance and management of natural areas, to protect lands under public ownership, under permanent conservation organization or of high public value due either to their uniqueness or to their potential hazards to the public. Uses permitted include: farms not less than 5 acres, forestry, natural areas, public outdoor recreation facilities over 1 acre, storm water management facilities, water supply facilities. Uses permitted after special land use approval include: park structures, service roads, parking lots, private recreation area, plant nurseries.

PUD planned unit development district

The purpose of this district is to permit flexibility in the regulation of land development; to encourage innovation in land use and variety in design, layout and type of structures constructed; to achieve economy and efficiency in the use of land, natural resources, energy and the provision of public services and utilities; to encourage provision of usable open space and protection of natural features; to provide adequate housing, employment and shopping opportunities particularly suited to the needs of the residents of the city; and to encourage the use, reuse and improvement of existing sites and buildings which will be developed in a compatible way with surrounding uses but where the uniform regulations contained in other zoning districts do not provide adequate protections and safeguards for the site or surrounding area. The district is intended to accommodate developments with one (1) or more land uses, sites with unusual topography or unique settings within the community or sites that exhibit difficult or costly development problems or any combination of these factors. This zoning district shall not be allowed where this zoning classification is sought primarily to avoid the imposition of standards and requirements of other zoning classifications or other city regulations rather than to achieve the stated purposes above.

MAKING A ZONING INQUIRY

Prior to purchasing property, beginning construction or opening a business, it is very important to verify zoning of the property.

The City can help determine what the property is question is zoned and what zoning requirements you may need to meet. In order to provide accurate information; please have the following information when contacting the City:

- ⇒ Address of the property?
- ⇒ What your intended use of the property is?
- ⇒ Will you be occupying an existing structure or constructing a new structure?
- ⇒ Approximate square footage you will be occupying or constructing?
- ⇒ Will you be making any structural changes to the building?

Community Development and Building Staff can be reached at (989) 725-0535.

CONCEPT MEETING

Are you interested in developing a project within the City of Owosso?

The City of Owosso Staff is happy to hold a Conceptual Review Meeting with parties interested in investing in the community.

To schedule a Conceptual Review Meeting, please submit the following to the Community Development Staff:

- ⇒ A letter detailing your proposal
- ⇒ A set of concept plans

Staff will schedule a meeting with you once the items have been received.

During this meeting, City Staff will provide you with the following:

1. Feedback on your proposal,
2. Discuss any applicable zoning regulations,
3. Walk you through the approval process for your proposal,
4. Provide you with copies of all applicable documents and
5. Discuss any potential incentives, if available.

Community Development and Building Staff can be reached at (989) 725-0535.

PLANNING COMMISSION

The Planning Commission is comprised of nine (9) members from community. The Planning Commission reviews and approves site plans, requests for special uses, makes recommendations to City Council on rezoning requests and ordinance amendments. The Planning Commission is also the board that adopts the City's Master Plan and Capital Improvements Plan.

The Planning Commission typically meets the fourth Monday of each month at 6:30 P.M. in the City Council Chambers at City Hall. All applications and associated fees must be filed in advance and coordinated with City Staff.

See the table below for a list of meeting dates:

<u>2019 Meeting Date</u>	<u>Submittal Deadline</u>
January 28	December 28
February 25	January 25
March 25	February 22
April 22	March 22
May 28*	April 26
June 24	May 24
July 22	June 21
August 26	July 26
September 23	August 23
October 28	September 27
November 25	October 25
December 9*	November 8

* changed due to the holiday

SITE PLAN REVIEW

The Planning Commission reviews and approves or denies site plans.

Per Section 38-390 of the City Zoning Ordinance, a site plan shall be required for the following:

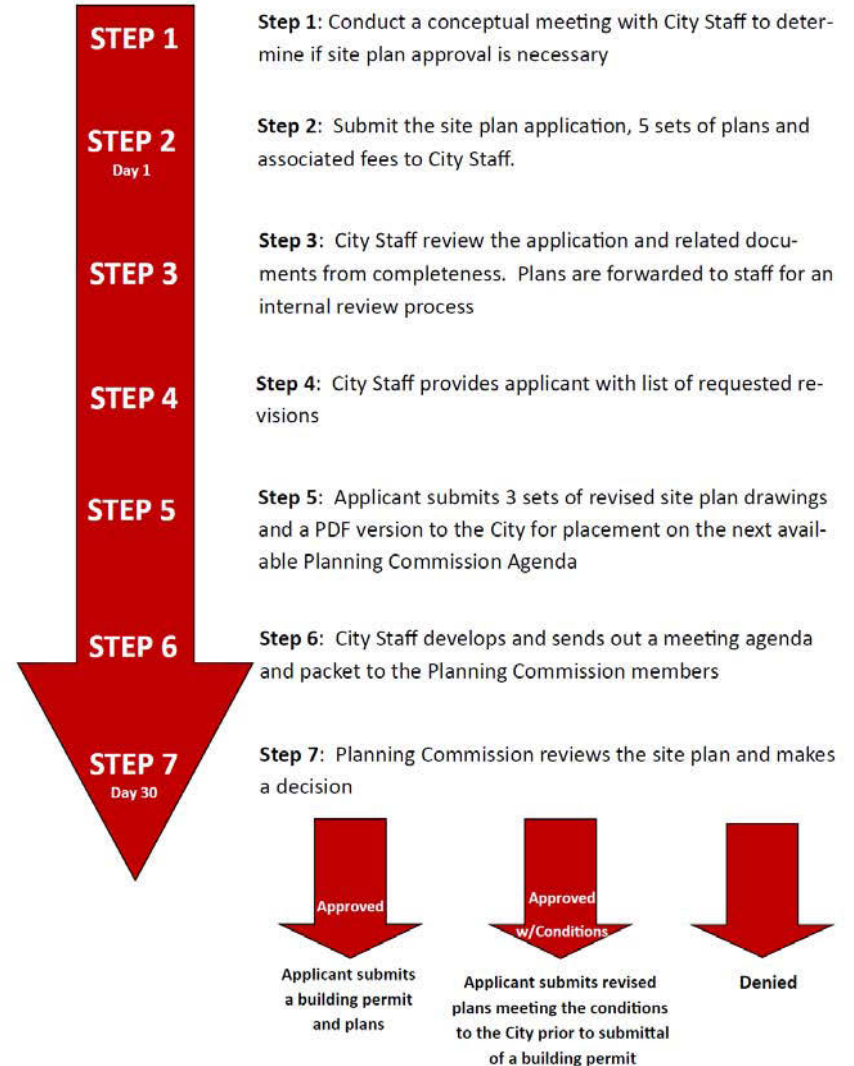
- a. Any use or development for which the submission of a site plan is required by any provision of this chapter;
- b. Any development, except single-family and two-family residential, for which off-street parking areas are provided as required in section 38-380, off-street parking requirements;
- c. Any use in an RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, I-1, I-2, P-1 or PUD district;
- d. Any use except single- or two-family residential which lies contiguous to a major thoroughfare or collector street;
- e. All residentially related uses permitted in single-family districts such as, but not limited to, churches, schools, colleges, institutions, and public facilities;
- f. Accessory buildings or building additions which require additional off-street parking.

Below is the link to the site plan application that includes a checklist of items that must be included on the site plan.

[Site Plan Application](#)

SITE PLAN REVIEW PROCESS

The timeline provided below is approximate and depends on the response time of the applicant.



REZONING

The Planning Commission hears and makes recommendations to City Council on rezoning requests.

Per Section 38-552 of the City Zoning Ordinance the application procedure of a rezoning is as follows:

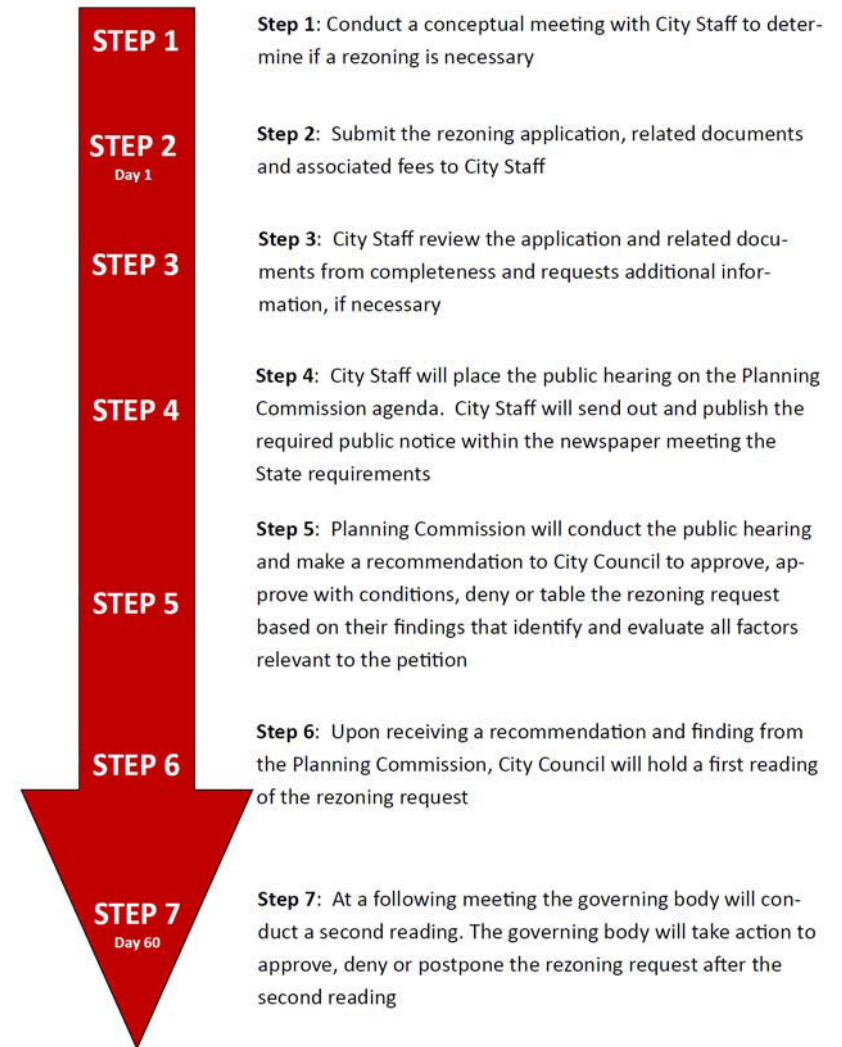
An amendment to this article or the official zoning map, except those initiated by the city, shall be initiated by submission of a completed application form and fee. The following information shall accompany the application form:

1. A legal description and street address of the subject property, with a map identifying the subject property in relation to surrounding properties.
2. The name and address of the owner of the subject site, and a statement of the applicant's interest in the subject site if not the owner in fee simple title.
3. The existing and proposed zoning district designation of the subject property.
4. The land use classification for the subject site as illustrated on the city's master plan.
5. For of an amendment to this article, other than an amendment to the official zoning map, a general description of the proposed amendment and rationale for the change shall accompany the application form.
6. A written description of how the requested rezoning meets the amendment criteria of this article.

[Rezoning Application](#)

REZONING PROCESS

The timeline provided below is approximate and depends on the response time of the applicant.



SPECIAL LAND USE

The Planning Commission hears and makes decisions on requests for special land uses.

Section 38-452 of the City Zoning Ordinance details the Special Land Use permit procedures. Section 38-453 details the basis for determination which is used by Planning Commission and City Council during the review and decision making process. It shall be up to the applicant to provide evidence that meets the following standards and any others outlined in the zoning ordinance:

- a. Be harmonious with and in accordance with the general principals and objectives of the mid-county land use plan and other approved planning documents of the city;
- b. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed;
- c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole;
- d. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools;
- e. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
- f. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with these standards;
- g. Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.

[Special Land Use Application](#)

SPECIAL LAND USE PROCESS

The timeline provided below is approximate and depends on the response time of the applicant.



ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is comprised of five (5) members and two (2) alternate members from community. The Zoning Board of Appeals considers requests for variances from the strict application of the City's Zoning and Sign Ordinance.

Applications to the Zoning Board of Appeals require a 300 foot mailing and a public notice published within the local newspaper.

The Zoning Board of Appeals meets, as needed, the third Tuesday of each month at 9:30 A.M. in the City Council Chambers at City Hall. All applications and associated fees must be filed in advance and coordinated with City Staff.

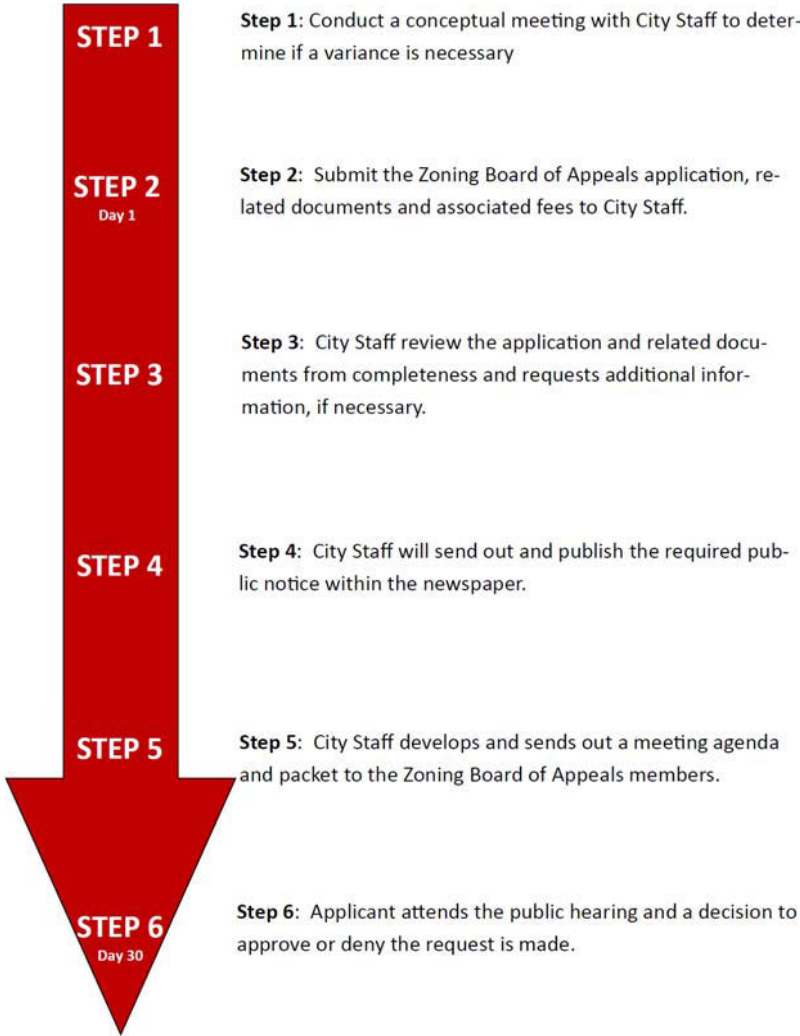
[Zoning Board of Appeals Application](#)

See the table below for a list of meeting dates:

<u>2019 Meeting Dates</u>	<u>Submittal Deadlines</u>
January 15	December 11
February 19	January 15
March 19	February 19
April 16	March 12
May 21	April 16
June 18	May 14
July 16	June 11
August 20	July 16
September 17	August 13
October 15	September 10
November 19	October 15
December 17	November 12

ZONING BOARD OF APPEALS PROCESS

The timeline provided below is approximate and depends on the response time of the applicant.



HISTORICAL DISTRICT

Formed in the fall of 2010, this regulatory commission is responsible for reviewing all applications for exterior work that is completed in within the Downtown Historic District Commission (HDC) boundaries.

The HDC board is comprised of seven members that use the Secretary of the Interiors Guidelines to review permits for work. The historic designation also permits contributing structures within the district to seek additional funding assistance on redevelopment projects through the State of Michigan.

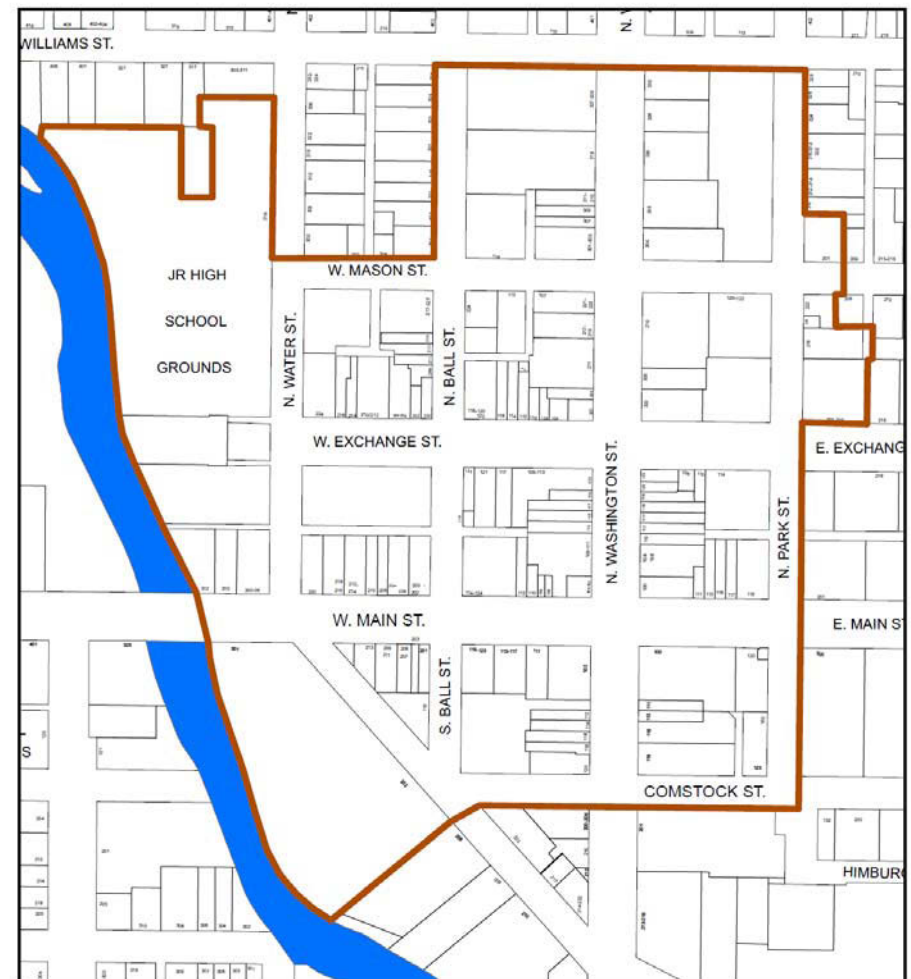
As of 2015, this district is on the National Register of Historic Places.

[Historic District Application](#)

[Historic District Application Process](#)

[Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

City of Owosso Downtown Owosso Historic District



APPLICATIONS

[Bed & Breakfast Application](#)

[Bed & Breakfast Historic Requirements](#)

[Building Permit—Commercial Construction Application](#)

[Building Permit—Residential Construction Application](#)

[Electrical Permit Application](#)

[Fence Permit Application](#)

[Home Occupation Application](#)

[Mechanical Permit—Commercial](#)

[Mechanical Permit—Residential](#)

[Plumbing Permit Application](#)

[Rental Registration Application](#)

[Roofing and Siding Permit Application](#)

[Sign Permit Application](#)

[Vacant Property Registration Application](#)

[Zoning Compliance Permit—Accessory Structures](#)

[Zoning Compliance Permit— Business](#)

[Zoning Compliance Permit—New Construction](#)

[Fee Schedule](#)

POSSIBLE INCENTIVES AND PROGRAMS

Façade Improvement Grants:

The City partners with the MEDC to distribute CDBG funds for façade improvements that meet the following:

- Must be located in the DDA district
- Must meet Secretary of Interior Standards
- Requires a **minimum** match of 25% from individual grant participant
- Must abide by 5 year restricted resale and reuse provision policy
- Must enter into escrow agreement with the city of Owosso
- Funding – Minimum of \$30,000; Maximum \$200,000 per individual façade grant award

Brownfield Redevelopment Authority:

The purpose of the Brownfield Authority is to redevelop contaminated and obsolete sites within the city of Owosso under Public Act 381 of 1996. This authority has the power to approve brownfield plans for specific sites and projects within the city. This designation allows the OBRA to collect taxes on new property tax increase increments to pay off eligible expenses onsite over time. Such a designation can also make the site eligible for other state incentives. The OBRA has been successful at redeveloping contaminated and functionally obsolete sites and putting them into use; creating jobs, tax revenue, and ameliorating blight.

Downtown Rental Rehabilitation:

The Downtown Rental Rehabilitation program provides grant funding to assist downtown property owners with the creation of or rehabilitation of affordable rental units above commercial space in the downtown.

- Grants are available for the rehabilitation of existing units and the creation of new units and are specific to individual projects
- The property owner must invest a minimum of 25% of the total project cost
- Rental units must be rented to low-to-moderate income individuals and the rent must meet affordability guidelines as determined by HUD
- The grant assistance is provided as a 5 year forgivable lien on the property if all compliance is followed

MEDC

There are many programs through the MEDC that may apply to your development. The following link will provide information on those programs: <https://www.miplace.org/programs/>

Other incentives and programs, in addition to those above, maybe available. It is imperative that discussions with City Staff occur prior to assuming your project meets the requirements for any of the incentives or programs.

**ADDITIONAL
CONTACT INFORMATION**

City of Owosso Main Street and DDA

Josh Adams

(989) 725-0571

downtownowosso@gmail.com

Shiawassee Economic Development Partnership

Justin Horvath

Brent

Jones

President/CEO

V

ice President

jhorvath@sedpweb.org

bjones@sedpweb.org

120 W Exchange St

Suite 300

Owosso, MI 48867

989.725.9241

Shiawassee Regional Chamber of Commerce

120 West Exchange Street

Suite 300 (3rd Floor)

Owosso, MI 48867

(989) 723-5149

customerservice@shiawasseechamber.org

Michigan Small Business Development Center (SBDC)

989-723-5149

cpeterson@shiawasseechamber.org