

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 15, 2013
7:30 P.M.

Meeting to be held at City Hall
301 West Main Street

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JULY 1, 2013:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. Obsolete Property Rehabilitation Exemption-Wesener, LLC. Conduct a Public Hearing to receive citizen comments regarding application from Wesener, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 104-108 North Washington Street.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. First Reading and Set Public Hearing – Ordinance Amendment – Chapter 38, Zoning. Conduct First Reading and set a Public Hearing for Monday, August 19, 2013 to hear citizen comment regarding the proposed amendment to Chapter 38, Zoning, to clarify temporary uses, temporary structures, and outdoor displays.
2. First Reading and Set Public Hearing – Ordinance Amendment – Chapter 38, Zoning. Conduct First Reading and set a Public Hearing for Monday, August 19, 2013 to hear citizen comment regarding the proposed amendment to Chapter 38, Zoning, to promote higher quality structures and higher standards for aesthetics in relation to fences, commercial development, and new residential development.

3. Boards and Commissions Appointment. Consider the following Mayoral boards and commissions appointment:

Name	Board/Commission	Term Expires
Meredith Landino	Downtown Development Authority/ Main Street Board (To fill the unexpired term of B. Busci)	06-30-2014
Craig Weaver	Planning Commission (Term effective starting 08-01-2013)	06-30-2016
Andrew Riley	Building Board of Appeals – Alternate	06-30-2015
Sean Grey	Shiawassee Area Transportation Agency (Term effective starting 10-01-2013)	10-01-2016

4. Amphitheater Fundraiser Permission. Consider application of Jondel Anderson on behalf of Kim's Pizza for use of North Ball Street from Main Street to the alley from 7:30pm to 10:30pm on Saturday, July 20, 2013 for a fundraiser for the Amphitheater, waive the insurance requirement, and authorize Traffic Control Order No. 1297 formalizing the request.
5. Professional Services Agreement. Approve agreement with Land Use / USA, LLC for the provision of a housing study of the downtown and Westtown areas as an addition to the agreement with Owosso Main Street for the conduct of a marketing study and further approve payment in the amount of \$2,000 from the general fund.
6. Change Order – Stump Removal Contract. Approve Change Order #1 to the 2012 Stump Removal contract with Wonsey Tree Service for the removal of additional tree stumps in the amount of \$795.00.
7. Payment Authorization – Stump Removal Contract. Authorize Progress Payment #2 to Wonsey Tree Service in the amount of \$10,443.50 for work completed to May 24, 2013 on the 2012 Stump Removal Program.
8. Warrant No. 466. Authorize Warrant No. 466 as follows:

Vendor	Description	Fund	Amount
Brown & Stewart, PC	Professional services June 11, 2013 – July 8, 2013	General	\$ 7,306.52
Logicalis, Inc.	Network engineering support- June 2103	General	\$ 7,616.00
Johnson Controls Inc.	Planned service agreement - August 1, 2013 – July 31, 2014	General	\$23,980.00

9. Check Register – June 2013. Affirm check disbursements totaling \$2,688,014.25 for the month of June 2013.

ITEMS OF BUSINESS

1. Public Safety Radio System Cost Participation Agreement. Consider agreements with the Shiawassee County Board of Commissioners and the Shiawassee County 911 Board governing the county wide public safety radio system.
2. Historical Commission Budget Discussion. Discuss the details of the annual Historical Commission Budget including the proposed Historic Facilities Project Director position.
3. 5th Monday Meeting Agenda. Set the agenda for the July 29, 2013 Council meeting.

COMMUNICATIONS

1. Charles P. Rau, Building Official. June 2013 Building Department Report.
2. Charles P. Rau, Building Official. June 2013 Code Violations Report.
3. Kevin D. Lenkart, Public Safety Director. June 2013 Police Report.
4. Kevin D. Lenkart, Public Safety Director. June 2013 Fire Report.
5. Zoning Board of Appeals. Minutes of June 18, 2013.
6. Parks & Recreation Commission. Minutes of June 24, 2013.
7. Planning Commission. Minutes of June 24, 2013.
8. Historical Commission. Minutes of July 8, 2013.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

5th Monday - Monday, July 29, 2013
Regular - Monday, August 05, 2013

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate, term expires 06-30-2015 (candidate must possess construction knowledge)
Planning Commission – Term expires 06-30-2016

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is www.ci.owosso.mi.us.

OWOSSO CITY COUNCIL

JULY 1, 2013

7:30 P.M.

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: PASTOR DAVID WOODBY
REDEEMER LUTHERAN CHURCH

PLEDGE OF ALLEGIANCE: MAYOR BENJAMIN R. FREDERICK

PRESENT: Mayor Benjamin R. Frederick, Councilpersons Loreen F. Bailey, Thomas B. Cook, Michael J. Erfourth, Christopher T. Eveleth and Burton D. Fox.

ABSENT: Mayor Pro-Tem Cindy S. Popovitch.

APPROVE AGENDA

Motion by Councilperson Eveleth to approve the agenda with the following changes:

Add the following item to the Consent Agenda:

Boards and Commissions Appointments - Addition. Approve the following additional Mayoral boards and commissions appointments:

Name	Board/Commission	Term Expires
Rick McGeehan*	Building Board of Appeals	06-30-2016
Bradley Kirkland*	Downtown Loan Committee	06-30-2016
Donald Levi*	Downtown Loan Committee	06-30-2016

* indicates reappointment

Move Consent Item 7. Bid Award – Jackson Drive Sidewalk Program to Item of Business 3.

Motion supported by Councilperson Fox and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 17, 2013

Motion by Councilperson Bailey to approve the Minutes of the Regular Meeting of June 17, 2013 as presented.

Motion supported by Councilperson Eveleth and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF JUNE 24, 2013

Motion by Councilperson Fox to approve the Minutes of the Special Meeting of June 24, 2013 as presented.

Motion supported by Councilperson Bailey and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

ORDINANCE AMENDMENT – CHAPTER 32, TAXATION

The proposed amendment would contractually oblige the City to abide by the PILOT agreement for the proposed Lincoln House senior housing development.

A public hearing was conducted to receive citizen comment regarding the proposed addition of Section 32-43, Contractual effect, to Chapter 32, Taxation, Article III, *Service Charge in Lieu of Taxes for Certain Housing Development*.

There were no citizen comments.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilperson Eveleth that the following ordinance be adopted:

ORDINANCE NO. 742

AN ORDINANCE TO AMEND CHAPTER 32 TAXATION OF THE CODE OF ORDINANCES TO PROVIDE FOR A PAYMENT IN LIEU OF TAXES FOR THE LINCOLN HOUSE PROJECT

WHEREAS, the Woda Group, also known as the Lincoln House LDHA Limited Partnership, has proposed a 28 unit low income housing development that is to be targeted toward seniors; and

WHEREAS, the project is located at 120 Michigan Avenue, parcel number 050-700-001-008-00, at the corner of Michigan Avenue and Clinton Streets, partially within the former Lincoln School; and

WHEREAS, the City of Owosso 2012 Master Plan explicitly indicates that this property and structure would be ideally reused as senior housing; and

WHEREAS, the City of Owosso City Council has approved the rezoning of this parcel to PUD and subsequently approved the final site plan for the development; and

WHEREAS, the rents for the housing will be controlled for the purpose of creating affordable low income housing for seniors, thereby reducing property revenues; and

WHEREAS, the reuse of this vacant structure and the housing of senior citizens near the downtown has a recognized public purpose; and

WHEREAS, all zoning and site plan approvals required by ordinance have been approved by the city council; and

WHEREAS, additional provisions are required in the ordinance in order to satisfy state requirements for funding this project.

NOW THEREFORE, THE CITY OF OWOSSO ORDAINS that Chapter 32, Taxation, Article III, Service Charge in Lieu of Taxes for Certain Housing Developments, Sections 43, of the City of Owosso city code be added as follows:

SECTION 1. ADDITION. That a new Sections 32-43 which reads as follows, shall be adopted:

Sec. 32-43. - Contractual effect.

Notwithstanding the provisions of section 15a(5) of the Act (MCL 125.1415a(5), MSA 16.114(15a)(5)), to the contrary, a contract between the city and the sponsor with the authority as third part beneficiary thereunder, to provide tax exemption and accept payments in lieu thereof as previously described is effected by enactment of this article.

SECTION 2. SEVERABILITY. The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 3. INCONSISTENT ORDINANCES. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are repealed.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective July 21, 2013.

SECTION 5. AVAILABILITY. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

AYES: Councilpersons Cook, Eveleth, Fox, Bailey, Erfourth, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

CITIZEN COMMENTS AND QUESTIONS

Marsha Ladd, 735 Lingle Avenue, commented extensively on the proposed historical director position, thanking council and staff for providing her with the information she needed to develop an educated opinion. She indicated that while she was not supportive of a separate tax to cover the wages for the proposed position she was supportive of the concept itself and would be excited to have someone that could work with the schools to better educate our young people on the rich history of Owosso.

Carolyn Mitchem, 1204 Orchard Street, sought clarification on whether the City Manager had the authority to answer her request regarding the removal of a city tree she feels is interfering with her sewer line. She said she felt he had nothing to do with the situation. Mayor Frederick explained the City Manager is the hired administrator for the City and as such his opinion was welcomed, and frequently sought after, by Council.

Eddie Urban, 601 Glenwood Avenue, noted the DNR had recently made changes to their policy for discounting hunting and fishing licenses for disabled veterans making the licenses free to those vets. He indicated he objected to this change as he felt it would reduce the cost of hunting and fishing licenses for people like him at the expense of others.

Mayor Frederick said he was honored to address the assembled fire delegations at the Michigan Fire Fighters Association Annual Meeting held in the City over the weekend. He said he had really enjoyed the atmosphere of camaraderie and cooperation they showed between the teams.

Councilperson Fox provided an update on the Firemen's Memorial saying the pumper truck had recently been delivered to Baker College for mechanical restoration and he was proud to say that upon initial inspection it was felt the truck could be restored to a drivable condition soon.

Councilperson Cook thanked the City of Corunna for once again hosting their 4th of July events. He also thanked those that donated to the Capital Area Community Services recently, allowing them to maintain their regular office hours despite the federal sequester. Lastly, he asked if construction of the splash pad was moving forward once again in light of the fact a large stump had been located beneath the surface of

the soil in the area of the build. It was noted City crews had removed the stump this morning and work is once again taking place.

Councilperson Bailey indicated it had been great fun attending the splash pad ground breaking ceremony and she was very excited to see the project moving forward.

Councilperson Fox said he had heard a lot of grumbling about how long construction of the splash pad was taking. He reminded everyone that the work was being done by citizens and business that were volunteering their time and materials for the project and as such the project would proceed on their schedule. He encouraged everyone to be patient so as not to discourage the volunteers.

City Attorney Brown paid tribute to former City Attorney Lewis Benson on the occasion of his passing, saying he had the privilege of working with him the last 3 or 4 years of his career and he was a true gentleman that would be missed. He said he regretted the fact that young attorneys in the area would no longer have his mentorship.

Mayor Frederick thanked the 15 people that had volunteered their time to serve on various boards and commissions (to be addressed as a part of the Consent Agenda).

CITY MANAGER REPORT

City Manager Intern Sue Montenegro highlighted key items on the project status report.

Mayor Frederick said he was excited to see progress on many of the items listed, saying it was no small feat.

Councilperson Eveleth inquired about the status of the sidewalk alongside Jumbo's on Comstock Street. DPW Superintendent Sedlak indicated the matter was being looked into currently.

Councilperson Fox indicated he was extremely pleased to see the bathroom renovation project at Bentley Park moving forward as it was greatly needed.

Councilperson Bailey inquired whether a map of the sidewalks that would be replaced was available. It was noted that work would be concentrated in the northwest portion of the city and maps for the work proposed were available in the engineering office.

CONSENT AGENDA

Motion by Councilperson Eveleth to approve the Consent Agenda as follows:

Set Public Hearing-Obsolete Property Rehabilitation Exemption. Set a Public Hearing for July 15, 2013 to receive citizen comments regarding application from Wesener, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 104-108 North Washington Street as follows:

RESOLUTION NO. 68-2013

SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE FOR THE PROPERTY LOCATED AT 104-108 NORTH WASHINGTON STREET

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on June 21, 2013; and

WHEREAS, the City of Owosso approved a request to establish a Obsolete Property Rehabilitation District, on March 1, 2004, described as: S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT; and

WHEREAS, it must be determined that approval of the Obsolete Property Rehabilitation Certificate would be beneficial to the city of Owosso, as well as local and regional economy;

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: the Owosso City Council sets public hearing for July 15, 2013 at or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law; and

THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

Boards and Commissions Appointments. Consider the following Mayoral boards and commissions appointments:

Name	Board/Commission	Term Expires
Ronald Schlaack*	Planning Commission	06-30-2016
David Bandkau*	Planning Commission	06-30-2016
Robert Teich, Jr.*	Shiawassee District Library Board	06-30-2017
Bill Farrell*	City Employees' Retirement System Board of Trustees	06-30-2017
Kent Telesz*	Building Board of Appeals	06-30-2016
Christopher Brummel	Building Board of Appeals - Alternate	06-30-2015
Tim Alderman*	Parks & Recreation Commission	06-30-2015
James Eaton*	Downtown Historic District Commission	06-30-2016
Vincent Gonyou*	Downtown Historic District Commission	06-30-2016
Lance Omer*	Downtown Historic District Commission	06-30-2016
Kent Telesz*	Zoning Board of Appeals	06-30-2016
John Horvath*	Zoning Board of Appeals - Alternate	06-30-2016

* Indicates re-appointment

Boards and Commissions Appointments - Addition. (Added to the agenda). Approve the following additional Mayoral boards and commissions appointments:

Name	Board/Commission	Term Expires
Rick McGeehan*	Building Board of Appeals	06-30-2016
Bradley Kirkland*	Downtown Loan Committee	06-30-2016
Donald Levi*	Downtown Loan Committee	06-30-2016

* indicates reappointment

Traffic Control Order No. 1287 Amendment. Approve amendment to Traffic Control Order No. 1287 to reflect the request to change the venue for the Friday Night Car Cruise and approve the closure of Washington Street between Comstock Street and Water Street from 6:00 p.m. until 9:00 p.m. on July 12, August 9, September 13, and October 11, 2013.

Cruise to the Castle Car Show Permission. Authorize waiving the insurance requirement, approving the application of Owosso Main Street for use of downtown streets and parking lots on Sunday, July 28, 2013 from 6:00 am to 4:00 pm for the Cruise to the Castle Car Show, and authorizing Traffic Control Order No. 1296 formalizing the request.

Bid Award – Refuse Services. Approve the bid of Waste Management of Michigan, Inc. for refuse service to the City's main facilities for the 2013-14 fiscal year in the amount of \$19,706.36 and further approve payment up to the contract amount as follows:

RESOLUTION NO. 69-2013

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
REFUSE SERVICE WITH
WASTE MANAGEMENT OF MICHIGAN, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that the collection and disposal of waste generated at the main city facilities is advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought bids for the collection of the dumpsters at the main city facilities for fiscal years 2013-14 and 2014-15; a bid was received from Waste Management of Michigan, Inc.; and it is hereby determined that Waste Management of Michigan, Inc. is qualified to provide such services and that, with local preference being considered, has submitted the lowest responsible and responsive bid.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Waste Management of Michigan, Inc. of Lennon for the collection and disposal of waste from the main City facilities in the amount of \$19,706.36 for 2013-14 fiscal year.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as exhibit A, Contract for Services between the City of Owosso, Michigan and Waste Management of Michigan, Inc.

THIRD: The above expenses shall be paid from the General Fund.

Bid Award – Portable Toilets. Approve the bid of Jay's Septic Tank Service for the supply and service of nine portable toilets for the City's parks for the 2013-14 fiscal year in the amount of \$1,055.00 per month and further approve payment up to the contract amount as follows:

RESOLUTION NO. 70-2013

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE SUPPLY AND SERVICE OF PORTABLE TOILETS
WITH JAY'S SEPTIC TANK SERVICE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, owns and operates numerous parks and these parks do not have permanent bathroom facilities; and

WHEREAS, the City of Owosso sought bids for the supply and service of portable toilets for fiscal years 2013-14 and 2014-15; a bid was received from Jay's Septic Tank Service; and it is hereby determined that Jay's Septic Tank Service is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Jay's Septic Tank Service for the supply and service of portable toilets for the city park system for the fiscal years 2013-2014.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and Jay's Septic Tank Service with a bid of \$1055.00/month for fiscal year 2013-2014 and a bid of \$1055/month for fiscal year 2014-2015.

THIRD: The above expenses shall be paid from the General Fund.

Warrant No. 465. Authorize Warrant No. 465 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal League Worker's Compensation Fund	Workers' Compensation Insurance-1 st Installment FY 2013/2014	General	\$26,698.00
ERES International, Inc.	Pavement Condition Survey- Payment for Professional Services – Additional work August 31, 2012 – June 1, 2013	Street Improvement Bond Fund	\$ 2,059.55

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons Eveleth, Erfourth, Cook, Bailey, Fox, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

ITEMS OF BUSINESS

SCHOOL RESOURCE OFFICER CONTRACT

Motion by Councilperson Eveleth to approve the following intergovernmental agreement between the Owosso Public Schools and the City of Owosso for the provision of two School Resource Officers for a five year period ending June 30, 2018:

RESOLUTION NO. 71-2013

RESOLUTION OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN, APPROVING INTERGOVERNMENTAL AGREEMENT WITH THE OWOSSO PUBLIC SCHOOL DISTRICT FOR THE PROVISION OF POLICE OFFICERS TO SERVE AS SCHOOL RESOURCE OFFICERS

WHEREAS, Michigan Urban Cooperation Act of 1967, Act No. 7 of 1967, et. seq., provide that public agencies may enter into intergovernmental agreements for the provision of services, or joint or cooperative action, Section 3.1 General Powers, subsection B, of the *City Charter of the City of Owosso* authorizes the City to enter into intergovernmental agreements with various public agencies, including school districts, and Section 11a(4) of the Revised School Code, MCL 380.11a(4) authorizes general powers school districts to enter into agreements and cooperative arrangements with other entities, public or private, as part of performing its functions; and

WHEREAS, this Agreement will enhance the public safety of the City of Owosso and the Owosso Public School District through the provision of police officers to serve as School Resource Officers;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Owosso as follows:

The City Council hereby authorizes and directs the Mayor to execute, on behalf of the City, an intergovernmental agreement* between the City and the Owosso Public School District, for the provision of police officers to serve as School Resource Officers.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Eveleth, Bailey, Cook, Fox, and Mayor Frederick.

NAYS: Councilperson Erfourth.

ABSENT: Mayor Pro-Tem Popovitch.

*Full text of this agreement is on file in the Clerk's Office.

EMERGENCY ORDINANCE AMENDMENT – FIREWORKS

The proposed amendment would change the current ordinance to reflect the change in State law naming hours in which fireworks are allowed.

There was discussion regarding whether the amendment would be effective upon passage and whether the amendment to the State law would allow further restrictions. It was noted the ordinance would become effective immediately should the Council declare it an emergency. It was also noted the State law does not allow for further restrictions on the use of fireworks within the City limits.

City Attorney William C. Brown indicated the section of code referenced in the amendment should be corrected to read (a)(7), not (a)(9).

Mayor Frederick also noted some minor language changes he wished to see to further clarify the amendment, specifically the placement of "may" and "shall be" in the proper locations within the text.

Motion by Councilperson Eveleth to declare the ordinance amendment in question to be emergent in nature and to approve the following emergency amendment to Chapter 19, Offenses, Article VII, Offenses Against Public Safety, Section 19-127(b)(3), Discharge of fireworks or explosives, of the Code of Ordinances of the City of Owosso, Michigan to reflect the change in State law naming the hours in which fireworks are allowed, to be effective immediately. (This item requires a super-majority for passage.)

ORDINANCE NO. 743

AN EMERGENCY ORDINANCE TO AMEND SECTION 19-127 OF THE CODE OF ORDINANCES OF THE CITY OF OWOSSO, MICHIGAN REGULATING FIREWORKS

WHEREAS, the state of Michigan has enacted Act 65 of 2013 amending the Michigan Fireworks Safety Act, MCL 28.451 et seq., as amended, which preempted the current provision in the city of Owosso Code of Ordinances;

WHEREAS, the Michigan Fireworks Safety Act, MCL 28.451 et seq., as amended allows local units of government to regulate the ignition, discharge and use of consumer fireworks according to the amended Act;

WHEREAS, because Act 65 of 2013 was approved and signed by the Governor June 19, 2013, and with the July 4th holiday quickly approaching sufficient time did not exist to amend the City's ordinance under normal procedures causing the Council to declare the amendment emergent in nature.

NOW, THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Michigan, that the following amendment to Chapter 19, Offenses, of the Code of the City of Owosso be recommended to regulate the use of fireworks within the city limits:

THE CITY OF OWOSSO ORDAINS:

SECTION 1. ADDITION. That Section 19-127(b)(3) shall be amended to add additional language so that Section 19-127(b)(3) shall read as follows:

Sec. 19-127. - Discharge of fireworks or explosives.

(b) Ignition, discharge and use of fireworks.

(3) Consumer fireworks on private property. No person(s) shall ignite, discharge or use consumer fireworks on private property in the city except on the day preceding, the day of, or the day after a national holiday as so defined under (a)(7) of this section and subject to the approval of property owner **and may be ignited only between the hours of 8:00 a.m. and 1:00 a.m. and shall be prohibited between the hours of 1:00 a.m. and 8:00 a.m.**

SECTION 2. SEVERABILITY. If any section, subdivision, sentence or attachment to this ordinance is for any reason held invalid or to be unconstitutional, such a decision shall not affect the validity of the remaining portion of this ordinance or attachment.

SECTION 3. CONFLICTING ORDINANCES. All existing ordinances inconsistent or in conflict with the provisions of this ordinance are, to the extent of such conflict or inconsistency, hereby expressly repealed.

SECTION 4. EFFECTIVE. This amendment shall become effective immediately upon adoption on July 1, 2013.

SECTION 5. INSPECTION. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Motion supported by Councilperson Cook.

Roll Call Vote.

AYES: Councilpersons Eveleth, Cook, Erfourth, Fox, Bailey, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

Mayor Frederick directed the new ordinance be placed on the City's website as soon as possible.

Councilperson Cook noted there is a clear chart of permitted fireworks located on the State's website.

BID AWARD – JACKSON DRIVE SIDEWALK PROGRAM

Councilperson Erfourth inquired as to the source of the funds for the project saying he was wary of taking funds that could be used to patch potholes and repair streets in order to construct new sidewalks. It was

noted the funds would come from the Major and Local Street Funds and the project was a budgeted expense.

Motion by Councilperson Erfourth to approve the bid of Mike & Son's Asphalt, Inc. for the placement of sidewalks on vacant lots along Jackson Drive in the amount of \$36,395.00 and further approve payment up to the contract amount upon satisfactory completion as follows:

RESOLUTION NO. 72-2013

AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE 2013 JACKSON DRIVE SIDEWALK PROGRAM WITH MIKE & SON ASPHALT, INC.

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that placement of new sidewalks on vacant lots in Jackson Drive in the City is advisable, necessary and in the public interest; and

WHEREAS, the city of Owosso sought bids for the placement of these sidewalk as part of the 2013 Jackson Drive Sidewalk Program; a bid was received from Mike & Son Asphalt, Inc.; and it is hereby determined that Mike & Son Asphalt, Inc. is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Mike & Son Asphalt, Inc. for the placement of sidewalk as part of the 2013 Jackson Drive Sidewalk Program.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Mike & Son Asphalt, Inc. with a \$36,395.00 bid.

THIRD: The above expenses shall be paid from the Local Street Maintenance Fund.

Motion supported by Councilperson Cook.

Roll Call Vote.

AYES: Councilpersons Eveleth, Fox, Bailey, Cook, Erfourth, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

COMMUNICATIONS

Richard C. Williams, Finance Director. Revenue & Expenditure Report – May 2013
Historical Commission Minutes. Meeting of June 10, 2013.
Downtown Development Authority/Main Street. Minutes of June 5, 2013.

CITIZEN COMMENTS AND QUESTIONS

Marsha Ladd, 735 Lingle Avenue, inquired whether the proposed historical director position would be full time or part time. She went on to indicate she felt it was very important for potential director candidates to possess local knowledge, saying she didn't feel the public would be accepting of someone outside the

community. Lastly, she noted that as a member of the Parks & Recreation Commission she felt the same frustrations as those expressed by the Historical Commission members. She said she was frustrated by her role as a fund raiser and didn't feel that any of her ideas would be considered unless she had money behind them.

Joni Forster, 1221 Adams Street, echoed Ms. Ladd's comments, saying she felt that information and ideas do not seem to filter through to Council without the blessing of the City Manager. She said she didn't feel that Council was aware of what was going on with the volunteers that work so hard to benefit the city. Though she was very appreciative that Council made the effort to understand the mission of the Historical Commission and the properties they oversee.

Eddie Urban, 601 Glenwood Avenue, said he hoped to see the Shiawassee County Chapter of the Vietnam Veterans of America reactivated saying their first meeting was scheduled for the first Thursday of the month at 7:00 p.m.

Bill Young, car show promoter, thanked Council for approving the permits necessary for the events he is planning. He also thanked Main Street for their assistance saying they had been instrumental in helping get the events up and running.

Councilperson Erfourth thanked Marsha Ladd for inspiring his recent PowerPoint presentation on the Historical Commission. In response to her question regarding candidates with local knowledge he said he hoped to have some very qualified individuals coming forward if the position comes to fruition.

NEXT MEETING

Monday, July 15, 2013

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate, term expires 06-30-2015 (candidate must possess construction knowledge)

Planning Commission – Term expires 06-30-2016

ADJOURNMENT

Motion by Councilperson Eveleth for adjournment at 8:23 p.m.

Motion supported by Councilperson Bailey and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



Memo reprinted from
the meeting of
July 1, 2013

301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: June 24, 2013

TO: Mayor Benjamin Frederick, City Council, and Manager Don Crawford

FROM: Larry Cook, Assessor

RE: Obsolete Property Rehabilitation Application

On June 21, 2013, the City of Owosso received an application for tax abatement along with an application for an Obsolete Property Rehabilitation Certificate. Both applications are from Mr. Dave Acton of Wesener, LLC, for the property at 104-108 N. Washington Street. This new application indicates an investment of \$2.13 million with projected full time employment of not less than 12 persons and a wage level of \$26,000 - \$60,000.

The Obsolete Property Rehabilitation Exemption Certificate allows for improvements and restoration of their facility (Old Wesener Building). An OPRA District was established by council on March 1, 2004.

The description of the district that covers the application is:

S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT

For a rehab facility, the OPRA freezes the taxable value of the building at its current value. The frozen value and the rehab values are taxed at an adjusted tax rate. Land and personal property cannot be abated under this act and the exemption certificate cannot exceed 12 years. If a certificate is approved by the local unit, the State Tax Commission has 60 days to approve or deny the application.

The purpose of this memo is to recommend council set a public hearing for the purpose of hearing comments for or against approval of said OPRA Certificate. If approved, the council will also have to determine the applicable number of years for the abatement as set forth in the City of Owosso Tax Abatement Policy.

If there are any questions, please feel free to contact me at (989) 725-0530.

RESOLUTION NO. _____

**A RESOLUTION TO APPROVE
THE APPLICATION FOR AN
OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE
FROM DAVE ACTON OF WESENER, LLC
FOR PROPERTY LOCATED AT
104-108 N. WASHINGTON STREET**

WHEREAS, the City of Owosso is a Qualified Local Government Unit within the State of Michigan and is empowered to provide tax exemptions for increased value of rehabilitated facilities within the City; and

WHEREAS, after public notice and a public hearing on March 1, 2004, the City Council of the City of Owosso approved an Obsolete Property Rehabilitation District at 104-108 N. Washington Street in Owosso, Michigan. As provided by section 4(2) of Public Act 146 of 2000, said property more particularly described as:

S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT

WHEREAS, the City Clerk received an application on June 21, 2013 from Dave Acton, authorized agent for Wesener, LLC, owner of the property, for an Obsolete Property Rehabilitation Exemption Certificate; and

WHEREAS, notice of a public hearing concerning the application for an exemption certificate was provided to the Assessor of the City and the legislative body of each taxing unit that levies ad valorem property taxes in the City; and

WHEREAS, the City finds that the property meets the definition of an obsolete property as defined in section 2(h) of Public Act 146 of 2000 and the application for the exemption certificate is complete; and

WHEREAS, the City finds that the property relates to a rehabilitation program that when completed constitutes a "rehabilitated facility" within the meaning of P.A. 146 of 2000, and said property is located within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of PA 146 of 2000; and

WHEREAS, it has been found that the rehabilitation of the obsolete property is calculated to, and will at the time of the issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain and create employment, and revitalize the downtown; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of the property already exempt under PA 146 of 2000 and under PA 198 of 1974 does not exceed 5% of the total taxable value of the unit; and

WHEREAS, the applicant is not delinquent in any taxes related to the facility; and

WHEREAS, the rehabilitation work described in the application had not commenced prior to the establishment of the District.

NOW, THEREFORE, BE IT RESOLVED that, based on the findings above made at public hearing, the City Council of the City of Owosso authorizes the application for an Obsolete Property Rehabilitation Exemption Certificate at 104-108 N. Washington Street for a period of ____ years; and

ALSO, BE IT RESOLVED that the rehabilitation shall be completed within eighteen (18) months from the date of approval of said application, and

FURTHERMORE, BE IT RESOLVED that the application and resolution are authorized for submittal to the State Tax Commission for final review and authorization.

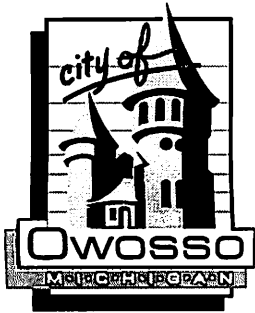
Abatement Schedule

This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act

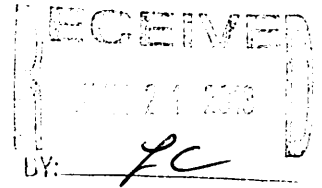
1. Capital investment \$Up to \$100,000 \$100,001 to \$250,000 2,130,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 <u>\$1,000,001 to \$2,500,000</u> \$2,500,001 to \$5,000,000 \$5,000,001 and up	Years of tax abatement 1 2 3 4 <u>5</u> 6 7	Rehabilitated/restored additional two years in any capital investment
2. Job creation as Full Time Equivalent (40hrs.per week) 1-10 <u>11-25</u> 12 26-50 51 and up	Years of tax abatement 2 <u>3</u> 4 5	
3. Job wages min. \$7.40 Average wage > 1.5x minimum wage ~ 11.10 Average wage > 2x minimum wage Average wage ~ 14.80 wage > 3x minimum wage \$22.20	Years of tax abatement 2 <u>4</u> 6	2 @ 28.85 Average 2 @ 21.65 2 @ 19.25 \$17.88 2 @ 12.50
4. Number of years located in city of Owosso <u>2-10</u> 6 - 16 - 2011 11-15 16 and up	Years of tax abatement <u>1</u> 2 3	
5. Employees with city of Owosso residency 1-10 11-25 26+ N/A	Years of tax abatement 1 2 3	

Total 13 - 12 Maximum for OPRA Exemption

Note: Total number of tax abatement years shall not exceed statutory limits.



This item reprinted
from the meeting of
July 1, 2013



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) WESENER, LLC
Business Name (If Different) _____
Address of Proposed Project 104-108 N. WASHINGTON ST. OWOSSO
Mailing Address (If Different) 4941 CHIPPEWA COURT
OWOSSO, MI 48867

Do you own the property? YES If no, what is your relationship? _____

Type of Abatement Requested (if known) OBSOLETE PROPERTY REHABILITATION

Total square footage of all current buildings on site 18,000

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

• THIS VACANT AND BLIGHTED STRUCTURE WILL BE
REHABILITATED TO ITS 1886 CONDITION AND OCCUPIED
BY MIXED USES OF WALK-IN TRADE, LIVE-WORK
UNITS AND RENTAL HOUSING.

• THE GROUND FLOOR RETAIL WILL INCLUDE
EQUIPMENT BUT UNDER SEPARATE OWNERSHIP.

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): _____
Building improvements: Size 18,000 sf \$ 2,130,000
Machinery & Equipment: _____
Furniture & Fixtures: _____

Time schedule for start and completion of construction and equipment installation (if applicable):

Building: Start Date 10-1-13 Completion Date 10-1-14
Equipment installation (if applicable): N/A
Start Date _____ Completion Date _____

Abatement Application

Page 2

Will project be owned or leased by applicant? OWNED

Will machinery be owned or leased by applicant? N/A

How many employees do you currently employ? Full Time 0 Part Time 0

How many new employees do you estimate after project complete? Full Time 12 (FTE's)
Part Time _____

When project is complete, how many will be:

Management/Professional	<u>2</u>	Wage level \$	<u>60,000</u>
Skilled	<u>2</u>	Wage level \$	<u>45,000</u>
Semi-Skilled	<u>2</u>	Wage level \$	<u>40,000</u>
Un-Skilled	<u>6</u>	Wage level \$	<u>26,000</u>

Name of Company Officer (contact person) DAVE ACTON
Title PRESIDENT

Signature David L. Acton Date 6-21-2013
Phone Number 989-413-0469

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? Y N

Is an abatement district in place for this project? Y N

If no, legal description of proposed district. _____

If yes, type of district in place OPRA Year established 3-1-2004

Does the proposed project meet the guidelines for Tax Abatement under the policy? Y N

If no, explain _____

If yes, was notice given to taxing jurisdictions within the proposed project area? Y N

If yes, was notice given to applicant and proper state documents sent? Y N - Received State Application 6/21/13 RL

Name of reviewer Larry D. Cook - Larry D. Cook

Signature Larry D. Cook Date 6/21/13

APPLICATION NARRATIVE

OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE

APPLICANT: WESENER, LLC—104-108 N. WASHINGTON STREET, OWOSSO, MICHIGAN

JUNE 21, 2013

A. General Description of the Obsolete Facility.

The building in the heart of historic downtown Owosso is named the Wesener Building after Hugo Wesener who constructed the structure in 1886. Its original use was for retail and offices in all three stories of this 18,000 square foot structure. The most recent use of the building was in 2007 when the rehabilitated site had apartments in the upper stories, and the ground floor housed walk-in trade. In 2006 a new elevator served the site for the first time. On July 4, 2007 the building was arsoned and the interior and roof were destroyed. The Downtown Development Authority authorized blight removal and reroofing to save the structure for future development. It has been vacant since the fire.

B. General Description of the Proposed Use.

The proposed use is for a mixed use building with ground floor walk-in trade businesses, second floor live-work apartment units (4) with a small common space area for a meeting room, and third floor apartments (3). The owner projects land uses that reflect the new economy where technology, talent, and entrepreneurial spirit will be attracted with site amenities attractive to that segment of the population.

C. General Description of the Nature and Extent of Rehabilitation.

The project is a complete restoration of the Victorian-era building exterior to its 1886 condition. On July 20, 2011, the work was approved by the Owosso Historic District Commission that oversees rehabilitation activity in the newly established State Historic District. The historic facade will replicate the known conditions from the date of construction. Details about windows and brickwork are known and will be restored. The interior will be built around the existing building columns that originally defined three street-front building sections. These spaces afford spacious living conditions, indoor parking in the rear section, and three 1500 square feet store fronts. A new elevator will be installed along with fire suppression system and exit stairways. A pioneering effort for Owosso is the intent to LEED-certify the structure with the use of environmentally certified building materials, energy efficient systems, and potentially, renewable energy features.

D. A Descriptive List of the Fixed Building Equipment that will be Part of the Facility.

- a. Elevator serving three floors
- b. HVAC system with individual controls for the 9 separately occupied spaces.

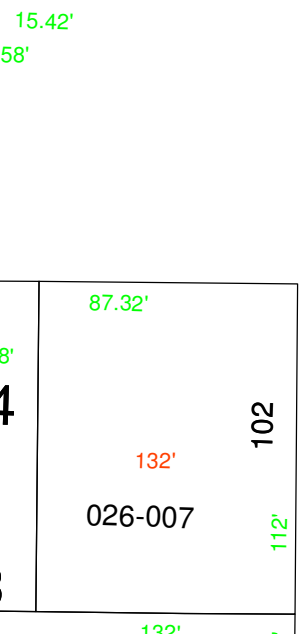
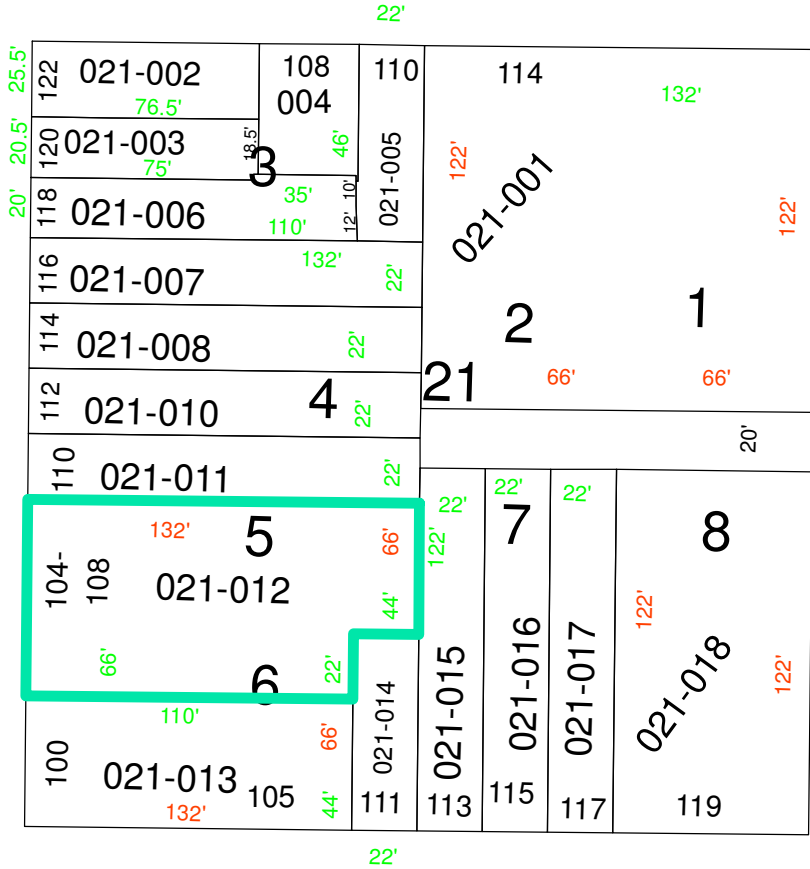
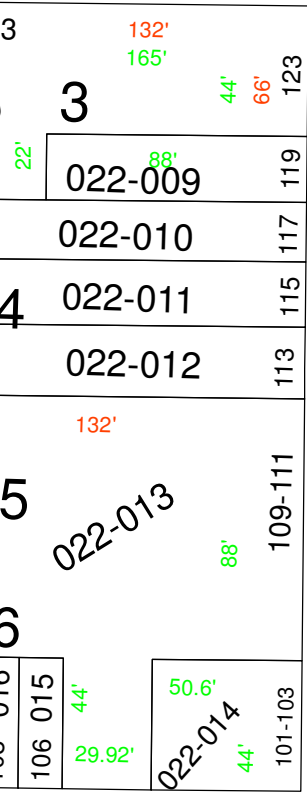
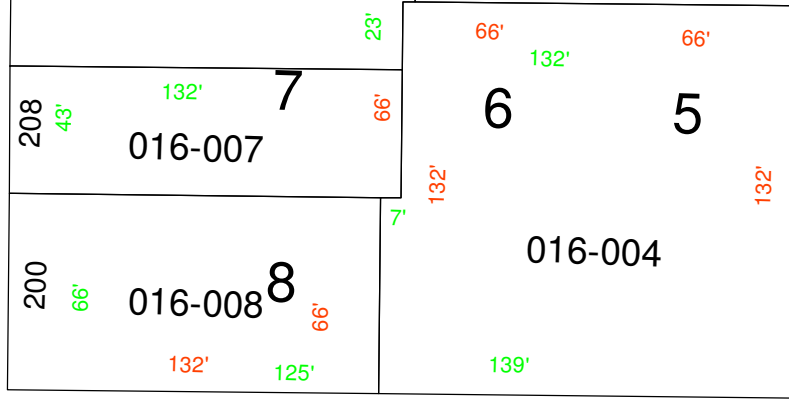
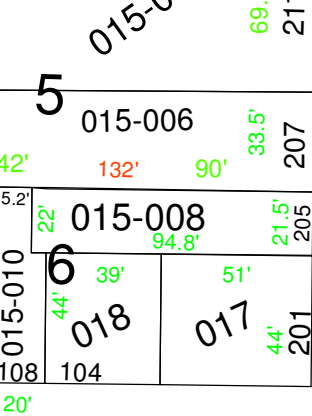
- c. Storage Shelving Room
 - d. Photovoltaic solar panels and/or solar thermal panels on rooftop
 - e. Movable equipment considered personal property is not listed here but includes such items as business computers, office furniture, and display shelving.
- E. Time Schedule. Construction is slated to begin on the façade in October, 2013, and all work will commence before the end of 2013 with a projected completion date of October, 2014.
- F. Economic Advantages Expected from the Exemption.

The project, as mentioned above, is designed around the principles of the New Economy transition that is underway throughout Michigan, but not so present in the Owosso region. The developer has confidence in the concept and is committing over \$2,000,000 in project costs to do this right. The level of historic preservation is unprecedented in Owosso and reflects the first comprehensive project since the State Historic District was established in 2010. There is leadership in environmental stewardship, defined by the highest possible level under Leadership in Environmental and Energy Design ("LEED") certification. There is a confidence level from this effort that will have positive influence on Owosso's compact assembly of 115 historic buildings—all with upper stories. For example, two buildings on the same side of the block have started restoration work.

The economic influence is intended to market to New Economy workers who will live and work in the units. Home occupations are endorsed in Owosso's downtown. These workers will be attracted to the unit amenities and the dynamics of a downtown that has a wealth of entertainment and cultural outlets—all deemed essential to the targeted Millennial Generation. It is estimated that 12 new jobs will be created to operate the ground floor businesses and upper story live-work units. These are new jobs to the area in the service sector.

The owner has publically pledged to make available the construction work to local contractors. Fortunately Owosso is blessed with a number of skilled trade's workers and businesses.

The building owner, a retired General Motors director of electrical engineering, will operate his foundation, The Transformation Network, in this building. Among community benefit initiatives, the Foundation is very much dedicated to automotive research in vehicle safety, specifically a program that is called "Cars that Can't Crash." An ongoing contract with two auto manufacturers will result in implanted computer chips with radio telemetry in vehicles to detect immediate vicinity traffic movement and issue alerts.



99' E. MAIN ST.

N. WASHINGTON ST.

99' E. EXCHANGE ST.

N. PARK ST.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: June 26, 2013

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: Zoning Ordinances: Temporary Uses and Design Standards

In accordance with the directive of the city council, the planning commission has revisited the temporary uses and design standards ordinances in terms of intent and specific regulatory content. The commission has held additional public hearings on these ordinances and many changes have been made. The commission recommends approval as presented.

Temporary Uses and Structures

The commission has drafted an ordinance that addresses the various types of temporary uses and structures one might expect in the city, as well as sidewalk type functions in the downtown. The key was to develop clear expectations and guidelines for these functions while streamlining permitting as an administrative task. This change has the effect of better institutionalizing these activities while making them easier for businesses to comply with at the same time.

There are many details within the regulations that the commission and public deliberated on, but we think we were able to optimize the draft. Changes were made to add clarity and continuity in this ordinance as it relates to the rest of the definitions and regulations in section 38 of the code (zoning). The impact of this ordinance will be to permit more types of outdoor sales and display on private property, easier approvals for temporary uses and structures on private property, as well as more flexible sidewalk uses in the right of way.

Design Standards

The master plan explicitly directed the city to engage in the creation of design standards for a multitude of reasons. The intent of these standards is apparent in the text of the ordinance. The planning commission and staff have reviewed needs and generated the attached standards as they relate to fences, commercial development, and new residential development. Though some of these standards were contended in public by many parties, the commission is confident that the current draft (with many changes) represents the best interests of the public.

These standards will promote a higher quality of structure and a higher standard of aesthetics in new structures without burdening property owners with unreasonable costs. Note that the structure of the ordinance is not set up to explicitly prohibit only some designs or alternations in all cases. Instead, the commission opted for an approach in which some permits can be granted by administrative staff while others must be reviewed by the planning commission for approval. This two tier review system applies different levels of scrutiny and marks a big change from the previous version. For example, someone choosing to build an infill home that does not meet size, setback, or design standards in this new section may still be able to do so, but staff would not be able to approve the permit without consent of the planning commission.

The commission believes the intent of the ordinance meets the vision of the community and presents the right balance of objectivity/predictability to flexibility. We recommend the council move forward with the first reading and set a public hearing. Please call me directly to discuss.

RESOLUTION NO. ____

AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO PROVIDE FOR TEMPORARY USES, TEMPORARY STRUCTURES, AND OUTDOOR DISPLAYS

WHEREAS, the City of Owosso completed a master plan in 2012; and

WHEREAS, the master plan indicates that zoning changes should be pursued to modernize the city code; and

WHEREAS, the planning commission has held a public hearing on this proposed amendment and finds the changes to meet the guidelines of the master plan.

NOW THEREFORE, BE IT RESOLVED, THE CITY OF OWOSSO ORDAINS that Chapter 38, Zoning, of the City of Owosso city code be amended as follows:

SECTION 1. REPEAL. That a specific definition within Section 38-5 of the *Code of Ordinances*, which read as follows, shall be repealed:

~~*Temporary use or building.* A use or building permitted by the board of appeals to exist during periods of construction of the main building or use, or for special events.~~

SECTION 2. REPEAL. That Section 38-504.4.a of the *Code of Ordinances*, which read as follows, shall be repealed:

~~*Temporary permits.* For temporary structures for dwelling purposes, including trailer coaches, subject to the following procedures and limitations:~~

- ~~1. An application for a permit for the erection or movement of a temporary structure for dwelling purposes, including trailer coaches, shall be made to the board on a special form used exclusively for that purpose.~~
- ~~2. The board shall give due notice to the applicant and to all property owners within three hundred (300) feet of the property affected at least five (5) days before the hearing will be held on such application.~~
- ~~3. A temporary permit shall not be granted unless the board finds adequate evidence that the proposed location or use will not be detrimental to property in the immediate vicinity; and that the proposed water supply and sanitary facilities have been approved by the county health department or the city director of public services.~~
- ~~4. The board may impose any reasonable conditions, including setbacks, land coverage, off-street parking, landscaping, and other requirements deemed necessary to protect adjoining properties and the public welfare. The violation of any such condition shall automatically invalidate the permit.~~
- ~~5. The permit issued shall clearly set forth the conditions under which the permit is granted and shall state that the proposed temporary dwelling structure is to be vacated upon expiration of a specific time limit not to exceed six (6) months. No permit shall be transferable to any other owner or occupant.~~

SECTION 3. NAME. The amended Ordinance shall be known and cited as the "City of Owosso Temporary Structures and Uses."

SECTION 4. ADDITION. That new definitions within Section 38-5 shall be added to read as follows, shall be adopted:

Temporary Structure. Any structure erected for the purpose of temporarily housing displaced persons or permitting occupancy for construction related functions related to an ongoing construction or building project.

Temporary Use. Any use, event, or display of a temporary, seasonal, or portable nature that is customary and incidental to the primary permitted use, providing that such use is not otherwise regulated or permitted by this ordinance or a valid site plan.

SECTION 5. ADDITION. That the new Section 38-399 which reads as follows, shall be adopted:

Section 38-399. Temporary structures and uses.

- A. *Conditions applicable to all temporary structures, uses, and displays:* Unless otherwise noted, the following conditions shall apply to all temporary structures, uses, and displays.
1. All such uses and structures must first be reviewed and approved by the building official.
 2. The use of any space or structure must be one permitted as-of-right within the applicable zoning district.
 3. Adequate off-street parking, site ingress/egress, and adequate clear vision areas shall be provided.
 4. The applicant shall specify the exact duration of the temporary use, and no permit for any temporary use, structure, or display shall be valid for more than one calendar year.
 5. Approval of other applicable government agencies is required to ensure compliance with applicable health and safety regulations and standards.
 6. The use must be carried out so as to meet all zoning and general ordinance provisions and shall not create or result in any Nuisance Factors.
 7. Temporary structures shall comply with the setback standards for the district in which they are located.
 8. The building official or his/her designee shall approve any and all plumbing, electrical, and mechanical connections to any temporary structure.
 9. The building official or zoning administrator may require the applicant to furnish the city with a performance bond in accordance with Section 29-48 of the city ordinance to ensure removal of the temporary structure, use or display.
- B. *Temporary structures used for residential purposes:* A building or structure may be approved for temporary residential use only while damage to the principal dwelling due to fire, flood, ice, wind, or other natural disaster is being repaired. Any such temporary building shall not be used as a residence without prior review and approval by the building official.

Also, a manufactured dwelling unit or other approved living quarters may be occupied as a residence on a temporary basis on sites for which a building permit has been issued for construction, major repair, or remodeling of a new dwelling unit, subject to the following:

1. An occupancy permit is issued by the building official for the temporary residence.
 2. Such permits may be issued by the building official for up to six months in duration and may be renewed for periods of up to six months, provided that work is proceeding in an expeditious manner.
 3. An approved temporary structure may be moved onto a site 14 days prior to commencement of construction and shall be removed within 14 days following issuance of a certificate of occupancy for the permanent dwelling.
- C. *Temporary structures used for nonresidential purposes:* Temporary buildings for nonresidential use, including semi-trucks/trailers and concrete batch plants, shall be permitted only when the intended use is by a contractor or builder in conjunction with a construction project.
1. Such temporary structures shall be removed immediately upon completion of the construction project and prior to a request for a certificate of occupancy for the project.
 2. Permits for the utilization of temporary structures shall be issued by the building official. The permit shall specify a date for the removal of the temporary structure. A certificate of occupancy shall be required for such structures.
- D. *Temporary uses in accessory structures:* A temporary building or structure may be used as an accessory building or structure if it meets all accessory structure requirements of this code.
- E. *Special purpose temporary uses:* The following conditions apply to specific temporary uses:
1. *Carnival, circus, festival, seasonal markets (public and/or private lands):*
 - a) *Operator, sponsor or beneficiary:* Government or not for profit entities only.
 - b) City council approval required.
 2. *Sidewalk uses including display, sales, and other features:*
 - a) *Time:* Operating hours only. The business must be open and staffed.
 - b) *Location:* In the B-3 zoning district only.
 - c) *Sidewalk coverage:* An area no less than four feet wide shall be maintained for passage of pedestrians at all times.
 - d) *Uses:* For portable signs, display, sale, and/or service of onsite products and activities only, including retail goods and food service. No off-premise advertising, sales, or services are permitted (i.e. vendors are not permitted).
 - e) *Exceptions:* Planters, bike racks, and decorative features may remain outside provided they adhere to all performance standards of the ordinance.
 - f) *Additional requirements:* The approval of the building official and street administrator is required; owner must provide liability insurance for activities in the right-of-way.

3. *Christmas tree sales:*
 - a) *Maximum duration:* 45 days.
 - b) *Clean-up:* Stumps, branches, and other debris shall be completely removed from site.
 - c) Building official approval required.
4. *Roadside produce or farm stands:* Because roadside stands are seasonal in character and utilized on a temporary basis, roadside stands shall be allowed in Business Districts by the city for periods not to exceed six months provided a temporary permit is obtained from the city and provided the following provisions are met:
 - a) The sale of farm products in a roadside stand shall not take place within the dedicated right-of-way of any thoroughfare within the city, and assurances shall be made to the city that ample off-street parking has been provided, and adequate ingress and egress provided to the stand.
 - b) No permanent structure of any type shall be erected, and upon discontinuance of the temporary use, the temporary structures shall be removed from the roadside.

F. Outdoor sales and display in conjunction with an existing business (private lands only):

1. *Location:* In the B-1, B-2, & B-4 zoning districts only; front or side yards only; use cannot occur in areas dedicated to parking, storm water detention/collection, or areas required for emergency use or clear vision.
2. *Lot coverage:* An area no more than three hundred (300) square feet shall be used as outdoor sales and display area.
3. *Setbacks:* Setbacks from the right of way and all lot lines must be a minimum of 10 feet or that setback require by Article XVI, whichever is less.
4. *Uses:* For display, sale, and/or service of onsite products and activities only. No off-premise advertising, sales, or services are permitted (i.e. vendors and/or leased space are not permitted).
5. *Additional requirements:* Any loose debris, damaged products, unsecured materials, or products determined to be junk, waste, or scrap in nature shall be deemed a nuisance per se.

SECTION 6. SEVERABILITY. The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 7. INCONSISTENT ORDINANCES. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are repealed.

SECTION 8. EFFECTIVE DATE. This amendment shall become effective 20 days after passage.

SECTION 9. AVAILABILITY. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 10. PUBLIC HEARING. A public hearing is set for Monday, August 19th, 2013 at approximately 7:30 p.m. in the City Hall Council Chambers to hear citizen comment regarding the proposed amendment.

RESOLUTION NO. ____

AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO PROVIDE FOR DESIGN STANDARDS

WHEREAS, the City of Owosso completed a master plan in 2012; and

WHEREAS, the master plan indicates that zoning changes should be pursued to modernize the city code, specifically included new design standards; and

WHEREAS, the planning commission has held a public hearing on this proposed amendment and finds the changes to meet the guidelines of the master plan.

NOW THEREFORE, BE IT RESOLVED, THE CITY OF OWOSSO ORDAINS that Chapter 38, Zoning, of the City of Owosso city code be amended as follows:

SECTION 1. REPEAL. That Section 38-393 of the *Code of Ordinances*, which read as follows, shall be repealed:

~~Sec. 38-393. -- Fences, walls, or screens.~~

~~(a) Definition. "Required yard" means that portion of any lot on which the erection of a main building is prohibited.~~

~~(b) Where permitted; height.~~

~~(1) In the residential districts; also the OS-1, B-1, B-2, B-3, B-4, C-OS, and P-1 districts: Fences, walls or screens are permitted on all lots of record within required side or rear yards, provided they do not exceed six (6) feet in height, measured from the surface of the ground, and are permitted in front required yards provided they do not exceed three (3) feet if of such a nature to obstruct vision; where fencing is open weave or chain link and does not obstruct vision, the permitted height shall be four (4) feet, measured from the ground surface except as otherwise provided in this chapter.~~

~~(2) In the I-1 and I-2 districts:~~

~~a. Fences, walls and screens are permitted in the required front, side and rear lots provided they do not exceed six (6) feet in the front yard and eight (8) feet in the side and rear lots. To preserve open space character in the front yard, fences higher than four (4) feet must be setback two (2) feet for each additional foot above four (4) feet.~~

~~b. Except as provided below, barbed wire strands are permitted on fences six (6) feet or higher on industrial parcels with the barbed wire tilted in toward the fenced parcel. Barbed wire is not permitted in the front yard on major streets.~~

~~(c) Visibility at street intersections. On any corner lot, no fence, wall or screen, whether structural or botanical, shall be more than thirty (30) inches above the curb or the centerline of the street pavement, or within twenty-five (25) feet of the intersection of the two (2) right-of-way lines, so as to interfere with motorists' vision across the corner.~~

~~(d) Visibility at intersections of driveways or alleys with streets. No fence, wall or screen, whether structural or botanical, may obstruct vision within twenty (20) feet in any direction of the intersection of the edge of a driveway with the right-of-way line. The area of non-obstructed vision shall be between the heights of three (3) feet and ten (10) feet measured from the centerline of the street pavement.~~

~~(e) Prohibited fences. Except for the provisions of (b)(2)b. above and (f) below, fences, walls or structural~~

~~screens may not contain barbed wire, electric current, charges of electricity or any wire fence other than a chain-link fence.~~

~~(f) Essential services and school off-campus facilities and bus garages. For essential services and off-campus school facilities and bus garages, the use of barbed wire atop fences six (6) feet in height is permitted in all zoning districts with the barbed wire tilted in toward the fenced parcel.~~

~~(g) Installation. Any fence with an unfinished side, e.g. stockade fence, shall be installed along or about a lot line so that the finished side of the fence faces the exterior of the lot.~~

~~(h) Permit fee. A permit shall be required with a fee to be prescribed by resolution of the council and paid to the city treasurer.~~

SECTION 2. NAME. The amended Ordinance shall be known and cited under the existing section of "General Provisions."

SECTION 3. REPLACE. That the new Section 38-393, which reads as follows, shall replace the previously repealed section:

Section 38-393. - Fences and hedges.

(a) A fence is defined as any partition, structure or gate that is erected as a dividing marker, barrier or enclosure (excluding hedges as defined below).

(b) A hedge is defined as any bush, shrub or any living green screen of any nature that serves as a dividing marker, barrier or enclosure.

(c) Regulations applicable to R-1, R-2, RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, C-OS, and P-1.

(1) A fence shall not exceed six (6) feet in height in the rear or side lot of any parcel;

(2) Front yard fences or hedges must be less than fifty percent (50%) solid, impervious, or of an obscuring nature above a height of 30" above the curb or centerline of the street, and not exceed four (4) feet in total height;

(3) Fences and hedges in front yards that function as exterior side yards must follow front yard restrictions unless the fence or hedge is installed or planted at least 19 feet back from the right-of-way line or follows the building line of the nearest legal structure. All such fences and hedges must meet clear vision requirements for streets, driveways, and sidewalks.

(4) No fence or hedge shall extend across property lines;

(5) The finished side of any fence shall face away from the property on which the fence is located;

(6) No portion of any fence shall be constructed with or contain barbed wire, electric current or charge of electricity, glass, spikes or other sharp protruding objects;

(7) Fences must be maintained so as not to endanger life or property. Any fence which, through lack of maintenance or type of construction which will obstruct vision so to create a hazard to vehicular traffic or pedestrians upon the public streets and/or sidewalks shall be deemed a nuisance.

(8) Fences shall not be constructed, in whole or in part, with any of the following materials:

- a. junk or other debris
- b. scrap building materials or metals
- c. organic materials known to be poisonous or hazardous to human or animal life
- d. other materials which may be deemed unsafe to person or property by the Zoning Administrator or Building Official.

(9) No hedge shall be constructed with noxious weeds or grasses, as defined by PA 359 of 1941, being MCL 247.62.

(10) Screening walls are required as prescribed in section 38-389.

(d) Regulations applicable to industrial districts.

(1) Fences, walls and screens are permitted in the required front, side and rear lots provided they do not exceed six (6) feet in the front yard and eight (8) feet in the side and rear lots. To preserve open space and aesthetic character in the front yard, fences higher than four (4) feet must be setback two (2) feet for each additional foot above four (4) feet and all front yard fences must be black vinyl chain link or decorative in nature.

(2) Except as provided below, barbed wire strands and non-coated or decorative chain link are permitted on fences six (6) feet or higher on industrial parcels with the barbed wire tilted in toward the fenced parcel. Barbed wire is not permitted in the front yard except for those located on McMillan Ave, Industrial Drive, South Street, and Aiken Road.

(3) On any corner lot, no fence, wall or screen, whether structural or botanical, shall be more than thirty (30) inches above the curb or the centerline of the street pavement, or within twenty-five (25) feet of the intersection of the two (2) right-of-way lines, so as to interfere with motorists' vision across the corner.

(4) Screening walls are required as prescribed in section 38-389.

(e) The Zoning Administrator or Building Official may require removal, reconstruction, or repair of any fence or wall which, in their judgment is dilapidated, unsafe, or a threat to the health, safety and welfare of the residents of the City of Owosso.

(f) A permit shall be required for new fence construction, with a fee to be prescribed by resolution of the council.

SECTION 4. ADDITIONS. That Sections 38-396 through 38-398 which read as follows, shall be added:

Sec. 38-396. - Mechanical equipment and utilities.

The following requirements shall apply to all site plans and new installations, not including replacement equipment and wind energy systems, for uses in the RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, and PUD zoning districts.

(a) Ground mounted mechanical equipment, such as blowers, ventilating fans, and air conditioning units, are permitted only in non-required side yards and in any rear yard, as determined by the Building Official/Zoning Administrator.

(b) Mechanical equipment shall be placed no closer than three (3) feet to any lot line in the B-3 zoning district.

(c) Any ground, building, or roof mounted mechanical equipment or utilities, including water and gas meters or related devices, utility boxes, transformers, elevator housings, stairways, tanks, heating,

ventilation and air condition equipment (HVAC), and other similar equipment, shall comply with the following standards.

- (1) All such equipment shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearances with the principal building.
- (2) Roof mounted equipment shall not exceed a height of ten (10) feet above the surrounding roof surface, and shall occupy no more than fifteen percent (15%) of the total roof area. All roof mounted mechanical units must be screened at a height equal to or greater than equipment being screened or otherwise be demonstrated to not be visible from all properties located within a distance of 300 feet.

Section 38-397. - Commercial design requirements.

The following design requirements for commercial buildings shall be applied during site plan review to development within the RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, and PUD zoning districts. These standards shall also apply to those elevations and parking areas that face a state highway and are within 200 feet of the right-of-way.

(a) *Exterior building design.*

- (1) Buildings shall possess architectural variety, but enhance the overall cohesive community character. All buildings shall provide architectural features, details, and ornaments such as archways, colonnades, cornices, recesses, projections, wall insets, arcades, window display areas, peaked roof lines, or towers.
- (2) Building walls and roofs over 50 feet in length shall be broken up with varying building lines, windows, gables, and/or architectural accents such as pilasters, columns, dormers, or awnings.
- (3) Window area or spandrel glass shall make up at least 20 percent or more of the exterior wall area facing the principal street(s).
- (4) In addition, a portion of the on-site landscaping shall abut the walls so that the vegetation combined with the architectural features significantly reduce the visual impact of the building mass as viewed from the street. Additional landscaping requirements of this ordinance must also be satisfied.
- (5) Overhead doors shall not face a public street or residential district. The Planning Commission can modify this requirement upon a determination that there is good or necessary cause and the visual impact will be moderated through use of building materials, architectural features and landscaping beyond that required by the ordinance.
- (6) Additions to existing buildings must complement the current building design with regard to height, proportions, scale, materials, and spacing of openings.

(b) *Building materials.*

- (1) Durable building materials which provide an attractive, quality appearance must be utilized.
- (2) The predominant building materials (50% or more of the face) should be quality materials such as earth-toned brick, native stone, and tinted/textured concrete masonry units and/or glass products.
- (3) Other materials such as smooth-faced concrete block, EIFS panels, or pre-fabricated corrugated steel panels should only be used as accents and not dominate the building exterior of the structure.

(c) *Building colors.*

- (1) High intensity colors such as neon, metallic, or fluorescent for the facade and/or roof of the building are prohibited except as approved by the Planning Commission.
- (2) Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in or compliments the color of the building.

(d) *Roof design.*

- (1) Roofs should be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.
- (2) Roofs shall have no less than two (2) of the following features:
 - a. Parapets concealing flat roofs and rooftop equipment, such as HVAC units from public view. The average height of such parapets shall not exceed fifteen (15) percent of the height of the supporting wall and such parapets shall not at any point exceed one-third (1/3) of the height of the supporting wall. Such parapets shall feature three-dimensional cornice treatment;
 - b. Overhanging eaves, extending no less than one (1) foot past the support walls;
 - c. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one (1) foot of vertical rise for every three (3) feet of horizontal run and less than or equal to one (1) foot of vertical rise for every one (1) foot of horizontal run;
 - d. Three (3) or more roof slope planes.
 - e. A specific architectural element proposed by the applicant's architect that is acceptable to the building official or Planning Commission, depending upon the reviewing entity.

(e) *Customer entrances.*

- (1) Each large retail establishment (12,500 square feet or more) on a site shall have clearly defined, highly visible customer entrances featuring no less than five (5) of the following:
 - a. canopies or porticos;
 - b. overhangs;
 - c. recesses/projections;
 - d. arcades;
 - e. raised corniced parapets over the door;
 - f. peaked roof forms;
 - g. arches;
 - h. outdoor patios;
 - i. display windows;

- j. architectural details such as tile work and moldings which are integrated into the building structure and design;
 - k. integral planters or wing walls that incorporate landscaped areas and/or places for sitting.
 - l. a specific architectural element proposed by the applicant's architect that is acceptable to the building official or Planning Commission, depending upon the reviewing entity..
- (2) Where additional units will be located in the large retail establishment, each such store may have at least one (1) exterior customer entrance, which shall conform to the above requirements.
- (3) A bike rack or other acceptable form of bike parking or storage shall be provided near the primary entrance of all commercial structures. This shall not apply to structures in the B-3 zoning district.
- (f) *Community amenities.* Community amenities such as patio/seating areas, water features, art work or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.
- (g) *Signs.* Signs shall be in accordance with the city's sign ordinance. All sign bases shall be constructed of materials compatible with the architecture of the building(s) located on the premises.
- (h) *Natural features.* When feasible and not in direct conflict with site needs, buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.
- (i) *Building location and orientation.* New buildings shall have at least one principal building entrance oriented toward the front lot line.
- (j) *Sidewalks.* All development shall include a provision for sidewalks within the site and within the right-of-way to provide connectivity between adjacent sites, the public realm, parking areas, primary structures, and any other on-site amenities.

Section 38-398. – Residential dwelling design standards.

- (a) *Intent.* This Section is intended to establish regulations for the construction of new residential dwellings zoned R-1 and R-2, including reconstructed and in-fill housing. The standards herein are intended to:
- (1) Prevent grossly dissimilar dwellings which would adversely affect the value and character of dwellings in the surrounding area.
 - (2) Prevent adverse effects on the desirability of an area to existing or prospective homeowners.
 - (3) Ensure the stability of the environment.
 - (4) Promote the most appropriate use of real estate.
 - (5) Increase the opportunity to realize the development pattern envisioned in the Owosso Master Plan.

These regulations are based on the finding that the cohesiveness and character of the city's neighborhoods are significant factors in the city's quality of life, contribute to the distinct character in the

various neighborhoods and help retain property values. These regulations further ensure new housing units are harmonious with the general character of the adjacent houses and the city overall and ensure a stable housing stock. While some level of diversity is desirable, these regulations are intended to ensure the design variation of new homes is similar to the level of variation in existing homes in the immediate area, or surrounding neighborhoods with similar densities for new residential projects. The standards shall not be construed to prohibit innovative design concepts involving such matters as solar home.

(b) *Applicability.* The regulations of this Section shall apply to all new single family home construction zoned R-1 and R-2. Major home expansions where the homeowner is expanding the footprint of the home by greater than either twenty-five percent (25%) or 500 square feet, whichever is greater, shall comply with subsections 38.398.D.8, 38.398.D.9, and 38.398.D.10, in addition to required building codes, to ensure the resulting home continues to maintain the character of the neighborhood. The standards shall not apply to minor home expansions, interior remodeling, or to residences outside of the one and two family zoning districts.

(c) *Approval.* Compliance with these regulations shall be determined by the Building and Zoning Administrator at the time the building permit is reviewed and shall be based on the standards of subsection D below.

(d) *Standards.*

(1) Each such dwelling unit shall comply with all pertinent building and fire codes. Additionally, all dwellings shall meet or exceed all applicable roof snow load and strength requirements. Where there are conflicting applicable regulations, the more stringent shall apply.

(2) All construction required herein shall be commenced only after a building permit has been obtained in accordance with applicable building codes.

(3) Each such dwelling unit shall comply with the minimum standards listed throughout the zoning code for the Zoning District in which it is located, including minimum lot area, minimum lot width, minimum floor area, required setbacks and maximum building height.

(4) Each dwelling unit shall be firmly attached to a permanent basement or crawl space foundation constructed on the site in accordance with the city's adopted building code.

OR

The dwelling shall have an attached or detached structure of equal workmanship as the dwelling unit, designed for the parking and storage of vehicles. Said structure shall be functionally and aesthetically compatible in design and appearance with other residences in the surrounding area as defined in subsection 12 below. When attached to a mobile home, modular home, pre-fabricated home or pre-constructed home, said structure shall comply with all requirements of the city's building code relative to grade separation and fire restrictive requirements.

(5) Each such dwelling unit shall contain a storage area equal to or greater than ten percent (10%) of the square footage of the dwelling or one hundred (100) square feet, whichever shall be less. This storage area shall consist of a basement, attic or in a separate detached accessory structure that complies with the standards of this Section regarding accessory buildings and structures. The intent of these standards is to limit the extent of outdoor storage.

(6) A roof overhang of not less than six (6) inches on all sides shall be provided, or alternatively with window sills or roof drainage systems concentrating roof drainage at collection points along the sides of the dwelling.

(7) A minimum of two (2) exterior doors shall be provided with the second one being in either the rear or side of the dwelling. All dwelling units shall be oriented toward the public right-of-way such

that the façade that faces the street contains a door, windows, and other architectural features customary to the front facade of a residence.

(8) In-fill housing or development on vacant lots in an existing platted subdivision shall consider the gross floor area and lot coverage of surrounding homes to ensure compatibility. The gross floor area and lot coverage of the proposed dwelling shall be at least seventy-five percent (75%) and no more than one-hundred and thirty-five percent (135%) of the average square footage of constructed single family dwellings within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit, with measurements made from the edge of the street. The planning commission may approve any proposals that are not able to meet this standard if the commission makes findings that the apparent deviations are not contrary to 38-398.A.1-5.

(9) In-fill housing or development on vacant lots in an existing platted subdivision shall maintain a consistent front building line along the street. The front yard setback of the proposed dwelling shall be no less than seventy-five percent (75%) and no more than one-hundred and thirty-five percent (135%) of the average established front yard setback of other single family dwelling unit within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit, with measurements made from the edge of the street. The planning commission may approve any proposals that are not able to meet this standard if the commission makes findings that the apparent deviations are not contrary to 38-398.A.1-5.

(10) Building appearance for all new single family dwelling unit construction shall be aesthetically compatible in design and appearance with other residences in the surrounding area.

Definitions for what constitutes the surrounding area are as follows:

- i. For new single family neighborhood development (in the form of a new subdivision plat or new site condominium project), the surrounding area is defined as the nearest existing neighborhoods with similar densities.
- ii. For in-fill housing development where there are one (1) or a few isolated sites being developed within the existing neighborhood (in the form of an existing lot of record or recent land division), surrounding area shall be defined as within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit; with measurements made from the edge of the lot in each direction, including the opposite side of the street.

The determination shall be made by the Building Official. In considering similarity and compatibility with the surrounding area the following features must be considered in order to meet this requirement:

- a. Exterior building material used on the proposed dwelling should match or be similar to that used on a preponderance of homes in the surrounding area.
- b. Roof style
- c. The design and position of windows (total area, size, number etc.)
- d. Front entry design (presence of porches, front door location, etc.)
- e. Garage style and design

If the Building Official cannot reach a determination on architectural compatibility or the petitioner disputes the findings, the application shall be forwarded to the Planning Commission for review and final action.

(e) *Exceptions.* The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state or federal law or otherwise specifically required in this ordinance and pertaining to such parks.

SECTION 4. SEVERABILITY. The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 5. INCONSISTENT ORDINANCES. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are repealed.

SECTION 6. EFFECTIVE DATE. This amendment shall become effective 20 days after passage.

SECTION 7. AVAILABILITY. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 8. PUBLIC HEARING. A public hearing is set for Monday, August 19th, 2013 at approximately 7:30 p.m. in the City Hall Council Chambers to hear citizen comment regarding the proposed amendment.



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

202 S WATER ST · OWOSSO, MICHIGAN 48867-2958 · (989)725-0580 · FAX (989)725-0528

MEMORANDUM

DATE: 7-10-2013

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Amphitheater Fundraiser

Kim's Pizza proposes the use of North Ball Street from M21 north to the alley from 7:30 pm. to 10:30 pm Saturday, July 20, 2013.

The Public Safety Department has issued Traffic Control Order No. 1297 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Jondel Anderson is requesting the insurance requirement be waived as he is raising money for the amphitheater.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1297	07/10/2013	3:12 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Use of Ball Street from M21 north to the alley on July 20, 2013 from 7:30 PM to 10:30 PM

LOCATION OF CONTROL

Ball Street from M21 north to the alley

APPROVED BY COUNCIL _____ 20 _____

REMARKS



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0526

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days nor more than 120 days before the date for which the use is requested.

The submission of a request by an individual or organization for a traffic control order pursuant to these rules and regulations shall constitute an agreement to indemnify and hold the City and its officers and employees harmless from any and all liability arising from the event or activities for which the request is made.

Name of individual or group: Kim's PIZZA Date: 7-10-13

Primary Contact Person
Name: JONDEL ANDERSON
Title: CO-OWNER
Address: 200 W MAIN ST
STE B
Phone: 989-723-8212

Requested Date(s): 7-20-13 Requested Hours: 7:30-10:30

Area Requested (Parking Lot - Parade Route): 100^{1/2} BLOCK OF N BALL
FROM M-21 NORTH TO ALLY

Detailed description of the use for which the request is made: MUSIC & FOOD TO RAISE
MONEY FOR THE AMPITHEATRE.

- ☐ Attach copies of any rules or policies applicable to persons participating in the event.
- ☐ Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
- or
- ☒ The City Council may waive such insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose.

Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: June 20, 2013

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: Housing and Residential Analysis

A housing market study is needed to address the concerns of potential investors, building owners, and lenders in relation to the rehabilitation and creation of upper floor rentals in downtown and Westtown.

Each and every time such a project is put forward, our office is besieged with calls from lenders requesting solid market data or other evidence indicating the viability of upper floor rentals in mixed use buildings. This is an on-going issue with the proposed Westtown building by Wakeland Oil and the Wesener Building on Washington Street. The lack of such data is making lenders nervous. Likewise, building owners and other potential investors are also more reluctant to consider such projects as well. This is bad.

Stand-alone studies, depending on the degree of detail, can be very costly (tens of thousands). We do not need that level of study. However, we do need a credible source with some basic market data on unit types, rents, and absorption in order to get us over the lending hurdle. This is especially true for the first few units that are to be created at market rents.

Fortunately, the Owosso Main Street group has engaged the services of a reputable market analyst to perform a retail market study for the downtown. As an add-on option, a residential analysis can be performed for \$2,000. Staff from the Housing and Community Development departments believe this analysis will provide excellent value to the public and would like to proceed with procuring this service.

I recommend the city council approve the housing study and the necessary funds, as already budgeted for contractual services within the Community Development department.

RESOLUTION NO.

**A RESOLUTION TO APPROVE THE PROFESSIONAL RESIDENTIAL ANALYSIS FOR
DOWNTOWN AND OTHER MIXED USE HOUSING IN OWOSSO**

WHEREAS, the City of Owosso recognizes the importance of its downtown and other mixed use areas as it relates to the economic and cultural development of the community, as well as the overall quality of life; and

WHEREAS, the Owosso Master Plan indicates that investment in the downtown structures so that they can sustain modern economic and residential functions in the new economy is essential to the community's future; and

WHEREAS, many building owners are interested in converting or remodeling upper floor spaces in downtown and Westown for residential purposes; and

WHEREAS, lenders, speculators, and owners regularly inquire about the market conditions and general demand for such units; including the absorption, pricing, and characteristics of such potential units; and

WHEREAS, there is no current data to give such interests and this lack of information is slowing and/or arresting progress on the development of new residential units; and

WHEREAS, the city finds Sharon Woods and Land Use / USA to have the necessary qualifications to perform a housing and residential analysis in conjunction with an ongoing downtown retail market study; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to authorize city staff engage the services of Land Use / USA, LLC, in accordance with the pricing and scope of work that as attached, such services to be completed in accordance with a professional services agreement that will be approved as to form by the city manager and as to substance by the city attorney or otherwise as an addendum to the Owosso Main Street agreement.

SECOND: The same council hereby directs staff to allocate \$2,000 from the city's general fund, to be paid from existing community development account 101-728-818.000.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 15th DAY OF JULY, 2013.

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

CITY OF OWOSSO

ATTEST:

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX 723-8854

MEMORANDUM

DATE: July 15, 2013

TO: Owosso City Council

FROM: Mark A. Sedlak, Director of Public Works

RE: Request for Approval of Change Order #1-Final for the 2012 Stump Removal Program Bid

The 2012 Tree and Stump Removal Program Bid was awarded in 2 parts by council on November 5, 2012. The tree removal portion was awarded to Carlton Tree Service and the stump removal to Wonsey Tree Service. Carlton Tree Service cut the trees over the 2012/13 winter season. Wonsey then removed the stumps, added topsoil and seeded where stumps were removed in the spring of 2013. The city of Owosso Department of Public Services had also removed some smaller trees and added these stumps to the removal list, resulting in the Change Order.

I recommend Council approve of the attached Change Order #1-Final in the amount of \$795.00 to Wonsey Tree Service, Inc. for the additional work completed on stump removal portion of the 2012 Tree and Stump Removal Program.

RESOLUTION NO.

**AUTHORIZING A CHANGE ORDER
TO THE CONTRACT WITH
WONSEY TREE SERVICE, ALMA, MICHIGAN
FOR THE 2012 TREE AND STUMP REMOVAL PROJECT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Wonsey Tree Service on November 5, 2012 for the stump removal portion of the 2012 Tree and Stump Removal bid; and

WHEREAS, more trees than anticipated were cut down during the winter, necessitating the removal of additional stumps.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso amend the contract with Wonsey Tree Service to add additional work to their contract.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Exhibit A, Amendment to the Contract for services between the City of Owosso and Wonsey Tree Service increasing the total amount by \$795.00.
- THIRD: The above expense shall be paid from the Major and Local Street Tree Trimming Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 15th DAY OF JULY, 2013.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

**CITY OF OWOSSO
CONTRACT CHANGE ORDER NO. 1 FINAL**

Page 1 of 1

TO: Wonsey Tree Service

Date: 7/9/2013

CONTRACT: 2012 Stump Removal

PROJECT NO.: _____

You are hereby requested to comply with the following changes from the contract plans and specifications:

1 Item No.	2 Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.	3 Decrease Contract Price	4 Increase Contract Price
1	(+58 EACH of Removal of stump size 18" and smaller @ \$75/EACH)		\$4,350.00
2	(-23 EACH of Removal of stump size 18" to 24" @ \$85/EACH)	(\$1,955.00)	
3	(-16 EACH of Removal of stumps size 24" and Larger @ \$100/EACH)	(\$1,600.00)	
Change in contract price due to this Change Order			
	Total Decrease	(\$3,555.00)	
	Total Increase	XXXXXXXXXXXXX	\$4,350.00
	Difference between Co. 3 & 4		
	Net INCREASED contract price		\$795.00

Original Contract Price:	\$ 17,700.00
Total Net Addition or Deduction by previous C.O. No.	\$ -
Total Amount of Contract Prior to this Change Order:	\$ 17,700.00
Net Addition or Deduction this Change Order No.:1	\$ 795.00
Net Amount of Contract to date:	\$ 18,495.00

This time provided for completion in contract is increased by 30 calendar days.

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Recommended by: _____

Approved by: _____

Accepted by: _____



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX 723-8854

MEMORANDUM

DATE: July 15, 2013
TO: Owosso City Council
FROM: Mark A. Sedlak, Director of Public Works
RE: Progress Payment #2 for 2012 Stump Removal Program

Attached is progress payment #2 in the amount of \$10,443.50 to Wonsey Tree Service, Inc. for work completed up to May 24, 2013 on the 2012 Stump Removal Program, which was approved by council on November 5, 2012. This payment includes an additional \$795 from Change Order No. 1-Final.

This is not the final payment as \$1,000 is being retained to cover any additional work that may need to be completed.

We recommend council approve progress payment #2 to Wonsey Tree Service, Inc. in the amount of \$10,443.50. This project is funded through the 2012/2013 Major and Local Streets Tree Trimming Fund.

RESOLUTION NO. _____

**AUTHORIZING PAYMENT #4 TO
WONSEY TREE SERVICE, INC.
FOR WORK RELATED TO
THE 2012 STUMP REMOVAL PROGRAM
AS AMENDED BY CHANGE ORDER #1-FINAL**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has entered into an agreement with Wonsey Tree Service, Inc. for the 2012 Stump Removal Program; and

WHEREAS, the contractor has completed the project and is now eligible for payment; and

WHEREAS, the city project manager recommends Pay Estimate #2 in the amount of \$10,443.50 for work completed through May 24, 2013 with said unit quantities and amounts having been agreed to by Wonsey Tree Service, Inc.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to pay Wonsey Tree Service, Inc. for work completed on the 2012 Stump Removal Program.

SECOND: The accounts payable department is authorized to submit payment to Wonsey Tree Service, Inc. in the amount of \$10,443.50 as detailed on the attached Payment Estimate #2 as authorized by Council on July 15, 2013.

THIRD: The above expenses shall be paid from the 2012/2013 Major and Local Streets Tree Trimming Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 15TH DAY OF JULY, 2013.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

PERIODIC COST ESTIMATE CITY OF OWOSSO 301 W. MAIN OWOSSO, MI 48867						Page 1 of 1 Pages			
						1. Estimate No.: <div style="text-align: right;">2 Final</div>			
						4. Date Prepared 6/3/2013		5. Period Ending 5/24/22013	
2. Sponsor's Name CITY OF OWOSSO			3. Sponsor's Address 301 W. MAIN OWOSSO, MI 48867			6. Project No.			
7. Name of Project 2012 STUMP Removal Program			8. Location of Project Owosso			9. State: <div style="text-align: center;">MI</div>			
10. Name of Contractor Wonsey Tree Service			11. Address of Contractor PO Box 1142, 10541 N Grafton Rd. Alma MI 48801			12. Work Performed Under: Lump Sum Contract: <input type="checkbox"/> Unit Price Contract: <input checked="" type="checkbox"/> Force Account: <input type="checkbox"/>			
13. Description of Work						14. Sponsor's Contract No.			
						15. Original Estimated Cost this Contract or Force Account \$17,700.00			
						16. Completion Time:			
						17. Percent Physical Completion			
18. Dates									
a. Notice to Proceed		b. Work to Commence		c. Completion Date		d. Est. or Actual Completion 104%		19. No of Days Contractor is a. Ahead b. In Arrears	
22. LATEST REVISED DETAILED ESTIMATE									
20 Item No.		21. Description of Item		a. Quantity	b. Unit	c. Unit Price	d. Amount	23. WORK PERFORMED TO DATE a. Quantity b. Amount c. %	
1		Removal of stump size 18" & smaller		57	EA	\$ 75.00	\$ 4,275.00	115	\$ 8,625.00 202%
2		Removal of stump size 18" to 24"		65	EA	\$ 85.00	\$ 5,525.00	42	\$ 3,570.00 65%
3		Removal of stump size 24" & larger		79	EA	\$ 100.00	\$ 7,900.00	63	\$ 6,300.00 80%
							TOTAL		\$ 18,495.00
							LESS RETAINAGE		\$ 1,000.00
							SUB TOTAL		\$ 17,495.00
							LESS PREVIOUS PAYMENT		\$ 7,051.50
							TOTAL DUE		\$ 10,443.50
24. CERTIFICATION OF CONTRACTOR									
<p>I hereby certify that the work performed and materials supplied to date, as shown on this periodic cost estimate, represent the actual value of accomplishment under the terms of this contract in conformity with approved plans and specification; that the quantities shown were properly determined and are correct; and that there has been full compliance with all labor provisions included in the contract identified above.</p>									
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 20%;">Date</div> <div style="width: 40%;">Name of Contractor</div> <div style="width: 20%;">BY: _____</div> <div style="width: 20%;">Signature</div> <div style="width: 20%;">Title</div> </div>									
25. ACKNOWLEDGMENT AND CONCURRENCE OF PROJECT ENGINEER									
I have examined this periodic cost estimate and concur in the certificate of the contractor.									
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 20%;">Date</div> <div style="width: 80%;">Signature, Director of Public Services</div> </div>									



WARRANT 466

July 9, 2013

Vendor	Description	Fund	Amount
Brown & Stewart, PC	Professional services June 11, 2013 – July 8, 2013	General	\$ 7,306.52
Logicalis, Inc	Network engineering support-June 2103	General	\$ 7,616.00
Johnson Controls Inc	Planned service agreement - August 1, 2013 – July 31, 2014	General	\$23,980.00
Total			\$38,902.52

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 06/01/2013 - 06/30/2013

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
06/14/2013	1	121076	MICHAELS PLUMBING	PERFORMANCE DEPOSIT	\$ 50.00
06/14/2013	1	121077	123.NET	IT-MAY 2013 SERVICE	\$ 32.00
06/14/2013	1	121078	ACCUMED BILLING INC	AMBULANCE BILLING SERVICES & STATE REPOR	\$ 3,754.38
06/14/2013	1	121079	AIS CONSTRUCTION EQUIPMENT	36" JOHN DEERE DITCHING BUCKET 310SE	\$ 1,495.00
06/14/2013	1	121080	H K ALLEN PAPER CO	OFD-SUPPLIES	\$ 60.19
06/14/2013	1	121081	AMERICAN ASSOCIATION OF STATE	STREETS-REF BOOK	\$ 252.00
06/14/2013	1	121082	TIM APPLGATE	MEAL REIMBURSEMENT	\$ 5.41
06/14/2013	1	121083	ARBORICULTURE SOCIETY OF MICHIGAN	AERIAL TRAINING CLASS-BILL BROOKS	\$ 255.00
06/14/2013	1	121084	THE ARGUS PRESS	MAY 2013-PRINTING OF LEGAL NOTICES ETC	\$ 478.43
06/14/2013	1	121085	BRONSON HEALTHCARE GROUP	NEW HIRE DRUG TESTING	\$ 47.00
06/14/2013	1	121086	C D W GOVERNMENT, INC.	PUBLIC SAFETY-MS OFFICE PRO PLUS (2)	\$ 5,541.35
06/14/2013	1	121087	CITY OF CORUNNA	OPD-ADMIN SERVICES-MAY 2013	\$ 2,274.60
06/14/2013	1	121088	CONSUMERS ENERGY	MAY 2013-527 OAKWOOD AVE	\$ 29,437.72
06/14/2013	1	121089	VOID		\$ -
			Void Reason: Created From Check Run Process		
06/14/2013	1	121090	CORDIER EXCAVATING	BD BOND REFUND	\$ 50.00
06/14/2013	1	121091	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 198.00
06/14/2013	1	121092	AMBER M CURRY	MEAL REIMBURSEMENT	\$ 5.41
06/14/2013	1	121093	D & G EQUIPMENT INC	OFD-TRIMMER	\$ 255.96
06/14/2013	1	121094	SCOTT D DAVIS	MEAL REIMBURSEMENT	\$ 9.39
06/14/2013	1	121095	EJ USA INC	EJ HYDRANTS (3)	\$ 4,760.04
06/14/2013	1	121096	EMPLOYEE BENEFIT CONCEPTS INC	HR-JUNE 2013-ADMIN FEE	\$ 100.00
06/14/2013	1	121097	ETNA SUPPLY COMPANY	GASKETS	\$ 4,484.12
06/14/2013	1	121098	FARLOW, KATELYN	PARK DEPOSIT-OVER BOOKED	\$ 35.00
06/14/2013	1	121099	FISHER CHIPPEWA REDI-MIX, INC.	FAYETTE SQUARE	\$ 161.50
06/14/2013	1	121100	FISHER SCIENTIFIC CO.	WTP-LAB SUPPLIES	\$ 299.76
06/14/2013	1	121101	FOURSTAR LANDSCAPING LLC	2013 TALL GRASS MOWING	\$ 565.00
06/14/2013	1	121102	FRONTIER	PHONE SERVICE	\$ 841.26
06/14/2013	1	121103	FUOSS GRAVEL CO.	CLASS II SAND-501.83/TONS	\$ 2,077.58
06/14/2013	1	121104	GILBERT'S DO IT BEST HARDWARE & APP	WWTP-SUPPLIES/PARTS	\$ 390.95
06/14/2013	1	121105	GLOBAL ENVIRONMENTAL CONSULTING LLC	WWTP-WET TESTING-MAY 2013	\$ 400.00
06/14/2013	1	121106	GOYETTE MECHANICAL	WWTP-BOILER REPAIRS-PARTS AND LABOR	\$ 1,918.00
06/14/2013	1	121107	GRAYMONT CAPITAL INC	QUICKLIME-46.33/TONS	\$ 6,300.88
06/14/2013	1	121108	TIMOTHY E HILL	REIMBURSEMENT	\$ 685.62
06/14/2013	1	121109	HOME DEPOT CREDIT SERVICES	DPW-PRUNER	\$ 26.97
06/14/2013	1	121110	INDEPENDENT STATIONERS	TREAS-TONER	\$ 427.65
06/14/2013	1	121111	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 508.95

06/14/2013	1	121112	JCI JONES CHEMICALS, INC.	WTP-SODIUM HYPOCHLORITE	\$	3,434.28
06/14/2013	1	121113	LAMPHERE PLUMBING AND HEATING	BD BOND REFUND	\$	50.00
06/14/2013	1	121114	LARKIN MASONRY	BD BOND REFUND	\$	50.00
06/14/2013	1	121115	A	WWTP/WTP-EQUIPMENT FOR PAGING SYSTEM	\$	-
			Void Reason: VENDOR NAME WRONG IN DATABASE			
06/14/2013	1	121116	LUDINGTON ELECTRIC, INC.	DOWNTOWN TROUBLESHOOTING	\$	567.85
06/14/2013	1	121117	MICHIGAN METER TECHNOLOGY GROUP INC	REPAIR CLAMPS	\$	511.33
06/14/2013	1	121118	MICHIGAN MUNICIPAL LEAGUE	HR-POLICE OFFICER AD	\$	55.00
06/14/2013	1	121119	MICHIGAN POLICE EQUIPMENT CO.	OPD-SUPPLIES-AMMO	\$	497.00
06/14/2013	1	121120	MISDU	PAYROLL DEDUCTION-GARNISHMENT	\$	616.32
06/14/2013	1	121121	SUSAN K MONTENEGRO	INTERN EXPENSE REIMBURSEMENT	\$	150.00
06/14/2013	1	121122	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$	15.00
06/14/2013	1	121123	MUNICIPAL SUPPLY CO.	COPPER INVENTORY	\$	4,772.71
06/14/2013	1	121124	NAPA AUTO PARTS	BATTERY FOR #304	\$	215.37
06/14/2013	1	121125	NEXTEL COMMUNICATIONS	MAY 2013-COMMUNICATION & EQUIPMENT CHARG	\$	979.13
06/14/2013	1	121126	OFFICE DEPOT	PUBLIC SAFETY-SUPPLIES	\$	440.76
06/14/2013	1	121127	OFFICE SOURCE	ECON DEV-BANKERS BOXES	\$	34.99
06/14/2013	1	121128	OFFICEMAX INC	TONER/POST ITS	\$	293.73
06/14/2013	1	121129	OWOSSO BOLT & BRASS CO	BENNETT FIELD REPAIR PARTS	\$	460.23
06/14/2013	1	121130	GARY L PALMER	ELECTRICAL INSPECTIONS	\$	500.00
06/14/2013	1	121131	PATRIOT DIAMOND INC.	FLEET-BLADES FOR CHOP SAW/CONCRETE SAW	\$	962.33
06/14/2013	1	121132	PITNEY BOWES INC	POSTAGE MACHINE INK	\$	126.48
06/14/2013	1	121133	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$	790.50
06/14/2013	1	121134	POLYDYNE INC	WWTP-AF 4500 POLYMER	\$	2,152.50
06/14/2013	1	121135	Q2A ASSOCIATES LLC	FINANCIAL SERVICES	\$	3,307.50
06/14/2013	1	121136	ANDREW REED	MEAL REIMBURSEMENT	\$	5.41
06/14/2013	1	121137	JASON SCHMITZ	MEAL REIMBURSEMENT	\$	5.00
06/14/2013	1	121138	SCOTT FREDERICKSON CONSTRUCTION COR	PROJECT HHO-0037-77867	\$	17,700.00
06/14/2013	1	121139	SELLECK, PATRICK C/COLLISON, MICHEL	BD BOND REFUND	\$	50.00
06/14/2013	1	121140	SMITH JANITORIAL SUPPLY	CITY HALL-SUPPLIES	\$	981.70
06/14/2013	1	121141	TERRY LEE SMITH	REIMBURSEMENT	\$	28.00
06/14/2013	1	121142	SOUTHSIDE CAR WASH	OPD-MAY 2013 CAR WASHES	\$	45.10
06/14/2013	1	121143	DOUGLAS B STANHOPE	MEAL REIMBURSEMENT	\$	5.00
06/14/2013	1	121144	STECHSCHULTE GAS & OIL, INC.	FUEL	\$	5,924.93
06/14/2013	1	121145	SUNNYSIDE FLORIST	FLOWERS FROM EMPLOYEES	\$	35.00
06/14/2013	1	121146	TERRY M BACK	TIRE	\$	263.00
06/14/2013	1	121147	VALLEY LUMBER	PARKING-SUPPLIES	\$	151.45
06/14/2013	1	121148	VIC BOND SALES, INC. - OWOSSO	PARTS	\$	119.60
06/14/2013	1	121149	VISITING NURSE SERVICE OF MICHIGAN	PAYROLL DEDUCTION-GARNISHMENT	\$	150.00
06/14/2013	1	121150	WASTE MANAGEMENT OF MICHIGAN	WWTP-DISPOSAL CHARGES-5/16/13-5/31/13	\$	3,945.63
06/14/2013	1	121151	MERLE E WEST II	PLUMBING/MECHANICAL INSPECTIONS	\$	600.00
06/14/2013	1	121152	WIN'S ELECTRICAL SUPPLY	WATER-BATTERY PACK	\$	397.93
06/26/2013	1	121153	ELLENBURG CRAIG	UB REFUND	\$	40.82

06/26/2013	1	121154	JUDSON LARRY	UB REFUND	\$	49.00
06/26/2013	1	121155	JOHNSON MICHAEL	UB REFUND	\$	73.55
06/26/2013	1	121156	MCGUIRK REALTY	UB REFUND	\$	62.72
06/26/2013	1	121157	PHELPS LESTER	UB REFUND	\$	28.16
06/26/2013	1	121158	INCA REALTY INC	UB REFUND	\$	36.00
06/26/2013	1	121159	PARKER KATHLEEN DR	UB REFUND	\$	15.67
06/26/2013	1	121160	ARDELEAN MELISSA	UB REFUND	\$	27.25
06/26/2013	1	121161	MEDER SELENA	UB REFUND	\$	54.78
06/26/2013	1	121162	BILL'S REPAIR & SHARPENING	UB REFUND	\$	38.67
06/26/2013	1	121163	AEROCON PHOTOGRAMMETRIC SERVICES, I	DIGITAL ORTHOPHOTOGRAPHY	\$	4,950.00
06/26/2013	1	121164	AMERICAN SPEEDY PRINTING CENTERS	OPD-DOOR HANGERS (2000)	\$	181.85
06/26/2013	1	121165	B & D ELEVATOR SERVICES INC	QUARTERLY MAINT-6/13/13	\$	115.00
06/26/2013	1	121166	B S N SPORTS INC	HOME PLATES (3)	\$	196.53
06/26/2013	1	121167	LORI BAILEY	COUNCIL PAY	\$	140.00
06/26/2013	1	121168	BROWN & STEWART P C	PROFESSIONAL SERVICES	\$	9,117.96
06/26/2013	1	121169	C D W GOVERNMENT, INC.	STARTECH USB EXTERNAL VIDEO CARD ADAPTER	\$	351.34
06/26/2013	1	121170	CITY OF OWOSSO EMPLOYEES RETIREMENT	HEALTH INSURANCE REIMBURSEMENT	\$	10,661.78
06/26/2013	1	121171	CITY OF OWOSSO EMPLOYEES RETIREMENT	RETIREMENT SYSTEM EXPENSES	\$	31,216.65
06/26/2013	1	121172	CITY OF OWOSSO EMPLOYEES RETIREMENT	CONTRIBUTION TO SYSTEM PER ACTUARIAL STU	\$	829,038.00
06/26/2013	1	121173	COMMUNITY RADIO WATCH	OFD ID CARDS (18)	\$	45.00
06/26/2013	1	121174	CONSUMERS ENERGY	MAY 2013-1590 PALMER AVE	\$	1,941.82
06/26/2013	1	121175	THOMAS B COOK	COUNCIL PAY	\$	150.00
06/26/2013	1	121176	DELTA FAMILY CLINIC SOUTH PC	HR-NEW EMPLOYEE EXAM	\$	350.00
06/26/2013	1	121177	DEMERITT, PAUL	FOOTING DRAIN SEPARATION PROGRAM	\$	1,600.00
06/26/2013	1	121178	EDS CUSTOMER ACCOUNT OPERATIONS	MONITOR	\$	-
			Void Reason: WRONG VENDOR S/B HP			
06/26/2013	1	121179	EJ USA INC	WATER INVENTORY ITEMS	\$	2,036.46
06/26/2013	1	121180	ENVIRONMENTAL TESTING & CONSULTING	LEAD CLEARANCE SAMPLING-314 MICHIGAN AVE	\$	250.00
06/26/2013	1	121181	ERES INTERNATIONAL INC	PAVEMENT CONDITION SURVEY & PAVEMENT MAN	\$	18,198.00
06/26/2013	1	121182	MICHAEL J ERFOURTH	COUNCIL PAY	\$	140.00
06/26/2013	1	121183	ETNA SUPPLY COMPANY	PACK JOINTS 3/4 IRON (50)	\$	642.50
06/26/2013	1	121184	CHRISTOPHER EVELETH	COUNCIL PAY	\$	150.00
06/26/2013	1	121185	EXCEL SYSTEMS GROUP INC	HR-TABBIES (2)	\$	42.43
06/26/2013	1	121186	FEDEX	WWTP-LAB SAMPLE SHIPPING FEES	\$	44.75
06/26/2013	1	121187	BURTON FOX	COUNCIL PAY	\$	150.00
06/26/2013	1	121188	BENJAMIN R FREDERICK	COUNCIL PAY	\$	290.00
06/26/2013	1	121189	FRONTIER	PHONE SERVICE	\$	1,288.04
06/26/2013	1	121190	GRAINGER, INC.	WTP-SHOCK ABSORBING LANYARD	\$	200.00
06/26/2013	1	121191	BRADLEY E GROLL	REIMBURSEMENT	\$	30.00
06/26/2013	1	121192	TIMOTHY J GUYSKY	WWTP-BELT CLIPS (2)	\$	40.00
06/26/2013	1	121193	TIMOTHY E HILL	REIMBURSEMENT	\$	30.00
06/26/2013	1	121194	JOSEPH RAUL IBARRA JR	SECURITY-33.75/HRS	\$	506.25
06/26/2013	1	121195	INTERSTATE BILLING SERVICE INC	PARTS FOR #356	\$	533.96

06/26/2013	1	121196	KENNEDY INDUSTRIES, INC.	WWTP-PARTS	\$	724.50
06/26/2013	1	121197	KROGER	GIFT FROM EMPLOYEES-S DUFFIELD	\$	100.00
06/26/2013	1	121198	LOGICALIS INC	MAY 2013-NETWORK ENGINEERING SUPPORT	\$	9,649.35
06/26/2013	1	121199	LUDINGTON ELECTRIC, INC.	TROUBLESHOOTING-DRIVE INTO WROUGHT IRON	\$	288.39
06/26/2013	1	121200	LULA'S-CULINARIA LLC	CDBG SIGN REIMBURSEMENT	\$	1,000.00
06/26/2013	1	121201	MID MICHIGAN MAINTENANCE & MORE	OAK STREET RAMP-FROM ESCROW FUNDS	\$	300.00
06/26/2013	1	121202	SUSAN K MONTENEGRO	INTERN EXPENSES	\$	300.00
06/26/2013	1	121203	JAMES RAYMOND MOREL	CURWOOD SECURITY-36/HRS	\$	540.00
06/26/2013	1	121204	MUNICIPAL SUPPLY CO.	REPAIR CLAMP 2" X 1/2" (3)	\$	557.15
06/26/2013	1	121205	NORTHERN LAKE SERVICE, INC.	WWTP-MERCURY ANALYSES-REC 6/10/13	\$	195.00
06/26/2013	1	121206	OFFICEMAX INC	COPIER PAPER (3)	\$	88.86
06/26/2013	1	121207	OWOSSO BOLT & BRASS CO	WATER KEY-CASTLE	\$	7.20
06/26/2013	1	121208	PETTY CASH - WWTP	PETTY CASH	\$	123.87
06/26/2013	1	121209	CINDY S POPOVITCH	COUNCIL PAY	\$	150.00
06/26/2013	1	121210	Q2A ASSOCIATES LLC	FINANCIAL SERVICES	\$	3,948.00
06/26/2013	1	121211	RATHCO SAFETY SUPPLY, INC.	SIGNS FOR MARKING RAILS TO TRAILS BIKE P	\$	1,867.50
06/26/2013	1	121212	CHARLES RAU	MILEAGE TO SEMINAR IN TRAVERSE CITY	\$	92.00
06/26/2013	1	121213	REHMANN ROBSON	CONSULTATION-6/13/13	\$	680.00
06/26/2013	1	121214	REPUBLIC SERVICES #237	JUNE 2013-REFUSE SERVICE-FINAL	\$	369.02
06/26/2013	1	121215	RUTHY'S LAUNDRY CENTER	OPD-MAY 2013-DRY CLEANING	\$	410.81
06/26/2013	1	121216	THE SHERWIN-WILLIAMS CO.	WWTP-SUPPLIES	\$	212.91
06/26/2013	1	121217	SHIAWASSEE COUNTY FIREFIGHTERS ASSO	RONI-ALOTT	\$	45.00
06/26/2013	1	121218	SHIAWASSEE COUNTY HEALTH DEPARTMENT	SEMI-ANNUAL FEE-HHW DISPOSAL	\$	4,600.00
06/26/2013	1	121219	SHIAWASSEE COUNTY MEDICAL GROUP	HR-PHYSICAL-NEW EMPLOYEE	\$	110.00
06/26/2013	1	121220	SLOAN'S SEPTIC TANK SERVICE AND POR	RENTAL UNITS (4)	\$	400.00
06/26/2013	1	121221	SMITH JANITORIAL SUPPLY	PARKS-STREET BASKET (4)	\$	991.96
06/26/2013	1	121222	STAPLES CREDIT PLAN	CHAIR FOR RANDY CHESNEY	\$	454.92
06/26/2013	1	121223	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 6/15/13	\$	5,407.78
06/26/2013	1	121224	SUNBURST GARDENS, INC.	FLOWERS-20 FLATS	\$	299.00
06/26/2013	1	121225	SWIM LLC	UTILITIES DIRECTOR SERVICES	\$	6,426.00
06/26/2013	1	121226	THOMAS ROBERTS ARCHITECT LLC	CDBG FACADE DESIGN SERVICE-RETAINER	\$	3,125.00
06/26/2013	1	121227	JESSICA UNANGST	FUEL-USED PERSONAL CAR-MPELRA MEETING	\$	52.15
06/26/2013	1	121228	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-6/1/13-6/15/13	\$	3,192.64
06/26/2013	1	121229	STEVE T ZEMCIK	CURWOOD SECURITY-4 HOURS	\$	60.00
06/28/2013	1	121230	AFLAC	PAYROLL DED-AFLAC PREMIUM	\$	907.08
06/28/2013	1	121231	C D W GOVERNMENT, INC.	IT-UPS POWER BATTERY	\$	427.45
06/28/2013	1	121232	CONSUMERS ENERGY	JUNE 2013-1111 ALLENDALE AVE	\$	30,484.56
06/28/2013	1	121233	GRAYBAR	WWTP-CONTACTOR FOR SQUARE D SOFT START	\$	233.90
06/28/2013	1	121234	HP	MONITOR	\$	1,311.82
06/28/2013	1	121235	LEISURE LIVING COMPANY	RECONST-OLIVER WOOD RETIREMENT VILLAGE	\$	44,850.00
06/28/2013	1	121236	MISDU	PAYROLL DED-GARNISHMENT	\$	616.32
06/28/2013	1	121237	OWOSSO-SEWER FUND	OWED TO WASTEWATER FUND	\$	600,000.00
06/28/2013	1	121238	OWOSSO-WATER FUND	PAY ON DUE TO	\$	350,000.00

06/28/2013	1	121239	RADIO SHACK DEALER 22-H074	IT-PARTS	\$	5.69
06/28/2013	1	121240	SHIAWASSEE COUNTY MEDICAL GROUP	HR-NEW HIRE PHYSICAL	\$	100.00
06/28/2013	1	121241	SHIAWASSEE FAMILY YMCA	PAYROLL DED-JULY 2013	\$	236.30
06/28/2013	1	121242	SMITH JANITORIAL SUPPLY	PARKS-TRASH CANS (4)	\$	991.96
06/28/2013	1	121243	STATE OF MICHIGAN	STATE OF MI WITHHOLDING TAX	\$	12,923.25
06/28/2013	1	121244	TRACTOR SUPPLY COMPANY	WEED KILLER	\$	61.15
06/28/2013	1	121245	VISITING NURSE SERVICE OF MICHIGAN	PAYROLL DED-WAGE GARNISHMENT	\$	150.00

1 TOTALS:

(3 Checks Voided)

Total of 167 Disbursements: \$ 2,124,699.31

Bank 10 OWOSSO HISTORICAL FUND

06/04/2013	10	4430	MAGINITY, KEVIN	PUBLIC DOMAIN REGISTRATION	\$	68.55
06/04/2013	10	4431	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #3	\$	108.35
06/14/2013	10	4432	CONSUMERS ENERGY	515 N WASHINGTON ST	\$	234.53
06/14/2013	10	4433	EDWARDS SIGN & SCREEN PRINTING, INC	SIGNS FOR HOME TOUR	\$	53.15
06/14/2013	10	4434	FRONTIER	PHONE SERVICE	\$	40.53
06/14/2013	10	4435	ROSEMARY MAGLEY	CLEANING SERVICES	\$	100.00
06/14/2013	10	4436	MICHIGAN IN METAL	SOUVENIR ITEMS FOR THE CASTLE	\$	221.50
06/14/2013	10	4437	H H QUILLEN & COMPANY	GAYLE PORTER HOSKINGS PAINTING	\$	7,876.32
06/14/2013	10	4438	SHATTUCK SPECIALTY ADVERTISING	LABELS FOR WATER BOTTLES	\$	90.00
06/28/2013	10	4439	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #2	\$	108.35
06/28/2013	10	4440	ROSEMARY MAGLEY	CLEANING SERVICES	\$	100.00
06/28/2013	10	4441	AMANDA WETZEL	MILEAGE	\$	167.69

10 TOTALS:

Total of 12 Disbursements: \$ 9,168.97

Bank 15 CITY OF OWOSSO-STREET PROGRAM

06/28/2013	15	1003	CITY OF OWOSSO	ANNUAL STREET PROGRAM W/PARKING LOT	\$	307,306.03
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15 TOTALS:

Total of 1 Disbursements: \$ 307,306.03

Bank 2 TRUST & AGENCY

06/14/2013	2	6257	DOWNTOWN DEVELOPMENT AUTHORITY	LESS CHARGE BACKS	\$	1,803.92
06/14/2013	2	6258	MICHIGAN DEPARTMENT OF TREASURY	MSHDA FEE ANNUAL RETURN	\$	11,405.66

06/14/2013	2	6259	OWOSSO PUBLIC SCHOOLS	KONA VILLA PILOT-SCHOOL OPERATING	\$	1,055.85
06/14/2013	2	6260	OWOSSO PUBLIC SCHOOLS	DEL PP COLLECTIONS	\$	1,072.86
06/14/2013	2	6261	SHIAWASSEE AREA TRANSPORTATION AGEN	KONA VILLA PILOT	\$	87.98
06/14/2013	2	6262	SHIAWASSEE AREA TRANSPORTATION AGEN	DEL PP COLLECTIONS	\$	24.46
06/14/2013	2	6263	SHIAWASSEE AREA TRANSPORTATION AGEN	LESS CHARGE BACKS	\$	3,444.83
06/14/2013	2	6264	SHIAWASSEE COUNTY TREASURER	KINA VILLA PILOT	\$	2,626.98
06/14/2013	2	6265	SHIAWASSEE COUNTY TREASURER	143 LOTS	\$	357.50
06/14/2013	2	6266	SHIAWASSEE COUNTY TREASURER	DEL PP COLLECTIONS	\$	1,458.34
06/14/2013	2	6267	SHIAWASSEE DISTRICT LIBRARY	KONA VILLA PILOT	\$	439.91
06/14/2013	2	6268	SHIAWASSEE DISTRICT LIBRARY	LESS CHARGE BACKS	\$	26,931.10
06/14/2013	2	6269	SHIAWASSEE DISTRICT LIBRARY	DEL PP COLLECTIONS	\$	153.62
06/14/2013	2	6270	SHIAWASSEE REGIONAL EDUCATION SERVI	KONA VILLA PILOT	\$	1,373.91
06/14/2013	2	6271	SHIAWASSEE REGIONAL EDUCATION SERVI	DEL PP COLLECTIONS	\$	479.99
06/28/2013	2	6272	SHIAWASSEE DISTRICT LIBRARY	COUNTY SETTLEMENT	\$	35.50

2 TOTALS:

Total of 16 Disbursements:	\$	52,752.41
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Bank 3 SPECIAL ASSESSMENT

06/27/2013	3	1127	CITY OF OWOSSO	FY 12/13-MAJOR/LOCAL STREETS	\$	194,087.53
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3 TOTALS:

Total of 1 Disbursements:	\$	194,087.53
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REPORT TOTALS:

(3 Checks Voided)

Total of 197 Disbursements:	\$	2,688,014.25
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301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: July 11, 2013

TO: City Council

FROM: City Manager

RE: Shiawassee County public radio system cost participation agreement

The city received the attached letter along with the three agreements. This is one of the craziest issues I have ever come across. Now there are two issues: (1) a cram down agreement which is terribly written both legally and content wise and (2) the issue of paying.

Some other participating entities are as concerned as Owosso. Some are waiting to see what Owosso does.

I am placing the item on the agenda since there is a time line included in the cram down.

Shiawassee County Central Dispatch Board

201 E. McArthur St
Corunna, Michigan 48817

(989) 743-9111

06/18/2013

Dear Agency Head,

Thursday June 13, 2013 the Shiawassee County Board of Commissioners approved the following documents for those who wish to participate with the Shiawassee County Public Radio System.

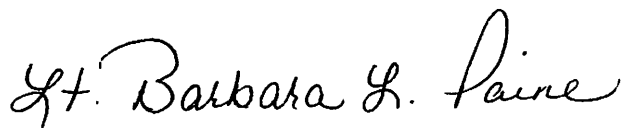
Enclosed you will find the following:

- Shiawassee County 9-1-1 Public Radio System Policy
- Shiawassee County Public Radio System Cost Participation Agreement.

As you can see these documents need to be signed and returned to this office within 60 days of approval by the Shiawassee County Board of Commissioners if you wish to participate.

Once these documents are signed and returned by your agency you will receive a copy with all required signatures.

Any questions feel free to contact my office.

A handwritten signature in black ink that reads "Lt. Barbara L. Paine". The signature is written in a cursive, flowing style.

Lt. Barbara L. Paine
911 Director
Shiawassee County Central Dispatch

SHIAWASSEE COUNTY CENTRAL DISPATCH

SHIAWASSEE COUNTY 9-1-1 PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY

POLICY: SCCD-13-001-GP

DATE: JUNE, 2013

Shiawassee County Public Safety Radio System

1 General

- A. Public Safety Agencies working in conjunction with the Shiawassee County 9-1-1 Center will have access to the Shiawassee County Public Safety Radio System. All users of the system will maintain and follow proper two way radio etiquette.

2 Participation

- A. Entities that wish to use the Shiawassee County Public Safety Radio System must sign and agree to participate under the user Cost Participation Agreement.

3 Talk Groups Use

- A. Radio system users wishing to use talk groups must request such usage through the Radio System Administrator, with final approvals by the 9-1-1 Director. Any costs associated from the adding of new talk groups will be the responsibility of the agency requesting the talk groups.
- B. Participants wishing to use the talk group of another agency must have written permission of the Agency (ies) Chief that have primary use of the talk group.

4 Cost of Participation

- A. The cost of participation in the Shiawassee County Public Safety Radio System is outlined in the Shiawassee County Public Safety Radio System Cost Participation Policy. Participants must agree and sign this policy, making payments as set by the County.

5 Lost Equipment/Radios

- A. In the event a radio is lost or stolen, the user or the user's agency will immediately notify the 911 Director of the loss or theft of the equipment. The Administrator will then disable the radio eliminating access to the Shiawassee County Public Safety Radio System by an unknown person with the lost or stolen equipment.

Shiawassee County Public Safety Radio System Cost Participation Agreement

The Shiawassee County Public Safety Radio System Cost Participation Agreement is attached to this policy as EXHIBIT A.

Shiawassee County Public Safety Radio System Cost Participation Policy

The Shiawassee County Board of Commissioners' Policy on financial and programmatic responsibilities for public safety agencies and other entities participation in the Shiawassee County Public Safety Radio System shall be as follows:

1 Shiawassee County:

- A. Will hold title to and maintain the system infrastructure. (Towers, antennas, cables, generators, site maintenance, transmitters, remote receivers, microwave system/T-1 lines, and other related items)
- B. System enhancements must be presented to the Shiawassee County Central Dispatch Board for their recommendation to the Shiawassee County Board of Commissioners.
- C. Maintenance must be performed by a certified/approved service shop.

2 911 Director:

- A. The 911 Director will make recommendations to the Shiawassee County Central Dispatch Board for further recommendation to the Board of Commissioners for any proposed system enhancements.
- B. The 911 Director will assure that any end user equipment to be purchased by participating entities is compatible to the system and is programmed properly according to established protocols prior to purchase.
- C. The 911 Director will advise the Central Dispatch Board which will, in turn, advise the Board of Commissioners on 911 emergency dispatch issues related to this "Shiawassee County Public Safety Radio System Cost Participation Policy."

3 Participating Entity:

- A. Each participating entity shall be responsible for the repair and installation of any County provided, or future end user, equipment purchased or moved from vehicle to vehicle.
- B. Any repair work performed or maintenance contracts for end user equipment must be performed by a repair shop approved by the 911 Director.
- C. Any additional end user equipment purchased is the cost responsibility of the participating entity.
- D. The purchase of and programming of any new end user equipment should be approved by the 911 Director prior to purchase.

- E. Each new participating entity shall sign an Agreement (Exhibit A) that acknowledges that the entity has received and read the Shiawassee County Public Safety Radio System & Cost Participation Policy and agrees to abide by the terms of the Shiawassee County Public Safety Radio System & Cost Participation Policy.
- F. Participating entities shall remit their payment for the Shiawassee County Public Safety Radio System Cost Participation within 60 days of receipt of an invoice from the County. **Failure to submit payment shall result in removal of the radio and system services.**

4 Spare Radios Policy:

This section of the Public Safety Radio System Cost Participation Policy addresses the distribution and use of spare radios that may be loaned to other participating entities:

- A. If there are spare radios within the Shiawassee County Public Safety Radio System inventory, spare radios may be distributed to participating entities with the permission of the current Public Safety Agency that has possession of the spare radios.
- B. It is expressly understood that these spare loaner radios must be returned to the Public Safety Agency that owns the radio(s) at any time that it requests the return of these radios.
- C. The LID and Serial #(s) will be recorded and kept by the Radio System Administrator.
- D. The radio(s) will be reprogrammed for the borrowing agency by the Radio Systems Administrator at no charge on a case by case basis; any cost for reprogramming by a certified vendor will be borne by the borrowing agency.
- E. The radio(s) shall be maintained in the same condition as when it was loaned and the borrowing agency shall be responsible for any repair and/or damage to the radio(s).
- F. The borrowing agency/agencies will be responsible for the annual maintenance and microphone fees for each radio as long as they have possession of the radio(s).

By signing this document you are acknowledging that you have the authority to sign on behalf of your organization and the legislative body of your organization has authorized you by motion or resolution to sign this Agreement on its behalf. Said motion or resolution must be attached to this document. **Participating Entities must return the signed Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy within 60 calendar days of its approval by the Shiawassee County Board of Commissioners.**

Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date

EXHIBIT A

**SHIAWASSEE COUNTY PUBLIC SAFETY RADIO SYSTEM
COST PARTICIPATION AGREEMENT**

To: Shiawassee County Board of Commissioners/911 Director

From: Owosso Public Safety Police Department, a Participating Entity

Re: Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy

This letter shall acknowledge that I the undersigned have received and read the Shiawassee County 9-I-1 Public Safety Radio System & Cost Participation Policy. By signing this communication, I agree that Owosso Public Safety Police Department will abide by the terms of the Shiawassee County 9-I-I Public Safety Radio System & Cost Participation Policy. This includes our agreement to pay the local share of the annual maintenance and microphone fees as long as we are participants within the Shiawassee County Public Safety Radio System. I acknowledge that Owosso Public Safety Police Department will be responsible for paying its proportional share of the annual maintenance and microphone costs on the system with the amount to be invoiced to each public safety agency on a bi-annual basis. The cost per radio is determined by the number of radios assigned to participating agencies.

These fees shall be established by resolution of the Shiawassee County Board of Commissioners, based on the rates set by Michigan Public Safety Communication System, Department of Technology, Management and Budget and may be changed from time to time by the County Board of Commissioners by resolution.

I further agree that the funding unit, Public Safety unit, that I represent shall purchase public safety radios (or will use spare loaner radios) to operate on Shiawassee County's Public Safety Radio System and will abide by the terms of the PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY including the following:

Participating Entity Responsibilities:

1. Each participating entity shall be responsible for the repair and installation of any future end user equipment purchased or moved from vehicle to vehicle after the effective date of this Policy.
2. Any repair work performed or maintenance contracts for end user equipment must be performed by a repair shop approved by the Shiawassee County 9I I Director.
3. Any additional end user equipment purchased is the cost responsibility of the participating entity.
4. The purchase of and programming of new end user equipment must be approved by the 9I I Director prior to purchase.

5. Each new participating entity shall sign an agreement (Exhibit A) that acknowledges that the undersigned has received and read the Shiawassee County Public Safety Radio System & Cost Participation Policy and agrees that the organization will abide by the terms of the Shiawassee County Public Safety Radio System & Cost Participation Policy.
6. Participating entities shall remit their payment for the Shiawassee County Public Safety Radio System Cost Participation within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of the radio and system services.

By signing this document you are acknowledging that you have the authority to sign on behalf of your organization and the legislative body of your organization has authorized you by motion or resolution to sign this Agreement on its behalf. Said motion or resolution must be attached to this document. **Participating Entities must return the signed Shiawassee County Public Safety Radio System Cost Participation Agreement within 60 calendar days of its approval by the Shiawassee County Board of Commissioners.**

Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date

SHIAWASSEE COUNTY CENTRAL DISPATCH

SHIAWASSEE COUNTY 9-1-1 PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY

POLICY: SCCD-13-001-GP

DATE: JUNE,2013

Shiawassee County Public Safety Radio System

1 General

- A. Public Safety Agencies working in conjunction with the Shiawassee County 9-1-1 Center will have access to the Shiawassee County Public Safety Radio System. All users of the system will maintain and follow proper two way radio etiquette.

2 Participation

- A. Entities that wish to use the Shiawassee County Public Safety Radio System must sign and agree to participate under the user Cost Participation Agreement.

3 Talk Groups Use

- A. Radio system users wishing to use talk groups must request such usage through the Radio System Administrator, with final approvals by the 9-1-1 Director. Any costs associated from the adding of new talk groups will be the responsibility of the agency requesting the talk groups.
- B. Participants wishing to use the talk group of another agency must have written permission of the Agency (ies) Chief that have primary use of the talk group.

4 Cost of Participation

- A. The cost of participation in the Shiawassee County Public Safety Radio System is outlined in the Shiawassee County Public Safety Radio System Cost Participation Policy. Participants must agree and sign this policy, making payments as set by the County.

5 Lost Equipment/Radios

- A. In the event a radio is lost or stolen, the user or the user's agency will immediately notify the 911 Director of the loss or theft of the equipment. The Administrator will then disable the radio eliminating access to the Shiawassee County Public Safety Radio System by an unknown person with the lost or stolen equipment.

Shiawassee County Public Safety Radio System Cost Participation Agreement

The Shiawassee County Public Safety Radio System Cost Participation Agreement is attached to this policy as EXHIBIT A.

Shiawassee County Public Safety Radio System Cost Participation Policy

The Shiawassee County Board of Commissioners' Policy on financial and programmatic responsibilities for public safety agencies and other entities participation in the Shiawassee County Public Safety Radio System shall be as follows:

1 Shiawassee County:

- A. Will hold title to and maintain the system infrastructure. (Towers, antennas, cables, generators, site maintenance, transmitters, remote receivers, microwave system/T-1 lines, and other related items)
- B. System enhancements must be presented to the Shiawassee County Central Dispatch Board for their recommendation to the Shiawassee County Board of Commissioners.
- C. Maintenance must be performed by a certified/approved service shop.

2 911 Director:

- A. The 911 Director will make recommendations to the Shiawassee County Central Dispatch Board for further recommendation to the Board of Commissioners for any proposed system enhancements.
- B. The 911 Director will assure that any end user equipment to be purchased by participating entities is compatible to the system and is programmed properly according to established protocols prior to purchase.
- C. The 911 Director will advise the Central Dispatch Board which will, in turn, advise the Board of Commissioners on 911 emergency dispatch issues related to this "Shiawassee County Public Safety Radio System Cost Participation Policy."

3 Participating Entity:

- A. Each participating entity shall be responsible for the repair and installation of any County provided, or future end user, equipment purchased or moved from vehicle to vehicle.
- B. Any repair work performed or maintenance contracts for end user equipment must be performed by a repair shop approved by the 911 Director.
- C. Any additional end user equipment purchased is the cost responsibility of the participating entity.
- D. The purchase of and programming of any new end user equipment should be approved by the 911 Director prior to purchase.

- E. Each new participating entity shall sign an Agreement (Exhibit A) that acknowledges that the entity has received and read the Shiawassee County Public Safety Radio System & Cost Participation Policy and agrees to abide by the terms of the Shiawassee County Public Safety Radio System & Cost Participation Policy.
- F. Participating entities shall remit their payment for the Shiawassee County Public Safety Radio System Cost Participation within 60 days of receipt of an invoice from the County. **Failure to submit payment shall result in removal of the radio and system services.**

4 Spare Radios Policy:

This section of the Public Safety Radio System Cost Participation Policy addresses the distribution and use of spare radios that may be loaned to other participating entities:

- A. If there are spare radios within the Shiawassee County Public Safety Radio System inventory, spare radios may be distributed to participating entities with the permission of the current Public Safety Agency that has possession of the spare radios.
- B. It is expressly understood that these spare loaner radios must be returned to the Public Safety Agency that owns the radio(s) at any time that it requests the return of these radios.
- C. The LID and Serial #(s) will be recorded and kept by the Radio System Administrator.
- D. The radio(s) will be reprogrammed for the borrowing agency by the Radio Systems Administrator at no charge on a case by case basis; any cost for reprogramming by a certified vendor will be borne by the borrowing agency.
- E. The radio(s) shall be maintained in the same condition as when it was loaned and the borrowing agency shall be responsible for any repair and/or damage to the radio(s).
- F. The borrowing agency/agencies will be responsible for the annual maintenance and microphone fees for each radio as long as they have possession of the radio(s).

By signing this document you are acknowledging that you have the authority to sign on behalf of your organization and the legislative body of your organization has authorized you by motion or resolution to sign this Agreement on its behalf. Said motion or resolution must be attached to this document. **Participating Entities must return the signed Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy within 60 calendar days of its approval by the Shiawassee County Board of Commissioners.**

Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date

EXHIBIT A

**SHIAWASSEE COUNTY PUBLIC SAFETY RADIO SYSTEM
COST PARTICIPATION AGREEMENT**

To: Shiawassee County Board of Commissioners/911 Director

From: Owosso Public Safety Fire Department, a Participating Entity

Re: Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy

This letter shall acknowledge that I the undersigned have received and read the Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy. By signing this communication, I agree that Owosso Public Safety Fire Department will abide by the terms of the Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy. This includes our agreement to pay the local share of the annual maintenance and microphone fees as long as we are participants within the Shiawassee County Public Safety Radio System. I acknowledge that Owosso Public Safety Fire Department will be responsible for paying its proportional share of the annual maintenance and microphone costs on the system with the amount to be invoiced to each public safety agency on a bi-annual basis. The cost per radio is determined by the number of radios assigned to participating agencies.

These fees shall be established by resolution of the Shiawassee County Board of Commissioners, based on the rates set by Michigan Public Safety Communication System, Department of Technology, Management and Budget and may be changed from time to time by the County Board of Commissioners by resolution.

I further agree that the funding unit, Public Safety unit, that I represent shall purchase public safety radios (or will use spare loaner radios) to operate on Shiawassee County's Public Safety Radio System and will abide by the terms of the PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY including the following:

Participating Entity Responsibilities:

1. Each participating entity shall be responsible for the repair and installation of any future end user equipment purchased or moved from vehicle to vehicle after the effective date of this Policy.
2. Any repair work performed or maintenance contracts for end user equipment must be performed by a repair shop approved by the Shiawassee County 911 Director.
3. Any additional end user equipment purchased is the cost responsibility of the participating entity.
4. The purchase of and programming of new end user equipment must be approved by the 911 Director prior to purchase.

5. Each new participating entity shall sign an agreement (Exhibit A) that acknowledges that the undersigned has received and read the Shiawassee County Public Safety Radio System & Cost Participation Policy and agrees that the organization will abide by the terms of the Shiawassee County Public Safety Radio System & Cost Participation Policy.
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Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date

SHIAWASSEE COUNTY CENTRAL DISPATCH

SHIAWASSEE COUNTY 9-1-1 PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY

POLICY: SCCD-13-001-GP

DATE: JUNE,2013

Shiawassee County Public Safety Radio System

1 General

- A. Public Safety Agencies working in conjunction with the Shiawassee County 9-1-1 Center will have access to the Shiawassee County Public Safety Radio System. All users of the system will maintain and follow proper two way radio etiquette.

2 Participation

- A. Entities that wish to use the Shiawassee County Public Safety Radio System must sign and agree to participate under the user Cost Participation Agreement.

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- A. Radio system users wishing to use talk groups must request such usage through the Radio System Administrator, with final approvals by the 9-1-1 Director. Any costs associated from the adding of new talk groups will be the responsibility of the agency requesting the talk groups.
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Shiawassee County Public Safety Radio System Cost Participation Agreement

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Shiawassee County Public Safety Radio System Cost Participation Policy

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4 Spare Radios Policy:

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- A. If there are spare radios within the Shiawassee County Public Safety Radio System inventory, spare radios may be distributed to participating entities with the permission of the current Public Safety Agency that has possession of the spare radios.
- B. It is expressly understood that these spare loaner radios must be returned to the Public Safety Agency that owns the radio(s) at any time that it requests the return of these radios.
- C. The LID and Serial #(s) will be recorded and kept by the Radio System Administrator.
- D. The radio(s) will be reprogrammed for the borrowing agency by the Radio Systems Administrator at no charge on a case by case basis; any cost for reprogramming by a certified vendor will be borne by the borrowing agency.
- E. The radio(s) shall be maintained in the same condition as when it was loaned and the borrowing agency shall be responsible for any repair and/or damage to the radio(s).
- F. The borrowing agency/agencies will be responsible for the annual maintenance and microphone fees for each radio as long as they have possession of the radio(s).

By signing this document you are acknowledging that you have the authority to sign on behalf of your organization and the legislative body of your organization has authorized you by motion or resolution to sign this Agreement on its behalf. Said motion or resolution must be attached to this document. **Participating Entities must return the signed Shiawassee County 9-1-1**

Public Safety Radio System & Cost Participation Policy within 60 calendar days of its approval by the Shiawassee County Board of Commissioners.

Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date

EXHIBIT A

SHIAWASSEE COUNTY PUBLIC SAFETY RADIO SYSTEM
COST PARTICIPATION AGREEMENT

To: Shiawassee County Board of Commissioners/911 Director

From: Owosso Public Safety EMS, a Participating Entity

Re: Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy

This letter shall acknowledge that I the undersigned have received and read the Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy. By signing this communication, I agree that Owosso Public Safety EMS will abide by the terms of the Shiawassee County 9-1-1 Public Safety Radio System & Cost Participation Policy. This includes our agreement to pay the local share of the annual maintenance and microphone fees as long as we are participants within the Shiawassee County Public Safety Radio System. I acknowledge that Owosso Public Safety EMS will be responsible for paying its proportional share of the annual maintenance and microphone costs on the system with the amount to be invoiced to each public safety agency on a bi-annual basis. The cost per radio is determined by the number of radios assigned to participating agencies.

These fees shall be established by resolution of the Shiawassee County Board of Commissioners, based on the rates set by Michigan Public Safety Communication System, Department of Technology, Management and Budget and may be changed from time to time by the County Board of Commissioners by resolution.

I further agree that the funding unit, Public Safety unit, that I represent shall purchase public safety radios (or will use spare loaner radios) to operate on Shiawassee County's Public Safety Radio System and will abide by the terms of the PUBLIC SAFETY RADIO SYSTEM & COST PARTICIPATION POLICY including the following:

Participating Entity Responsibilities:

1. Each participating entity shall be responsible for the repair and installation of any future end user equipment purchased or moved from vehicle to vehicle after the effective date of this Policy.
2. Any repair work performed or maintenance contracts for end user equipment must be performed by a repair shop approved by the Shiawassee County 911 Director.
3. Any additional end user equipment purchased is the cost responsibility of the participating entity.
4. The purchase of and programming of new end user equipment must be approved by the 911 Director prior to purchase.

5. Each new participating entity shall sign an agreement (Exhibit A) that acknowledges that the undersigned has received and read the Shiawassee County Public Safety Radio System & Cost Participation Policy and agrees that the organization will abide by the terms of the Shiawassee County Public Safety Radio System & Cost Participation Policy.
6. Participating entities shall remit their payment for the Shiawassee County Public Safety Radio System Cost Participation within 60 days of receipt of an invoice from the County. Failure to submit payment shall result in removal of the radio and system services.

By signing this document you are acknowledging that you have the authority to sign on behalf of your organization and the legislative body of your organization has authorized you by motion or resolution to sign this Agreement on its behalf. Said motion or resolution must be attached to this document. Participating Entities must return the signed Shiawassee County Public Safety Radio System Cost Participation Agreement within 60 calendar days of its approval by the Shiawassee County Board of Commissioners.

Participating Entities Authorized Signature

Date

Title and Organization

Lt. Barbara L. Paine, 911 Director
Shiawassee County Central Dispatch

Date

Deborah Doyle, Chairperson
Shiawassee County Central Dispatch Board

Date



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

Date: July 11, 2013

To: City Council

From: City Manager

Re: Owosso Historical Commission budget

I have only seven minutes to get this cover memo written before leaving for a meeting and the agenda must go out. I am attaching several documents for which I will send a memo addressing further later.

HISTORIC FACILITIES PROJECT DIRECTOR

GENERAL STATEMENT OF DUTIES: Part-time position with the city of Owosso (working less than 30 hours per week). The director is expected to staff the Curwood Castle during specified hours (Friday, Saturday and Sunday) and on other days Curwood Castle is open, by reservation only. Fulfill the city's historic properties (Curwood Castle and Amos Gould House) mission and financial objectives by providing leadership and creative vision for the planning, growth, and administration of all operations.

SUPERVISION RECEIVED: Work is performed under the direction of the city manager.

TYPICAL EXAMPLES OF WORK:

- Serve as the primary liaison, promoting a positive image of the properties in all interactions and activities.
- Work closely with the Owosso Historical Commission to develop and implement strategic goals and objectives.
- Plan and manage the financial affairs.
- Promote a positive image and demonstrate flexibility in all interactions and activities.
- Direct and manage the day-to-day operations of the facilities.
- Develop and implement operating policies to ensure that the facilities are working in an efficient manner.
- Promote a positive image of the historical facilities in all interactions and activities.
- Serve as staff representative with the historical commission.
- Develop an agenda for meetings of the historical commission with the help of the chairperson.
- Work closely with the commission in developing and implementing short-term operational and long-term strategic plans and goals.
- Prepare the annual financial budget and operating plans for approval by the city council.
- Adhere to proper financial procedures to ensure accountability.
- Evaluate and report financial status and progress to the commission on a monthly basis.
- Conduct volunteer recruitment activities.

- Provide leadership and opportunities for city and commission to be exposed to new trends and ideas in the historic properties/museum field.
- Lead and actively participate in all development activities including personal solicitations, capital campaigns and fundraising events.
- Actively research and write grants.
- Formulate budgets, goals and objectives for the purpose of raising funds.
- Provide creative vision and leadership for programs including curatorial and educational activities.
- Develop a familiarity with city historical collections, including collection care and programs.
- Provide leadership and encouragement for Curwood Castle's continued and expanded use of innovative and engaging display, presentation and interpretation techniques to appeal to all audiences.
- Ensure that educational programs are developed and maintained which are responsive to the needs of clientele.
- Conduct tours and presentations as needed.
- Oversee the secure use and maintenance of facilities, equipment and supplies, building and security systems and grounds.
- Ensure the application of adopted policies and procedures regarding operating hours, visitor/employee safety, comfort and accessibility.
- Routinely evaluate all procedures and controls relating to the security of facilities, contents and the physical condition of the building and grounds. Winter building inspections need to be made as weather dictates.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Excellent computer, communication, public speaking and writing skills.
- Ability to pursue fundraising and grant writing.
- Ability to inspire, lead and manage staff and volunteers.
- Ability to work closely and effectively with city support staff.
- Ability to develop and implement long-range plans.

JOB REQUIREMENTS:

An employee in this position, upon appointment, should have the equivalent of the following training and experience:

- Undergraduate degree or equivalent experience in a closely related field.
- Strong understanding and achievement in museum and/or non-profit management.
- Solid business and financial management experience.
- Expertise in crafting public/private partnerships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and talk or hear. The employee is occasionally required to sit; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.

**Castle Docent Wage & Benefit Cost
(per year)**

Salary	\$30,000
FICA	2,400
Retirement	1,800
Healthcare	5,900-17,700
Dental	300-1,000
Vision	100
Life	120
STD	120
LTD	200
<u>Unemployment</u>	<u>115</u>

Grand Total \$41,055 - \$53,555/year

Date: March 11, 2013.
 To: Mike Erfourth, chairperson
 Owosso Historical Commission
 From: Don Crawford, city manager
 Re: 2013-14 budgets

As we muddle our way through the development of the annual budget I want to outline the three budgets that fall under the general purview of the commission and a budget for the parkland adjacent to the castle.

Gould House--This is property which the city holds which must be maintained. The second floor includes two revenue generating apartments and the first floor contains historic space, sometimes referred to as the museum. A budget for the Gould House is generally as follows:

Revenue			
	Apartment rentals	\$15,200	Assumes full rental
	First floor rentals	\$1,000	
	Other	\$0	
Total revenue		\$16,200	
Expenses			
	Insurance	\$750	
	Gas and electricity	\$4,000	
	Water and sewer	\$450	
	Telephone and cable	\$1,250	
	Garbage and rubbish	\$175	
	Grounds maintenance	\$2,000	
	Building maintenance	\$1,000	
	Major maintenance	\$0	Assumes no major projects
	Other	\$0	
	Other		
Total expenses		\$9,625	
Balance		\$6,575	

Historic Commission Operations--This covers the day-to-day expenses, events and the operation of the castle.

Revenue			
	Castle visitor donations	\$4,000	
	Castle rentals	\$1,200	
	Castle product sales	\$2,300	
	Donations and gifts	\$0	
	Interest on endowment	\$325	
	Home tour	\$0	
	Fundraiser	\$0	
	Other	\$0	
	Other	\$0	
Total revenue		\$7,825	
Expenses			
	Personnel	\$30,000	Contract for museum director
	Preservation materials	\$5,000	
	Displays	\$425	
	Home tour	\$0	
	Fundraiser	\$0	
	Building maintenance	\$1,000	
	Items for resale	\$1,500	
	Other	\$0	
	Other	\$0	
Total expenses		\$37,925	
Balance		(\$30,100)	

Curwood Castle--This includes maintaining the Castle and basic operating expenses to maintain the structure, the cabin and the paymaster building.

Revenue			
	City appropriation	\$11,400	
	Other	\$0	
Total revenue		\$11,400	
Expenses			
	Personnel	\$0	
	Insurance	\$825	
	Gas and electricity	\$5,000	
	Water and sewer	\$300	
	Telephone	\$800	
	HVC maintenance	\$1,475	
	Building maintenance	\$1,000	
	Major maintenance	\$2,000	
	Other	\$0	
Total expenses		\$11,400	
Balance		\$0	

Park maintenance--This includes all grounds within the park, walk of history, riverbank and parking lots.

Revenue			
	City appropriation	\$0	
	Other	\$0	
Total revenue		\$0	
Expenses			All costs to be determined
	Personnel charges	\$0	
	Equipment charges	\$0	
	Materials	\$0	
	Turf replacement	\$0	
	Snow removal	\$1,000	
	Lawncare	\$3,000	
	Riverbank improvements	\$0	
	Tree and shrub trimming	\$500	
	Signage repair	\$0	
Total expenses		\$4,500	

To: Owosso City Council
 From: Charles Rau, Building Official
 Date: 07/03/2013
 Subject: Building Department Report for June, 2013

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$4,391.00	12
Fence - Residential	\$5,300	\$80.00	4
Mechanical	\$0	\$1,315.00	11
Non-Res. Add/Alter/Repair	\$48,250	\$2,079.10	4
Non-Res. New	\$24,000	\$0.00	1
Plumbing	\$0	\$210.00	2
Pools	\$0	\$20.00	1
Res. Add/Alter/Repair	\$142,570	\$1,246.00	16
Res. Mobile	\$0	\$605.00	3
Res. Utility Building	\$4,900	\$99.00	2
SOIL EROSION	\$0	\$975.00	1
Totals	\$225,020	\$11,020.10	57

2012 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	45
JUNE, 2012 TOTALS	\$224,626	\$5,141.00		68

MMS

07/03/2013

Enforcements By Category

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JUNE, 2013

ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0435	308 MORRIS ST	LETTER SENT	Resolved	06/19/13	06/21/13	Y
ENF 13-0450	622 E MAIN ST	REF TO POLICE	REF TO POLICE	06/24/13		N
ENF 13-0458	616 OAKWOOD AV	REF TO POLICE	REF TO POLICE	06/26/13		N
Total Entries:				3		

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0391	1110 W MAIN ST	REF TO POLICE	Resolved	06/10/13	06/17/13	Y
ENF 13-0422	514 RIVER ST	REF TO POLICE	No Violation	06/18/13	06/19/13	N
Total Entries:				2		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0374	634 N WASHINGTON ST	REF TO RAU	Resolved	06/03/13	07/01/13	Y
ENF 13-0383	1510 W STEWART ST	VERBAL	Resolved	06/07/13	06/13/13	N
ENF 13-0384	1319 W STEWART ST	NO VIOLATION	Resolved	06/07/13	06/07/13	N
ENF 13-0398	1105 N HICKORY ST	VN SENT	Resolved	06/11/13	06/21/13	N
ENF 13-0403	1150 JACKSON DR	LETTER SENT	Letter Sent	06/11/13		N
ENF 13-0404	909 E KING ST	RAU LEFT CARD	Verbal Notice	06/12/13		N
ENF 13-0406	622 N WASHINGTON ST	REF TO RAU	Resolved	06/12/13	06/26/13	Y
ENF 13-0413	1317 HERMAN ST	REF TO RAU	Resolved	06/14/13	06/17/13	N
ENF 13-0414	1305 HERMAN ST	LEFT CARD	Resolved	06/14/13	06/20/13	N
ENF 13-0426	203 S DEWEY ST	LETTER SENT	Resolved	06/18/13	06/21/13	Y
ENF 13-0429	120 S OAK ST	REF TO RAU	Resolved	06/19/13	07/03/13	N
ENF 13-0434	826 N WASHINGTON ST	REF TO RAU	REF TO RAU	06/19/13		N
ENF 13-0442	707 LYNN ST	VERBAL NOTICE	Resolved	06/20/13	06/24/13	Y

Enforcements By Category

07/03/13

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JUNE, 2013

ENF 13-0445	1301 FREDERICK ST	VERBAL	Verbal Notice	06/21/13		N
ENF 13-0449	433 E MASON ST	REF TO RAU	REF TO RAU	06/24/13		VAC
ENF 13-0459	320 PRINDLE ST	VN SENT	Letter Sent	06/26/13		Y
ENF 13-0460	308 S SHIAWASSEE ST	REF TO RAU	No Violation	06/27/13	06/27/13	Y
Total Entries:				17		

GARAGE SALE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0446	630 N BALL ST	REF TO POLICE	REF TO POLICE	06/21/13		N
Total Entries:				1		

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0379	803 E MAIN ST	REF TO POLICE	No Violation	06/05/13	06/11/13	N
ENF 13-0385	1208 DEVONSHIRE CT	REF TO DPW FOR RECHECK	Resolved	06/10/13	06/19/13	N
ENF 13-0387	811 WEST ST	REF TO POLICE	No Violation	06/10/13	06/20/13	Y
ENF 13-0393	645 S CHIPMAN ST	REF TO DPW	Resolved	06/10/13	06/28/13	Y
ENF 13-0395	1121 S SHIAWASSEE ST	REF TO POLICE	REF TO POLICE	06/07/13		N
ENF 13-0396	1427 W MAIN ST	REF TO POLICE	REF TO POLICE	06/11/13		N
ENF 13-0402	927 FLETCHER ST	REF TO POLICE	REF TO POLICE	06/11/13		N
ENF 13-0405	1209 APPLEWOOD DR	REF TO POLICE	Resolved	06/12/13	06/17/13	N
ENF 13-0408	912 W MAIN ST	REF TO POLICE	No Violation	06/13/13	06/20/13	Y
ENF 13-0420	421 HURON ST	VERBAL	Resolved	06/17/13	06/21/13	VAC
ENF 13-0421	921 N BALL ST	REF TO POLICE	No Violation	06/17/13	06/19/13	VAC
ENF 13-0425	1001 SUMMIT ST	LETTER SENT	Letter Sent	06/18/13		N
ENF 13-0441	218 CARMODY ST	REF TO POLICE	No Violation	06/17/13	06/19/13	VAC
ENF 13-0451	850 WOODLAWN AV	VERBAL	Verbal Notice	06/20/13		N
ENF 13-0456	1216 APPLEWOOD DR	LETTER SENT	Resolved	06/26/13	06/27/13	N

Enforcements By Category

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JUNE, 2013

Total Entries: 15

LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0375	719 LINGLE AV	GAVE TO CONTRACTOR	Resolved	06/04/13	06/07/13	VAC
ENF 13-0376	1502 YOUNG ST	LETTER SENT	Resolved	06/04/13	06/14/13	Y
ENF 13-0381	714 FLETCHER ST	LETTER SENT	Resolved	06/07/13	06/17/13	N
ENF 13-0382	302 S CHIPMAN ST	GAVE TO CONTRACTOR TO	Resolved	06/07/13	06/28/13	VAC
ENF 13-0386	811 WEST ST	GAVE TO CONTRACTOR	Resolved	06/10/13	06/28/13	N
ENF 13-0388	823 HAMMONT ST	LETTER SENT	Resolved	06/10/13	06/17/13	VAC
ENF 13-0389	815 HAMMONT ST	LETTER SENT	Resolved	06/10/13	06/17/13	VAC
ENF 13-0390	937 KENWOOD DR	GAVE TO CONTRACTOR	Resolved	06/10/13	06/28/13	N
ENF 13-0392	1401 N HICKORY ST	LETTER SENT	Resolved	06/10/13	06/20/13	Y
ENF 13-0394	421 PRINDLE ST	GAVE TO CONTRACTOR	Resolved	06/10/13	06/28/13	VAC
ENF 13-0399	616 GLENWOOD AV	LETTER SENT	Resolved	06/11/13	06/19/13	N
ENF 13-0400	827 GLENWOOD AV	LETTER SENT	Resolved	06/11/13	06/19/13	VAC
ENF 13-0401	1427 W MAIN ST	LETTER SENT	Resolved	06/11/13	06/19/13	N
ENF 13-0407	912 W MAIN ST	LETTER SENT	Resolved	06/13/13	06/20/13	Y
ENF 13-0409	980 CORUNNA AV	LETTER SENT	Resolved	06/13/13	06/20/13	N
ENF 13-0410	1330 ADAMS ST	LETTER SENT	Resolved	06/13/13	06/20/13	N
ENF 13-0411	117 S CEDAR ST	LETTER SENT	Resolved	06/14/13	06/28/13	N
ENF 13-0412	826 HAMMONT ST	GAVE TO CONTRACTOR	Resolved	06/14/13	06/28/13	VAC
ENF 13-0415	344 W MAIN ST	CALLED	RE-INSPECT PENDING	06/17/13		COMM
ENF 13-0416	526 FLETCHER ST	LETTER SENT	Letter Sent	06/17/13	06/26/13	N
ENF 13-0417	652 N PARK ST	LETTER SENT	Resolved	06/17/13	06/25/13	Y
ENF 13-0418	601 W STEWART ST	LETTER SENT	Resolved	06/17/13	06/25/13	VAC
ENF 13-0419	511 JEROME AV	GAVE TO CONTRACTOR	WO Submitted	06/17/13		VAC
ENF 13-0424	1203 W MAIN ST	LETTER SENT	Resolved	06/18/13	06/27/13	N

Enforcements By Category

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JUNE, 2013

ENF 13-0427	804 CENTER ST	GAVE TO CONTRACTOR	Resolved	06/18/13	06/28/13	VAC
ENF 13-0428	1001 SUMMIT ST	LETTER SENT	Resolved	06/18/13	06/27/13	N
ENF 13-0430	310 GREEN ST	LETTER SENT	Resolved	06/19/13	06/27/13	VAC
ENF 13-0431	508 RYAN ST	GAVE TO CONTRACTOR	WO Submitted	06/19/13		N
ENF 13-0436	219 N CEDAR ST	GAVE TO CONTRACTOR	WO Submitted	06/20/13		VAC
ENF 13-0437	1813 W STEWART ST	LETTER SENT	Resolved	06/20/13	06/21/13	N
ENF 13-0438	1803 W STEWART ST	GAVE TO CONTRACTOR	WO Submitted	06/20/13		N
ENF 13-0439	1260 ADAMS ST	GAVE TO CONTRACTOR	Resolved	06/20/13	06/28/13	VAC
ENF 13-0440	421 HURON ST	GAVE TO CONTRACTOR	Resolved	06/20/13	06/21/13	VAC
ENF 13-0443	516 GARFIELD AV	GAVE TO CONTRACTOR	WO Submitted	06/20/13		N
ENF 13-0444	S GOULD ST VL	GAVE TO CONTRACTOR	WO Submitted	06/21/13		VAC
ENF 13-0447	1109 PALMER AV	LETTER SENT	Resolved	06/21/13	07/01/13	N
ENF 13-0448	919 MILWAUKEE ST	GAVE TO CONTRACTOR	WO Submitted	06/21/13		VAC
ENF 13-0453	439 E MAIN ST	LETTER SENT	Resolved	06/24/13	07/02/13	Y
ENF 13-0454	433 E MASON ST	CONTRACTOR TO MOW	WO Submitted	06/24/13		VAC
ENF 13-0455	921 NAFUS ST	LETTER SENT	Letter Sent	06/25/13		N
ENF 13-0457	211 E WILLIAMS ST	LETTER SENT	Letter Sent	06/26/13		N
ENF 13-0461	521 JEROME AV	VERBAL NOTICE TO JANE II	Verbal Notice	06/27/13		Y
ENF 13-0463	214 N CEDAR ST	LETTER SENT	Letter Sent	06/27/13		N
ENF 13-0464	518 RIVER ST	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0465	990 CORUNNA AV	GAVE TO CONTRACTOR	WO Submitted	06/28/13		N
ENF 13-0466	715 N SAGINAW ST	GAVE TO CONTRACTOR	WO Submitted	06/28/13		N
ENF 13-0467	528 GARFIELD AV	GAVE TO CONTRACTOR	WO Submitted	06/28/13		N
ENF 13-0468	740 LINCOLN	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0469	409 GRACE ST	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0470	820 S CHIPMAN ST	GAVE TO CONTRACTOR	WO Submitted	06/28/13		N
ENF 13-0471	616 CAMPBELL DR	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0472	702 GLENWOOD AV	GAVE TO CONTRACTOR	WO Submitted	06/28/13		N

Enforcements By Category

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JUNE, 2013

ENF 13-0473	1230 S SHIAWASSEE ST	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0474	719 LINGLE AV	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0475	706 WILTSHIRE DR	GAVE TO CONTRACTOR	WO Submitted	06/28/13		REPO
ENF 13-0476	1410 W KING ST	LETTER SENT	Letter Sent	06/28/13		N
Total Entries:				56		

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0432	1015 W MAIN ST	REF TO CHIEF LENKART	REF TO POLICE	06/19/13		COMM
ENF 13-0433	211 S CEDAR ST	REF TO RAU	Resolved	06/19/13	06/20/13	N
Total Entries:				2		

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0452	720 CORUNNA AV	LETTER SENT	Letter Sent	06/24/13		APTS
ENF 13-0462	714 MOORE ST	REF TO POLICE	REF TO POLICE	06/27/13		N
ENF 13-0477	222 N DEWEY ST	REF TO POLICE	Resolved	06/28/13	07/02/13	Y
Total Entries:				3		

POOL MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0423	1101 MEADOW DR	LETTER SENT	Letter Sent	06/18/13		VAC
Total Entries:				1		

VACANT PROPERTY REG

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0373	302 S CHIPMAN ST			06/03/13		
ENF 13-0377	305 W KING ST			06/05/13		
ENF 13-0378	415 N HICKORY ST			06/05/13		

Enforcements By Category

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JUNE, 2013

ENF 13-0380

719 ABREY AV

06/06/13

Total Entries:

4

Total Records: 104

Total Pages: 6

RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

N - No, it's not a rental - owner occupied

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupation



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

202 S WATER ST · OWOSSO, MICHIGAN 48867-2958 · (989)725-0580 · FAX (989)725-0528

MEMORANDUM

DATE: July 2, 2013
TO: Owosso City Council
FROM: Kevin Lenkart
RE: June 2013 Report

Attached are the statistics for the police department for June 2013. This report includes activity for the month of June and year to date statistics. Also attached is a list of Field Contacts, which are incidents that the police are dispatched to that require no further follow up than the officers initial response.

In addition there were seven reported burning violations for June.



Case Assignment/Clearance Report For June, 2013

Month, Year: 06,2013

Offenses	Current Month		Year-To-Date		Percent
	Assigned	Cleared	Assigned	Cleared	Cleared
<i>PART I OFFENSES</i>					
ROBBERY	0	0	0	3	0 %
AGGRAVATED ASSAULT	3	3	12	11	91 %
BURGLARY	4	5	18	17	94 %
LARCENY	43	13	170	96	56 %
MOTOR VEHICLE THEFT	1	1	4	3	75 %
SIMPLE ASSAULT	13	7	39	25	64 %
ARSON	0	0	0	0	0 %
FORGERY & UTTERING	0	0	1	1	100 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	5	1	37	10	27 %
EMBEZZLEMENT	1	1	2	1	50 %
WEAPON CRIMES- CARRY, POSS,	0	0	3	3	100 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	0	1	11	7	63 %
NARCOTICS VOLIATIONS	7	4	38	23	60 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	0	0 %
HOMICIDE 1	0	1	0	1	0 %
HOMICIDE	0	1	0	1	0 %
RAPE / NON - FAMILY	1	0	2	0	0 %
SEX OFFENSES 2	3	3	5	4	80 %
PARENTAL KIDDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	0	0	10	2	20 %
BURGLARY COMMERCIAL	0	0	2	2	100 %
RESISTING/OBSTRUCTING	0	0	1	2	200 %
<i>PART I OFFENSES</i>	<i>81</i>	<i>41</i>	<i>355</i>	<i>212</i>	<i>59 %</i>
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	1	1	2	2	100 %
NATURAL DEATH	1	1	12	4	33 %
RETAIL FRAUD	0	1	4	4	100 %
RUNAWAY	4	0	18	7	38 %
VIOLATION PPO/ COURT ORDER	1	1	2	2	100 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	1	0	3	2	66 %
TRAFFIC OFFENSES OTHER	4	0	27	9	33 %
CRIMINAL CASE OTHER	0	0	1	1	100 %
WARRANT ARREST	15	8	81	63	77 %
SUSPICIOUS CIRCUMSTANCES	3	1	23	16	69 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	9	7	36	27	75 %
DOMESTIC ASSAULT/SITUATION	16	5	81	44	54 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	13	22	41	46	112 %
RECOVERED PROPERTY	0	0	1	1	100 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	1	0	5	4	80 %
DOA	0	0	0	0	0 %
ANIMAL COMPLAINTS	8	4	20	8	40 %
MISSING PERSON	0	0	6	5	83 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	0	0	0 %
TRAFFIC - HIT & RUN	4	2	24	14	58 %
FIRES - NOT ARSON	0	0	2	3	150 %
LOST PROPERTY	0	0	2	2	100 %
NON-CRIMINAL CASE	13	6	80	62	77 %
CRIMES AGAINST FAMILY &	0	0	5	1	20 %
DRIVING WHILE IMPAIRED	3	3	31	32	103 %
LIQUOR LAW VIOLATIONS	3	1	21	7	33 %
DISORDERLY CONDUCT	7	7	23	16	69 %
OTHER CRIMES	20	8	113	69	61 %
IMPOUND / TOW FOLLOW-UP	1	1	4	2	50 %
FALSE ALARM	0	1	1	1	100 %
MOTOR VEHICLE CRASH	36	17	195	141	72 %
THREATS	1	1	1	1	100 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	41	18	88	52	59 %
PART II OFFENSES	206	116	953	648	67 %
Grand Totals:	287	157	1,308	860	65 %

Field Contact By Reason Summary Report

Date Range: 06/01/2013 - 06/30/2013, Agency: OWPD

Reason for Contact	Count
911 Hang Up	24
Abandoned Vehicle	3
False Alarm Bank	1
False Alarm Commercial	13
False Alarm Residential	4
All Other Service Reports	20
Animal Complaints Other	29
Assist Ambulance	2
Assist To Other Dept	10
Assist Fire Dept	3
Attempt To Locate	23
Barking Dog	15
Burning Ordinance	6
Civil Dispute	18
Code Enforcement - Owosso	3
Disturbance	13
Fight / No Assault	5
Fireworks	18
Found Property	2
Gun Permit/register	34
Harrassment	6
Loud Music	10
Loud Party	5
Damage To Property	1
Motorist Assist	2
Open Door	4
Open Window	1
Ordinance Violation	5
Parking Problem	29
Pawn Ticket	144
Peace Officer	8
Reckless Driver	2
Road Hazard	6

Reason for Contact	Count
Recovered Property	1
Suspicious Person	30
Suspicious Situation	53
Suspicious Vehicle	15
Transport - Other	1
Trouble With Kids	22
Trouble With Neighbor	12
Trouble With Subject	75
Trespassing	1
Trash Complaint	3
Phone Harassment	6
Unwanted Subject	15
Vacation Check On Home	3
Vehicle Inspection	2
Warrant Arrest	1
Welfare Check	26
Wire Down	2
Work Traffic	126

BURNING VIOLATIONS - CITATION ISSUED
JUNE 2013

INCI_ID	DATE_REPT	STREET	STREET
201303169	06/04/2013 16:10:00	W STEWART ST/S	CHIPMAN ST

BURNING VIOLATIONS - NO CITATION ISSUED

CASE_ID	FCDATE	STREET	STREET
201303100	06/01/2013 19:13:00		W RIVER ST/N CEDAR ST
201303184	06/04/2013 23:25:00	719	S BROADWAY AVE
201303388	06/11/2013 19:42:00	639	E COMSTOCK ST
201303610	06/18/2013 21:08:00	835	S MICHIGAN AVE
201303679	06/21/2013 21:33:00	1415	W FREDERICK ST
201303736	06/23/2013 21:39:00	1427	W MAIN ST

MINUTES
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS
CITY OF OWOSSO
JUNE 18, 2013 at 9:30 AM
CITY COUNCIL CHAMBERS

The meeting was called to order by Chairman Randy Horton at 9:30 a.m.

Roll call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairperson Randy Horton, Secretary Daniel Jozwiak, Commissioners Kent Telesz, William Wascher and Alternate Matt Grubb.

MEMBERS ABSENT: Vice-Chairperson Christopher Eveleth.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; Charles Rau, Building Official; Alternate John Horvath; Mr. Dave Wakeland, owner of 1107 W. Main Street; Mr. Chris Grzenkowica of Desine Inc., engineer for Mr. Wakeland; Don and Marilyn Moorman, 2358 W. Grand River Road, Owosso, owners of 1108 W. Main Street.

AGENDA: IT WAS MOVED BY SECRETARY JOZWIAK AND SUPPORTED BY ALTERNATE GRUBB TO APPROVE THE AGENDA AS PRESENTED.

YEAS: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY BOARD MEMBER TELESZ AND SUPPORTED BY BOARD MEMBER WASCHER TO APPROVE THE MINUTES OF THE MEETING OF JANUARY 15, 2013.

YEAS: ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. ZBA minutes from January 15, 2013
3. Variance request materials – 1107 West Main Street
4. Variance request plans - attached

COMMISSIONER/PUBLIC COMMENTS: None.

PUBLIC HEARINGS: VARIANCE REQUEST – 1107 W. MAIN STREET. # 2013-01

Adam Zettel, Assistant City Manager and Director of Community Development, gave an overview of the Westown area proactive focus for development. In this particular case, the signage will be placed in a transitional area where clear vision is required at a corner and an alleyway. To meet the requirements of three to ten foot clearance would only leave a two foot tall sign. This would create a too small and very unusual, non-functional sign. Mr. Zettel referred to the petitioner, Mr. Dave Wakeland, owner of the property.

Mr. Wakeland introduced his design engineer for the project, Mr. Chris Grzenkowica of Desine Inc. Mr. Grzenkowica stated there would be a drive thru Subway, another business, and three upstairs apartments. The proposed signage would be 40 square feet and the best position would be at the west end of the property to allow traffic circulation in the parking lot. The sign creates a natural buffer between the parking lot and alley. The closer the sign is to the building, the less visible it would be and the less reaction time there would be for the driver creating potential hazards on the highway.

Public Hearing began at 9:45 am.

Mr. Don Moorman, owner of 1108 W. Main Street, asked if the alley was going to change to two way traffic. It was noted that it was not.

Mrs. Marilyn Moorman, co owner of 1108 W. Main Street, stated that questions were answered prior to the meeting in conversation with Mr. Grzenkowica.

Draft

Mr. Moorman expressed concerns about traffic coming into town driving too fast. Mr. Zettel commented that the state has not planned too much concerning that issue with the paving scheduled in 2014. They are not planning a "round-about".

Mr. Wakeland was asked when they would be building. He answered that things are advancing and he would like to start this summer, but he is proceeding cautiously.

Public Hearing ended at 9:52 am.

Discussion with the board about the height of the Shell Station sign which is 32 feet; temporary banners which can't be used because of the clear vision issue.

**MOTION BY ALTERNATE GRUBB, SUPPORTED BY BOARD MEMBER TELESZ:
THE OWOSSO ZONING BOARD OF APPEALS, AFTER REVIEWING THE CASE FOR 1107 WEST
MAIN STREET, PARCEL NUMBER 050-100-001-001-00, HEREBY MAKES THE FOLLOWING
FINDINGS:**

- 1. THE PROPERTY IS UNIQUELY SITUATED TO BE ADJACENT TO LAND ZONED FOR B-4
USES, WITH A PUBLIC ALLEY IN BETWEEN THE TWO PARCELS.**
- 2. THE CLEAR VISION FOR THE ALLEY CREATES A HARDSHIP THAT WOULD
EFFECTIVELY ELIMINATE ANY PRACTICAL USE OF THE PYLON SIGN ENTITLEMENTS
FOR THE PROPERTY IN QUESTION.**
- 3. THE PETITION MEETS ALL BASIC CONDITIONS AND THE REQUIRED SPECIAL
CONDITIONS FOR A VARIANCE.**

**BASED UPON THOSE FINDINGS, THE OWOSSO ZBA HEREBY APPROVES THE PETITION TO
PERMIT THE SIGN VARIANCE WITH THE HEIGHT OF 17' AS ILLUSTRATED IN THE PETITION
FILED ON MAY 17, 2013.
YEAS ALL. MOTION CARRIED.**

COMMISSIONER/PUBLIC COMMENTS:

Chairperson Horton noted this will be a great addition to the M-21 corridor. Mr. Wakeland commented that we have to start with 1107 W. Main to keep Subway going. Then we can remodel the next building at the Shell Station.

ADJOURNMENT:

**MOTION BY BOARD MEMBER TELESZ, SUPPORTED BY BOARD MEMBER WASCHER TO
ADJOURN AT 10:09 A.M.
YEAS: ALL. MOTION CARRIED.**

Dan Jozwiak, Secretary

m.m.s



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

202 S WATER ST · OWOSSO, MICHIGAN 48867-2958 · (989)725-0580 · FAX (989)725-0528

MEMORANDUM

DATE: July 2, 2013
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: June Fire Report

During the month of June 2013:

Fire Department responded to 164 Ambulance calls.

- 105 were city residents
- 20 were non-residents
- 40 required no transport

- 40 transfers
- 33 were residents
- 7 were non-residents

- 6 in town transfers
- 2 in-facility transports

Fire Department responded to 15 Fire calls.

- 1 Smoke odor
- 1 Assist Police Dept.
- 1 CO Detector
- 1 Gas or other flammable
- 1 Fire Alarm
- 2 Campfires
- 2 Gas leak
- 2 Dumpster / rubbish
- 2 Building fire
- 1 Electrical / wiring
- 1 Power lines
- 1 False Alarm
- 1 Cooking fire
- 1 Attempt to burn
- 3 Other

The Fire Department also completed the following:

22 Rental Inspections

26 Re-inspections

**Minutes
Regular Meeting of the Parks & Recreation Commission
Council Chambers, City Hall
June 24, 2013 – 6 p.m.**

The meeting was called to order at 6:02 p.m. by Chairman Espich.

Pledge of Allegiance: The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by Recording Secretary Marty Stinson.

Members Present: Chairman Michael Espich; Vice-Chair Jeff Selbig; Commissioners Tim Alderman, and Nikki Hathaway. Sherri Chavora arrived at 6:08 p.m.

Members Absent: None

Others Present: Adam Zettel, Assistant City Manager and Director of Community Development; Dave Acton for the Splash Pad; Rick Morris for the BMX Park; John Beebe for the Disc Golf; Joe Tejkl, Cook Road regarding Collamer Park.

Approve Agenda for June 24, 2013:

A motion to approve the agenda with the addition of Business Item # 4 - The track at Collamer Park, was made by Commissioner Alderman and supported by Commissioner Hathaway.

Ayes: all. Motion carried.

Approve Minutes from May 28, 2013 meeting:

A motion to approve the minutes from the May 28, 2013 meeting was made by Commissioner Alderman and supported by Commissioner Selbig.

Ayes: all. Motion carried.

Public Comments:

Mr. John Beebe, advocate for disc golf near Rosevear Park, delivered a sponsorship packet to Chairman Espich which contained a diagram of the lower peninsula of Michigan shaped sign. This would be made of metal and each hole would have one with that hole's sponsorship information.

6:08 p.m. Commissioner Chavora arrived.

Mr. Beebe said the disc golf needs a total of \$8,500 and is asking for a \$300 donation for each hole. They will need about \$2,000 for the cement pads, over \$5,000 for the baskets and \$800 for the sponsorship signs. The remaining funds will go for nuts and bolts and other miscellaneous expenses. He asked for the Parks and Recreation Commission to take over the fundraising. He needs a non-profit organization to do the fundraising. The commission will not be able to do the fundraising. Discussion continued with methods of fundraising including Facebook; newspapers; and completing one or nine hole(s) for publicity purposes.

Communications:

1. Staff memorandum
2. May 28, 2013 minutes

Business:

1. Spray Pad

Mr. Dave Acton stated that on last Saturday they began to break ground for the splash pad, but Miss Dig had not been called yet. The project should take about 100 volunteer hours – possibly three to four days with several volunteers working at the same time and depending on the weather. They are looking for a donation of a metal box enclosure to go over the pool parts / pumps.

Mr. Joe Tejkl (discussing another topic) lives on Cook Road and his property butts up to the Collamer Park. He would like a chain link fence installed on the east side of the park as Mr. Phil Hathaway promised years ago. He has trespassers coming up to his house even in the middle of the night that are lost. He would like the fence to be the same as it is on the west side of the park with a gate for each property owner.

Chairman Espich asked the board if Item # 2 could be moved to Item # 3 and the board generally agreed.

3. Skate Park

Rick Morris, House of Wheels, Inc., commented on the BMX Park which needs a cement pad as the structures are sinking into the asphalt. The Iron Wheels Motorcycle Club has volunteered to gift money and to make parts for an improvement or possible move of the park. Mr. Zettel and Mr. Morris will make contact to further discuss possibilities.

2. Bentley Park Improvements

Mr. Zettel commented that there will be a pre-contract meeting tomorrow regarding Bentley Park. The work will progress through August.

Public / Board Comments:

Chairman Espich noted that this is Commissioner Chavora's last meeting. He thanked her for her service to the Parks and Recreation Commission. Commissioner Alderman echoed Chairman Espich's comments.

Adjournment:

A motion to adjourn the meeting was made by Commissioner Selbig and was supported by Commissioner Alderman. The meeting adjourned at 7:03 p.m.

Ayes: all. Motion carried.

Adam Zettel, Secretary

mms

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Council Chambers, City Hall
June 24, 2013 – 7:00 pm**

CALL TO ORDER: Meeting was called to order at 7:07 p.m. by Chairman William Wascher.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all in attendance.

ROLL CALL: Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman William Wascher; Commissioners, Tom Kurtz, Ron Schlaak, Brent Smith, and Thomas Taylor.

MEMBERS ABSENT: Vice-Chairman Frank Livingston; Secretary Melvin Renfrow; and Commissioners Cindy Popovitch and David Bandkau,

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development.

AGENDA APPROVAL:

MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR JUNE 24, 2013.

YEAS ALL. MOTION CARRIED.

MINUTES APPROVAL:

MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES OF THE MEETING OF MAY 28, 2013.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes from May 28, 2013
3. Design standards text

COMMISSIONER / PUBLIC COMMENTS:

PUBLIC HEARING: NONE

SITE PLAN REVIEW: NONE

BUSINESS ITEMS:

1. Design Standards

Mr. Adam Zettel, Assistant City Manager and Director of Community Development, continued the discussion at page 15. Commissioner Bandkau's comments were distributed. Dialogue of infill size, with the addition of the option of bringing proposals to planning commission for larger variations. Conversation continued on # 10 with the addition of preponderance language.

**MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER SCHLAAK:
THE OWOSSO PLANNING COMMISSIONER HEREBY RECOMMENDS APPROVAL OF THE DESIGN
GUIDELINES ORDINANCE TO THE CITY COUNCIL AS FOLLOWS:**

RESOLUTION NO. ____

**AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO PROVIDE
FOR DESIGN STANDARDS**

WHEREAS, the City of Owosso completed a master plan in 2012; and

WHEREAS, the master plan indicates that zoning changes should be pursued to modernize the city code, specifically included new design standards; and

WHEREAS, the planning commission has held a public hearing on this proposed amendment and finds the changes to meet the guidelines of the master plan.

NOW THEREFORE, BE IT RESOLVED, THE CITY OF OWOSSO ORDAINS that Chapter 38, Zoning, of the City of Owosso city code be amended as follows:

SECTION 1. REPEAL. That Section 38-393 of the *Code of Ordinances*, which read as follows, shall be repealed:

~~Sec. 38-393. -- Fences, walls, or screens.~~

~~(a) Definition. "Required yard" means that portion of any lot on which the erection of a main building is prohibited.~~

~~(b) Where permitted; height.~~

~~(1) In the residential districts; also the OS-1, B-1, B-2, B-3, B-4, C-OS, and P-1 districts: Fences, walls or screens are permitted on all lots of record within required side or rear yards, provided they do not exceed six (6) feet in height, measured from the surface of the ground, and are permitted in front required yards provided they do not exceed three (3) feet if of such a nature to obstruct vision; where fencing is open weave or chain link and does not obstruct vision, the permitted height shall be four (4) feet, measured from the ground surface except as otherwise provided in this chapter.~~

~~(2) In the I-1 and I-2 districts:~~

~~a. Fences, walls and screens are permitted in the required front, side and rear lots provided they do not exceed six (6) feet in the front yard and eight (8) feet in the side and rear lots. To preserve open space character in the front yard, fences higher than four (4) feet must be setback two (2) feet for each additional foot above four (4) feet.~~

~~b. Except as provided below, barbed wire strands are permitted on fences six (6) feet or higher on industrial parcels with the barbed wire tilted in toward the fenced parcel. Barbed wire is not permitted in the front yard on major streets.~~

~~(c) Visibility at street intersections. On any corner lot, no fence, wall or screen, whether structural or botanical, shall be more than thirty (30) inches above the curb or the centerline of the street pavement, or within twenty-five (25) feet of the intersection of the two (2) right-of-way lines, so as to interfere with motorists' vision across the corner.~~

~~(d) Visibility at intersections of driveways or alleys with streets. No fence, wall or screen, whether structural or botanical, may obstruct vision within twenty (20) feet in any direction of the intersection of the edge of a driveway with the right-of-way line. The area of non-obstructed vision shall be between the heights of three (3) feet and ten (10) feet measured from the centerline of the street pavement.~~

~~(e) Prohibited fences. Except for the provisions of (b)(2)b. above and (f) below, fences, walls or structural screens may not contain barbed wire, electric current, charges of electricity or any wire fence other than a chain link fence.~~

~~(f) Essential services and school off-campus facilities and bus garages. For essential services and off-campus school facilities and bus garages, the use of barbed wire atop fences six (6) feet in height is permitted in all zoning districts with the barbed wire tilted in toward the fenced parcel.~~

~~(g)Installation. Any fence with an unfinished side, e.g. stockade fence, shall be installed along or about a lot line so that the finished side of the fence faces the exterior of the lot.~~

~~(h)Permit fee. A permit shall be required with a fee to be prescribed by resolution of the council and paid to the city treasurer.~~

SECTION 2. NAME. The amended Ordinance shall be known and cited under the existing section of "General Provisions."

SECTION 3. ADDITION. That the new Section 38-393 and 38-396, 38-397, and 38-398 which read as follows, shall be adopted:

Section 38-393. FENCES AND HEDGES.

- (A) A fence is defined as any partition, structure or gate that is erected as a dividing marker, barrier or enclosure (excluding hedges as defined below).
- (B) A hedge is defined as any bush, shrub or any living green screen of any nature that serves as a dividing marker, barrier or enclosure.
- (C) Regulations applicable to R-1, R-2, RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, C-OS, and P-1.
 - 1. A fence shall not exceed six (6) feet in height in the rear or side lot of any parcel;
 - 2. Front yard fences or hedges must be less than fifty percent (50%) solid, impervious, or of an obscuring nature above a height of 30" above the curb or centerline of the street, and not exceed four (4) feet in total height;
 - 3. Fences and hedges in front yards that function as exterior side yards must follow front yard restrictions unless the fence or hedge is installed or planted at least 19 feet back from the right-of-way line or follows the building line of the nearest legal structure. All such fences and hedges must meet clear vision requirements for streets, driveways, and sidewalks.
 - 4. No fence or hedge shall extend across property lines;
 - 5. The finished side of any fence shall face away from the property on which the fence is located;
 - 6. No portion of any fence shall be constructed with or contain barbed wire, electric current or charge of electricity, glass, spikes or other sharp protruding objects;
 - 7. Fences must be maintained so as not to endanger life or property. Any fence which, through lack of maintenance or type of construction which will obstruct vision so to create a hazard to vehicular traffic or pedestrians upon the public streets and/or sidewalks shall be deemed a nuisance.
 - 8. Fences shall not be constructed, in whole or in part, with any of the following materials:
 - (a) junk or other debris
 - (b) scrap building materials or metals

- (c) organic materials known to be poisonous or hazardous to human or animal life
 - (d) other materials which may be deemed unsafe to person or property by the Zoning Administrator or Building Official.
- 9. No hedge shall be constructed with noxious weeds or grasses, as defined by PA 359 of 1941, being MCL 247.62.
- 10. Screening walls are required as prescribed in section 38-389.
- (D) Regulations applicable to industrial districts.
 - 1. Fences, walls and screens are permitted in the required front, side and rear lots provided they do not exceed six (6) feet in the front yard and eight (8) feet in the side and rear lots. To preserve open space and aesthetic character in the front yard, fences higher than four (4) feet must be setback two (2) feet for each additional foot above four (4) feet and all front yard fences must be black vinyl chain link or decorative in nature.
 - 2. Except as provided below, barbed wire strands and non-coated or decorative chain link are permitted on fences six (6) feet or higher on industrial parcels with the barbed wire tilted in toward the fenced parcel. Barbed wire is not permitted in the front yard except for those located on McMillan Ave, Industrial Drive, South Street, and Aiken Road.
 - 3. On any corner lot, no fence, wall or screen, whether structural or botanical, shall be more than thirty (30) inches above the curb or the centerline of the street pavement, or within twenty-five (25) feet of the intersection of the two (2) right-of-way lines, so as to interfere with motorists' vision across the corner.
 - 4. Screening walls are required as prescribed in section 38-389.
- (E) The Zoning Administrator or Building Official may require removal, reconstruction, or repair of any fence or wall which, in their judgment is dilapidated, unsafe, or a threat to the health, safety and welfare of the residents of the City of Owosso.
- (F) A permit shall be required for new fence construction, with a fee to be prescribed by resolution of the council.

Sec. 38-396. MECHANICAL EQUIPMENT AND UTILITIES.

The following requirements shall apply to all site plans and new installations, not including replacement equipment and wind energy systems, for uses in the RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, and PUD zoning districts.

- (A) Ground mounted mechanical equipment, such as blowers, ventilating fans, and air conditioning units, are permitted only in non-required side yards and in any rear yard, as determined by the Building Official/Zoning Administrator.
- (B) Mechanical equipment shall be placed no closer than three (3) feet to any lot line in the B-3 zoning district.
- (C) Any ground, building, or roof mounted mechanical equipment or utilities, including water and gas meters or related devices, utility boxes, transformers, elevator

housings, stairways, tanks, heating, ventilation and air condition equipment (HVAC), and other similar equipment, shall comply with the following standards.

1. All such equipment shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearances with the principal building.
2. Roof mounted equipment shall not exceed a height of ten (10) feet above the surrounding roof surface, and shall occupy no more than fifteen percent (15%) of the total roof area. All roof mounted mechanical units must be screened at a height equal to or greater than equipment being screened or otherwise be demonstrated to not be visible from all properties located within a distance of 300 feet.

Section 38-397. COMMERCIAL DESIGN REQUIREMENTS.

The following design requirements for commercial buildings shall be applied during site plan review to development within the RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, and PUD zoning districts. These standards shall also apply to those elevations and parking areas that face a state highway and are within 200 feet of the right-of-way.

A. Exterior building design.

1. Buildings shall possess architectural variety, but enhance the overall cohesive community character. All buildings shall provide architectural features, details, and ornaments such as archways, colonnades, cornices, recesses, projections, wall insets, arcades, window display areas, peaked roof lines, or towers.
2. Building walls and roofs over 50 feet in length shall be broken up with varying building lines, windows, gables, and/or architectural accents such as pilasters, columns, dormers, or awnings.
3. Window area or spandrel glass shall make up at least 20 percent or more of the exterior wall area facing the principal street(s).
4. In addition, a portion of the on-site landscaping shall abut the walls so that the vegetation combined with the architectural features significantly reduce the visual impact of the building mass as viewed from the street. Additional landscaping requirements of this ordinance must also be satisfied.
5. Overhead doors shall not face a public street or residential district. The Planning Commission can modify this requirement upon a determination that there is good or necessary cause and the visual impact will be moderated through use of building materials, architectural features and landscaping beyond that required by the ordinance.
6. Additions to existing buildings must complement the current building design with regard to height, proportions, scale, materials, and spacing of openings.

B. Building materials.

1. Durable building materials which provide an attractive, quality appearance must be utilized.
2. The predominant building materials (50% or more of the face) should be quality materials such as earth-toned brick, native stone, and tinted/textured concrete masonry units and/or glass products.

3. Other materials such as smooth-faced concrete block, EIFS panels, or pre-fabricated corrugated steel panels should only be used as accents and not dominate the building exterior of the structure.

C. Building colors.

1. High intensity colors such as neon, metallic, or fluorescent for the facade and/or roof of the building are prohibited except as approved by the Planning Commission.

2. Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in or compliments the color of the building.

D. Roof design.

1. Roofs should be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.

2. Roofs shall have no less than two (2) of the following features:

a. Parapets concealing flat roofs and rooftop equipment, such as HVAC units from public view. The average height of such parapets shall not exceed fifteen (15) percent of the height of the supporting wall and such parapets shall not at any point exceed one-third (1/3) of the height of the supporting wall. Such parapets shall feature three-dimensional cornice treatment;

b. Overhanging eaves, extending no less than one (1) foot past the support walls;

c. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one (1) foot of vertical rise for every three (3) feet of horizontal run and less than or equal to one (1) foot of vertical rise for every one (1) foot of horizontal run;

d. Three (3) or more roof slope planes.

e. A specific architectural element proposed by the applicant's architect that is acceptable to the building official or Planning Commission, depending upon the reviewing entity.

E. Customer entrances.

1. Each large retail establishment (12,500 square feet or more) on a site shall have clearly defined, highly visible customer entrances featuring no less than five (5) of the following:

a. canopies or porticos;

b. overhangs;

c. recesses/projections;

d. arcades;

e. raised corniced parapets over the door;

f. peaked roof forms;

g. arches;

- h. outdoor patios;
 - i. display windows;
 - j. architectural details such as tile work and moldings which are integrated into the building structure and design;
 - k. integral planters or wing walls that incorporate landscaped areas and/or places for sitting.
 - l. a specific architectural element proposed by the applicant's architect that is acceptable to the building official or Planning Commission, depending upon the reviewing entity..
2. Where additional units will be located in the large retail establishment, each such store may have at least one (1) exterior customer entrance, which shall conform to the above requirements.
3. A bike rack or other acceptable form of bike parking or storage shall be provided near the primary entrance of all commercial structures. This shall not apply to structures in the B-3 zoning district.
- F. Community amenities.** Community amenities such as patio/seating areas, water features, art work or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.
- G. Signs.** Signs shall be in accordance with the city's sign ordinance. All sign bases shall be constructed of materials compatible with the architecture of the building(s) located on the premises.
- H. Natural features.** When feasible and not in direct conflict with site needs, buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.
- I. Building location and orientation.** New buildings shall have at least one principal building entrance oriented toward the front lot line.
- J. Sidewalks.** All development shall include a provision for sidewalks within the site and within the right-of-way to provide connectivity between adjacent sites, the public realm, parking areas, primary structures, and any other on-site amenities.

Section 38-398 – RESIDENTIAL DWELLING DESIGN STANDARDS:

A. Intent

This Section is intended to establish regulations for the construction of new residential dwellings zoned R-1 and R-2, including reconstructed and in-fill housing. The standards herein are intended to:

- 1. Prevent grossly dissimilar dwellings which would adversely affect the value and character of dwellings in the surrounding area.
- 2. Prevent adverse effects on the desirability of an area to existing or prospective homeowners.
- 3. Ensure the stability of the environment.

4. **Promote the most appropriate use of real estate.**
5. **Increase the opportunity to realize the development pattern envisioned in the Owosso Master Plan.**

These regulations are based on the finding that the cohesiveness and character of the city's neighborhoods are significant factors in the city's quality of life, contribute to the distinct character in the various neighborhoods and help retain property values. These regulations further ensure new housing units are harmonious with the general character of the adjacent houses and the city overall and ensure a stable housing stock. While some level of diversity is desirable, these regulations are intended to ensure the design variation of new homes is similar to the level of variation in existing homes in the immediate area, or surrounding neighborhoods with similar densities for new residential projects. The standards shall not be construed to prohibit innovative design concepts involving such matters as solar energy, view, unique land contour, or relief from the common or standard designed home.

B. Applicability

The regulations of this Section shall apply to all new single family home construction zoned R-1 and R-2. Major home expansions where the homeowner is expanding the footprint of the home by greater than either twenty-five percent (25%) or 500 square feet, whichever is greater, shall comply with subsections 38.398.D.8, 38.398.D.9, and 38.398.D.10, in addition to required building codes, to ensure the resulting home continues to maintain the character of the neighborhood. The standards shall not apply to minor home expansions, interior remodeling, or to residences outside of the one and two family zoning districts.

C. Approval

Compliance with these regulations shall be determined by the Building and Zoning Administrator at the time the building permit is reviewed and shall be based on the standards of subsection D below.

D. Standards

1. **Each such dwelling unit shall comply with all pertinent building and fire codes. Additionally, all dwellings shall meet or exceed all applicable roof snow load and strength requirements. Where there are conflicting applicable regulations, the more stringent shall apply.**
2. **All construction required herein shall be commenced only after a building permit has been obtained in accordance with applicable building codes.**
3. **Each such dwelling unit shall comply with the minimum standards listed throughout the zoning code for the Zoning District in which it is located, including minimum lot area, minimum lot width, minimum floor area, required setbacks and maximum building height.**
4. **Each dwelling unit shall be firmly attached to a permanent basement or crawl space foundation constructed on the site in accordance with the city's adopted building code.**

OR

The dwelling shall have an attached or detached structure of equal workmanship as the dwelling unit, designed for the parking and storage of vehicles. Said structure shall be functionally and aesthetically compatible in design and appearance with other residences in the surrounding area as defined in subsection 12 below. When attached to a mobile home, modular home, pre-fabricated home or pre-constructed home, said structure shall comply with all requirements of the city's building code relative to grade separation and fire restrictive requirements.

5. Each such dwelling unit shall contain a storage area equal to or greater than ten percent (10%) of the square footage of the dwelling or one hundred (100) square feet, whichever shall be less. This storage area shall consist of a basement, attic or in a separate detached accessory structure that complies with the standards of this Section regarding accessory buildings and structures. The intent of these standards is to limit the extent of outdoor storage.
6. A roof overhang of not less than six (6) inches on all sides shall be provided, or alternatively with window sills or roof drainage systems concentrating roof drainage at collection points along the sides of the dwelling.
7. A minimum of two (2) exterior doors shall be provided with the second one being in either the rear or side of the dwelling. All dwelling units shall be oriented toward the public right-of-way such that the façade that faces the street contains a door, windows, and other architectural features customary to the front facade of a residence.
8. In-fill housing or development on vacant lots in an existing platted subdivision shall consider the gross floor area and lot coverage of surrounding homes to ensure compatibility. The gross floor area and lot coverage of the proposed dwelling shall be at least seventy-five percent (75%) and no more than one-hundred and thirty-five percent (135%) of the average square footage of constructed single family dwellings within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit, with measurements made from the edge of the street. The planning commission may approve any proposals that are not able to meet this standard if the commission makes findings that the apparent deviations are not contrary to 38-398.A.1-5.
9. In-fill housing or development on vacant lots in an existing platted subdivision shall maintain a consistent front building line along the street. The front yard setback of the proposed dwelling shall be no less than seventy-five percent (75%) and no more than one-hundred and thirty-five percent (135%) of the average established front yard setback of other single family dwelling unit within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit, with measurements made from the edge of the street. The planning commission may approve any proposals that are not able to meet this standard if the commission makes findings that the apparent deviations are not contrary to 38-398.A.1-5.

10. Building appearance for all new single family dwelling unit construction shall be aesthetically compatible in design and appearance with other residences in the surrounding area.

Definitions for what constitutes the surrounding area are as follows:

- i. For new single family neighborhood development (in the form of a new subdivision plat or new site condominium project), the surrounding area is defined as the nearest existing neighborhoods with similar densities.
- ii. For in-fill housing development where there are one (1) or a few isolated sites being developed within the existing neighborhood (in the form of an existing lot of record or recent land division), surrounding area shall be defined as within five hundred (500) feet, up to the boundary of the existing neighborhood, of the subject dwelling unit; with measurements made from the edge of the lot in each direction, including the opposite side of the street.

The determination shall be made by the Building Official. In considering similarity and compatibility with the surrounding area the following features must be considered in order to meet this requirement:

- a. Exterior building material used on the proposed dwelling should match or be similar to that used on a preponderance of homes in the surrounding area.
- b. Roof style
- c. The design and position of windows (total area, size, number etc.)
- d. Front entry design (presence of porches, front door location, etc.)
- e. Garage style and design

If the Building Official cannot reach a determination on architectural compatibility or the petitioner disputes the findings, the application shall be forwarded to the Planning Commission for review and final action.

E. Exceptions

The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state or federal law or otherwise specifically required in this ordinance and pertaining to such parks.

YEAS ALL. MOTION CARRIED.

ADJOURNMENT:

MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER SMITH, TO ADJOURN AT 7:59 P.M.

YEAS ALL. MOTION CARRIED.

Melvin Renfrow, Secretary

mms

Minutes of the **July 8, 2013**, regular meeting
of the **Owosso Historical Commission** held
at the Curwood Castle, 7:00 p.m.

Members Present: City Treasurer Ronald Tobey, Chairman Michael Erfourth, and members Joni Forster, Shaffer Fox, Elaine Greenway, Scott Newman and Lorraine Weckwert

Members Absent: (2 vacancies)

Guests Present: none

The meeting was called to order at 7:03 p.m. by Chairman Erfourth.

Motion to adopt proposed agenda made by Forster, supported by Newman and approved after the additions of refrigerator, bike rack, acquisitions wish list and Home Tour budget.

Citizen Comments: none

Motion by Newman to accept and place on file the minutes of the June 10, 2013, regular meeting after correction that the Erfourth rather than Newman reported the city council would be conducting the strolling tour on June 24th. Support was then offered by Fox and approved.

Motion by Forster to approve the May 2013 treasurer's report with support given by Newman. Carried with dissent from Weckwert and Forster.

Tobey relayed that the approvals for the Hoskins painting purchase in February needed to be fleshed out in the minutes. Motion by Newman to approve the purchase of a Gayle Porter Hoskins painting inscribed to James Oliver Curwood from H. H. Quillen & Co. ("Buzz" Quillen) in the amount of \$7,700 plus shipping costs. The Historical Commission is to contribute \$3,500 plus shipping to this endeavor. Four individual commission members are to contribute \$100 each and a match donation from a local family for \$3,800 will complete the purchase. Support by Weckwert and carried.

Members discussed that a wish list for Castle acquisitions would be useful in setting priorities. Docent Speers will be asked to prepare this list.

Greenway arrived 7:18 p.m..

The Hoskins painting placement was discussed. A small painting presently near the "stage" area was suggested as a possible location. Members by consensus agreed to allow Speers to decide the best location and to ask Amanda Wetzel to properly hang the piece. Members also decided to showcase the painting to the public at a special event on August 17th at 1:00 p.m. Chairman Erfourth volunteered to provide ice cream to the guests at their departure.

Member Newman was recognized for his donation of nine photo stills from the 1941 movie "Law of the Timber". It was also noted that he donated two antique doorknobs reportedly to originally be from the Castle. Newman further announced his intent to loan the Castle a dorm sized refrigerator until a larger one was obtained, as well as his intent to donate a large oriental rug for use on the main floor.

Chairman Erfourth will e-mail each member the current project manager job description. Any changes requested by members will need to be back to Erfourth by the end of this week. The description will be placed on the August agenda as a discussion item.

Members Weckwert and Greenway discussed ongoing work on the upcoming Home Tour projects. Still much work is to be accomplished. Fundraising and advertising remain as major projects.

Newman left 7:39 p.m.

Willoughby Press will prepare 2,000 full color trifold Home Tour pre-event brochures for \$699.00. The same number of tour booklet/tickets may be printed for \$1,800. Weckwert is investigating on-line sources for price comparison. It is anticipated the ticket price will be \$15.00.

Motion by Weckwert to authorize expenditures for Home Tour of \$4,100 to include \$600 for webpage design, development, layout and hosting for three years. The total will include the ticket booklets, advertising, plaques and host reception. Supported by Greenway and approved.

It was noted former member Schneider still wished to donate a refrigerator to the Castle.

Member Forster brought attention to the fact there is no bike rack in the park area. Erfourth will pass this along to DPW.

A computer for the Castle may be available for \$200 with additional donations of equipment. Members will review this next month.

Discussion of air conditioning for the Castle will be postponed until after Home Tour.

Meeting adjourned at 8:54 p.m. by consensus.

Respectfully submitted,
Ronald J. Tobey
Secretary/Treasurer