

**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Council Chambers, City Hall**  
April 25, 2011

Meeting was called to order at 7:00 p.m. by Chairman Burton Fox.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by City Clerk Amy K. Kirkland.

**MEMBERS PRESENT:** Chairman Burton Fox, Commissioners David Bandkau, Trafton Jean, Francis Livingston, Jeff Peltier, Cindy Popovitch, and William Wascher.

**MEMBERS ABSENT:** Commissioners Christopher Brummel and Thomas Taylor.

**OTHERS PRESENT:** Michael Bradley, Deputy Fire Chief; Amy K. Kirkland, City Clerk; Adam Zettel, Assistant City Manager and Director of Community Development;

**AGENDA APPROVAL:** RESOLUTION NO. 110425-01  
**MOTION BY COMMISSIONER POPOVITCH, SUPPORTED BY COMMISSIONER LIVINGSTON TO APPROVE THE AGENDA FOR APRIL 25, 2011 AS PRESENTED.**  
**YEAS ALL. MOTION CARRIED.**

**MINUTES:** RESOLUTION NO. 110425-02  
**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER BANDKAU TO APPROVE THE MINUTES OF THE MEETING OF MARCH 28, 2011.**  
**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

- |    |   |                       |
|----|---|-----------------------|
| 1. | Staff memorandum  | (Reference)           |
| 2. | PC minutes from March 28, 2011                          | (Resolution)          |
| 3. | Hoddy site plan review application                      | (Resolution)          |
| 4. | Oliver Woods site plan review application               | (Resolution)          |
| 5. | Digital copy of MSU master plan elements                | (Presentation)        |
| 6. | Letter of response regarding Oliver Woods concerns      | (Received at meeting) |
| 7. | Pictures of fire department connections at Oliver Woods | (Received at meeting) |

**COMMISSIONER / CITIZEN COMMENTS:**

There were no citizen comments.

There was a discussion regarding on-going concerns with the Premier Waste site. It was noted the Building Official has sent a notice requiring a response within a certain time frame and is monitoring the situation. There was further discussion regarding amending the zoning ordinance to include a timeline on site plans.

There was further discussion regarding RAVE's purchase of the condominium units on North Hickory Street. Chairperson Fox inquired whether they needed to come before the Planning Commission to change the use of the property and if a site plan was required. It was noted a site plan was submitted and the Zoning Board of Appeals approved the petitioner's request last summer.

**BUSINESS ITEMS:**

1. MSU Practicum Course – Master Plan baseline presentation

Michigan State University Practicum students Brett Johnson, Dobeen Kim, Hyelim Kim, Kelly Redburn, and Jared Sherwood presented the Master Plan baseline study they conducted, painting a picture of what Owosso was in the past and what it is today. To complete the study the students gathered information on demographics, socio-economic conditions and housing data. They also developed a public participation plan and a community survey to help the Planning Commission move forward with the Master Planning process.

They identified the following 5 key areas requiring attention as the Commission continues their work: the aging population, lack of community identity, development of higher education, current housing conditions, and public participation in the process.

After the presentation there was discussion regarding the weight given to empirical data and public opinion, what other data should be gathered, whether the data was adjusted for inflation, and the fact that more in depth information will have to be gathered to accurately interpret the data presented in the report.

**SITE PLAN REVIEW:**

**1. Hoddy Parking Lot – 508 West Williams Street  
Requested by Jeffrey Peltier on behalf of Baker College**

Commissioner Peltier indicated he would abstain from the vote as he is the petitioner in this case.

Assistant City Manager Zettel explained the intention is to construct a small parking lot and memorial garden on the former George Hoddy property. Baker College owns the entire block and it is zoned RM-1. The plan is to combine all of the parcels on the block into one parcel and to use the current structures on the property potentially for housing. The proposed lot would be accessible by foot from all of the houses on the block and would serve as visitor and overflow parking. The Commission will be considering the details of the proposed parking lot this evening. A change in the use of the existing structures on the property, contingent on ZBA approval of the non-conforming use, will be considered at a later date.

Mr. Peltier indicated the proposal also includes a small memorial garden for the late George Hoddy. The intent is to provide parking as well as to improve the landscaping.

There was discussion as to whether the ZBA should be examining the use issue first, why Baker College wants to construct a parking lot now when they are unsure of the future use of the property, concerns with the elimination of green space, water run-off, keeping mature trees on the property for buffering, whether walking paths would be constructed from the lot to each structure on the property, handicap parking, ensuring ADA requirements are met and the location of the driveway off Oliver Street.

There was concern the drawings presented were not large enough and did not provide enough detail for the Commission to make a definitive decision on the proposed lot.

**MOTION BY COMMISSIONER WASCHER TO TABLE THE ITEM UNTIL SUCH TIME AS A REVISED SITE PLAN NOTING CONTOURS, ELEVATIONS, INDICATION OF WHICH MATURE TREES WILL BE KEPT, EXISTING PROPERTY LINES, PARCEL NUMBERS, AND EXISTING ZONING IS SUBMITTED.**

**MOTION SUPPORTED BY COMMISSIONER POPOVITCH.**

**ROLL CALL VOTE.**

**AYES: COMMISSIONERS BANDKAU, JEAN, LIVINGSTON, POPOVITCH, WASHCER AND CHAIRPERSON FOX.**

**NAYS: NONE.**

**ABSTAIN: COMMISSIONER PELTIER.**

**ABSENT: COMMISSIONERS BRUMMEL AND TAYLOR.**

It was noted the item may go before the ZBA prior to its resubmission to the Planning Commission.

**MOTION BY COMMISSIONER LIVINGSTON TO EXTEND THE MEETING UNTIL 9:15 P.M.**

**MOTION SUPPORTED BY COMMISSIONER BANDKAU.**

**ROLL CALL VOTE.**

**AYES: COMMISSIONERS BANDKAU, JEAN, LIVINGSTON, PELTIER, POPOVITCH, WASCHER, AND CHAIRPERSON FOX.**

**NAYS: NONE.**

**ABSENT: COMMISSIONERS BRUMMEL AND TAYLOR.**

## **2. Oliver Woods Phase III – 1310 West Oliver Street**

Assistant City Manager Zettel explained the intent of the project is to add 20 more units to the existing facility along with the addition of a community room. It was noted the proposed project is a continuation of the current use, meets the intent of the district and has been approved by the Building Official. Staff had the following preliminary concerns about the project and it is anticipated representatives from Oliver Woods will have responses to those concerns this evening:

1. Clarify that the water (fire and potable) and sewer for the proposed Phase III building addition will be extensions of the lines currently serving the Phase II building.
2. The applicant must demonstrate that the existing 2-inch metered water service is adequate for the entire 36 units or provide a 3-inch service.
3. The utility service lines will be relocated or a detail submitted showing how they will be protected relative to the foundation for the proposed community room. At a minimum the water service shut-off valves (not shown on the plan) must remain accessible and on the water main side of community room. This should be the case since the shutoff valves (6" and 2") should be located within the 20' water main easement.
4. Access will be given off of the back of the community room or the front of the phase III wing for a fire service.
5. A fire service for the phase III sprinkler service must be present and accessible if this is not attached to the existing system.

Deputy Fire Chief Bradley was on hand to detail his concerns with the plans indicating the location of the proposed fire department connection would create great difficulty should there be a fire. The proposed location is approximately 70' outside the recommended distance from a fire hydrant, is virtually inaccessible by a fire truck due to its location on the back side of the building where this is no paved surface, and would be visually obstructed by the proposed community room. He recommended the connection be placed in plain sight on the front of the building similar to the placement on Phase I of the facility. Further he requested a Fire Lane be reserved in front of the building as there is no access to the rear of the facility. Lastly he asked that they consider moving the fire department connection on Phase II of the facility to the front of its respective building as well. Project Engineer Eric Spitler indicated the

architect agreed there would be no problem with the changes suggested for the building by the fire chief and they would be noted with the submission of the building plans.

Mr. Spitler went on to address the other concerns previously expressed by staff. He confirmed that the water and sewer connections for Phase III would be extensions of the lines currently serving the Phase II building. He also noted the 2" lines approved for the construction of Phase II were designed with Phase III in mind and will be capable of handling the extra water service. The sewer line running under the proposed community room is deep enough to accommodate the footings for the structure. The corresponding water line placement will be re-examined by the structural engineers. Water access for the community room will be tied to the service room located in the back of the structure negating the need for another meter. One manhole will also need to be relocated.

Lastly, Mr. Spitler expressed the client's concern with the establishment of a fire lane directly in front of the building noting the age and mobility of the residents and potential visitors makes front door parking essential. He offered to work with the Fire Chief on an alternate location that would allow access to both the fire department connection and residents should it be needed.

It was also noted the proposed lighting will match the existing features as would the elevations, parking, and landscaping.

**MOTION BY COMMISSIONER BANDKAU TO AUTHORIZE THE FOLLOWING RESOLUTION:**

**RESOLUTION NO. 110425-03**

**THE OWOSSO PLANNING COMMISSION HEREBY GRANTS FINAL SITE PLAN APPROVAL FOR 1310 WEST OLIVE STREET, 050-537-000-017-00, WITH PLANS DATED APRIL 11, 2011, AS ATTACHED, WITH THE FOLLOWING CONDITIONS:**

- 1. CLARIFY THAT THE WATER (FIRE AND POTABLE) AND SEWER FOR THE PROPOSED PHASE III BUILDING ADDITION WILL BE EXTENSIONS OF THE LINES CURRENTLY SERVING THE PHASE II BUILDING.**
- 2. THE APPLICANT MUST DEMONSTRATE THAT THE EXISTING 2-INCH METERED WATER SERVICE IS ADEQUATE FOR THE ENTIRE 36 UNITS OR PROVIDE A 3-INCH SERVICE.**
- 3. THE UTILITY SERVICE LINES WILL BE RELOCATED OR A DETAIL SUBMITTED SHOWING HOW THEY WILL BE PROTECTED RELATIVE TO THE FOUNDATION FOR THE PROPOSED COMMUNITY ROOM. AT A MINIMUM THE WATER SERVICE SHUT-OFF VALVES (NOT SHOWN ON THE PLAN) MUST REMAIN ACCESSIBLE AND ON THE WATER MAIN SIDE OF THE COMMUNITY ROOM. THIS SHOULD BE THE CASE SINCE THE SHUTOFF VALVES (6" AND 12") SHOULD BE LOCATED WITHIN THE 20' WATER MAIN EASEMENT.**
- 4. ACCESS WILL BE GIVEN OFF THE FRONT OF THE PHASE II AND PHASE III WINGS FOR FIRE SERVICES.**
- 5. THE ENGINEER AND THE DEPUTY FIRE CHIEF WILL AGREE ON AN ACCEPTABLE LOCATION FOR FIRE TRUCK ACCESS TO THE BUILDING AND SUCH LOCATION WILL BE RESERVED AND MARKED.**

**MOTION SUPPORTED BY COMMISSIONER POPOVITCH.**

**ROLL CALL VOTE.**

**AYES: COMMISSIONER BANDKAU, JEAN, LIVINGSTON, PELTIER, POPOVITCH, WASCHER, AND CHAIRPERSON FOX.**

**NAYS: NONE.**

**ABSENT: COMMISSIONERS BRUMMEL AND TAYLOR.**

**ITEMS OF DISCUSSION:**

None.

**COMMISSIONER / PUBLIC COMMENTS:**

None.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER POPOVITCH, SUPPORTED BY COMMISSIONER BANDKAU TO  
ADJOURN AT 9:22 P.M.  
YEAS ALL. MOTION CARRIED.**

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Frank Livingston, Secretary

a.k.k.

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