

# *OWOSSO*

## *Planning Commission*



*Regular Meeting*  
*6:30pm, Monday, September 25, 2017*  
*Owosso City Council Chambers*



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: September 22, 2017

TO: Chairman Wascher and the Owosso Planning Commission

FROM: Susan Montenegro, Asst. City Manager / Director of Community Development

RE: Regular Planning Commission Meeting: September 25, 2017

**The planning commission shall convene at 6:30 pm on Monday, September 25, 2017 in the city council chambers of city hall.**

We have a busy night ahead of us with a rezoning request, site plan review, and review and adoption of the citizen participation plan. I also plan to go over the presentation for the September 28 workshop to get input from the planning commission prior to the actual workshop.

I am attaching a link to an article shared by Jed Dingens on Green Infrastructure; pretty interesting, especially as we look at redoing the zoning ordinance. Unfortunately, planning commission can only "suggest" these design standards to developers at this point as it is not required in the current ordinance. I would encourage planning commission investigates areas of green infrastructure it would like to see incorporated into the updated ordinance. Here is the link: <https://www.epa.gov/green-infrastructure/what-green-infrastructure> A copy of the article is also attached in the packet; however, there are many links and categories on this page I encourage you to look at.

Please be sure to mark your calendars for the additional upcoming meetings:

- 1<sup>st</sup> Medical Marihuana Workshop – Thursday, September 28 – 7-9 pm at city hall.
- Redevelopment Ready Community casual workshop – Wednesday, October 4 – 7 pm at the Wesener Building.
- 2<sup>nd</sup> Medical Marihuana Workshop – Saturday, October 21 – 10 am – NOON, location TBD.

Please **RSVP for the meeting**. Feel free to contact me at 989.725.0544 if you have questions.

Enjoy your weekend!

Sue

**AGENDA**  
**Owosso Planning Commission**  
**Regular Meeting**  
Monday, September 25, 2017 at 6:30 p.m.  
Council Chambers – Owosso City Hall  
Owosso, MI 48867

CALL MEETING TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF AGENDA: September 25, 2017

APPROVAL OF MINUTES: August 28, 2017

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from August 28, 2017.
3. 912 S. Washington rezoning application and notice.
4. 1460 N. M-52 site plan application.
5. What is Green Infrastructure article.

COMMISSIONER/PUBLIC COMMENTS:

PUBLIC HEARING:

1. Rezoning of 912 S. Washington.

SITE PLAN REVIEW:

1. 1460 N. M-52.

BUSINESS ITEMS:

1. Citizen Participation Plan.

ITEMS OF DISCUSSION:

1. Upcoming Workshop Dates.  
Medical Marihuana Facilities Licensing Act Workshops:  
Thursday, September 28 - 7-9 pm at city hall  
Saturday October 21 - 10-Noon location TBD

Redevelopment Ready Communities Casual Workshop:  
Wednesday, October 4, 2017 7pm at the Wesener Building

COMMISSIONER/PUBLIC COMMENTS:

ADJOURNMENT: **Next meeting will be Monday, October 23, 2017**

**Commissioners, please call Sue at 725-0544 if you will be unable to attend the meeting on Monday, September 25, 2017.**

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes 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 Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500]. The City of Owosso website is: [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us)

**Affirmative Resolutions**  
**Owosso Planning Commission**  
**Regular Meeting**  
Monday, September 25, 2017 at 6:30 p.m.  
Council Chambers – Owosso City Hall  
Owosso, MI 48867

**Resolution 170925-01**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission hereby approves the agenda of September 25, 2017 as presented.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**Resolution 170925-02**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission hereby approves the minutes of August 28, 2017 as presented.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**Resolution 170925-03**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission, finding the request of the rezoning petition for parcel 050-651-039-006-00, also known as 912 S. Washington Street from R-1 Single Family Residential District, R-2 Multi-Family Residential District and B-1 Local Business District zoning to the entire parcel being designated as a B-1 Local Business District to be in conformance with the criteria for a zoning change, hereby recommends approval to the city council.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**Resolution 170925-04**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission hereby approves/denies the application for site plan review for 1460 N. M-52, parcel # 050-535-000-007-00 as applied and attached hereto in plans dated September 15, 2017 based on the following criteria:

\_\_\_\_\_  
\_\_\_\_\_

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Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**Resolution 170925-05**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission hereby approves/denies the proposed Citizen Participation Plan and hereby recommends city council adoption.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**Resolution 170925-06**

Motion: \_\_\_\_\_

Support: \_\_\_\_\_

The Owosso Planning Commission hereby adjourns the September 25, 2017 meeting, effective at \_\_\_\_\_pm.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved: \_\_\_\_

Denied: \_\_\_\_

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, AUGUST 28, 2017 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited.

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

**MEMBERS PRESENT:** Chairman Wascher, Secretary Janae Fear, Commissioners Jake Adams, Michelle Collison, Tom Cook, Dan Law and Frank Livingston.

**MEMBERS ABSENT:** Commissioners Tom Taylor and Brent Smith.

**OTHERS PRESENT:** Assistant City Manager Susan Montenegro

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COOK TO APPROVE THE AGENDA FOR AUGUST 28, 2017.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER FEAR TO APPROVE THE MINUTES FOR THE JULY 24, 2017 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes from July 24, 2017.
3. 621 W. Oliver rezoning application
4. 503 S. Shiawassee site plan application

**COMMISSIONER/PUBLIC COMMENTS**

None.

**PUBLIC HEARING: Rezoning of 621 W. Oliver.** Ms. Montenegro presented information in regards to a potential buyer of this property who would like to rezone from R-1 Single Family Residential District to OS-1 Office Service District, in order to operate a business out of this location. The use is not changing but would no longer be owned by a school (Baker College – Bentley Campus).

One e-mail was received regarding this possible rezoning from Ann Marie Bentley, Jamie Ann, Inc. 415 and 419 N. Shiawassee. "I have 2 comments/questions about the rezoning of 621 W. Oliver St. I would strongly prefer that spot zoning not be enforced and that a special use zoning be approved. I believe that has been the history of the building since the 1960's, the property does lie within a residential district and once the zoning is approved, the council will be limited as to the control of it use. When the front circle drive was approved and installed, the council had restricted it's use to "drop off" and handicap use only, I

was an officer of the YWCA when this occurred, I am concerned about any current or future use as with the new bus parking on Oliver, this area becomes very congested, the drop off limitation has not been enforced for several years, parking in this area many times restricts the view of my driveway. With the exception of Baker College, my family has had a direct connection to this property since it was built so I am very familiar with its history”.

Mike Cross, owner of Say Computer is the potential buyer along with his business partner Ed Kearney. Mr. Cross discussed his IT business and is looking to purchase this building to expand the business. He currently has 14 employees and most likely as the business continues to grow, he would add on 5 employees each year. All employees will be parking in the rear parking lot. He has a limited retail section to his business and will not be expanding that section as most of the business is online support, off site assistance. He currently has about 10 – 20 customers walk in each day for personal computer repairs.

Larry Harrison, 624 River, asked if the whole highlighted area on the map (300’ radius) would be rezoned. No it is only for 621 W. Oliver.

Roberto Larrivey, 702 W. Oliver is concerned with the parking due to the school, bus pick up and drop off as this area gets very congested and the business customers would add to the congestion.

Discussion was held on allowable businesses in OS-1 and the setback differences between R-1 and OS-1 in addition to whether a special use permit in R-1 would be allowed. Ms. Montenegro read sections of the zoning ordinance that pertained to the board’s questions. Rezoning is the option for this property.

Discussion held about employees and customers using only the south driveway off of M-52. Handicap accessibility would then have to be modified at the south entrance. Mr. Cross stated these options are possible but at this time final decisions of what to do with the building are still in the works.

**MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER LIVINGSTON – THE OWOSSO PLANNING COMMISSION, FIND THE REQUEST OF THE REZONING PETITION FOR PARCEL 050-660-004-006-00, ALSO KNOW AS 621 W. OLIVER STREET FROM R-1 SINGLE FAMILY RESIDENTIAL TO OS-1 OFFICE SERVICE DISTRICT TO BE IN CONFORMANCE WITH THE CRITERIA FOR A ZONING CHANGE, HEREBY RECOMMENDS APPROVAL TO THE CITY COUNCIL.**

**ROLL CALL VOTE:**

**AYES: COMMISSIONERS ADAMS, COLLISON, COOK, LAW, LIVINGSTON AND CHAIRMAN WASCHER.**

**NAYS: COMMISSIONER FEAR**

**MOTION PASSED**

**SITE PLAN REVIEW FOR 503 S SHIAWASSEE:**

David McDade, Architect, presented the site plan to add (1) 30 X 100 (3,000 square foot) storage unit in the same location as previously approved in the 1995 site plan. Tom Lister owns Curwood Mini Storage and is asking to add a fourth building on this property.

**COMPARISON CHART**

	REQUIRED	EXISTING	PROPOSED
Zoning	n/a	I-1	I-1
Gross lot area	n/a	65,165 square feet or 1.5 acres	No change
Setbacks-			
Front yard	40' (q)	16'	16'
Side yard	20' (r)	20'	No change
Rear yard	(r, s)	n/a	n/a
Height	40'	8'4"	8'4"

- (q) Off-street parking for visitors, over and above the number of spaces required under section 38-380, may be permitted within the required front yard provided that such off-street parking spaces are not located within twenty (20) feet of the front lot line.
- (r) No building shall be located closer than fifty (50) feet to the outer perimeter (property line) of such district when said property line abuts any residential district.
- (s) All storage shall be in the rear yard and shall be completely screened with an obscuring wall or fence, not less than six (6) feet high, or with a chain link type fence and a greenbelt planting so as to obscure all view from any adjacent residential, office or business district or from a public street. Loading areas shall be provided in accordance with section 38-382.

**Planning and Zoning**

The current site plan proposes adding an additional 300 square foot storage building. Current buildings on the site are built within the required setback requirements unless looking at this from the road edge, in which the setback is more than adequate. Staff finds no issues with current build proposal and recommends approval of site plan.

**Building**

Building has no issues at this time. A full set of engineered drawings will be provided to building department before a building permit can be issued.

**Utilities & Engineering**

1. There exists a locked gate on the Washington Street side of the property that is not identified on the plans. The developer should confirm that all traffic will ingress and egress onto Shiawassee Street.
2. There is evidence of some underground electrical system and appurtenances on site. They should be noted on the plans and how they will be administered as result of the new storage facility.
3. Site drainage information is vague. Visually, it appears storm runoff goes south to north in the subject area. The new building will create some impervious area and storm runoff onto surrounding ground. Scale of runoff appears minor and may be handled by surrounding land, so no issues are evident at this time. Recommendation is that the developer should communicate with adjacent land owner (north) and have some sort of agreement as to how any storm runoff changes will be handled should an unforeseen problem develop.
4. There is no information regarding water or sanitary services, so no comment as to public utility concerns.
5. No traffic issues are apparent.



**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER LAW – THE OWOSSO PLANNING COMMISSION HEREBY APPROVES THE APPLICATION FOR SITE PLAN REVIEW FOR 503 S. SHIAWASSEE STREET, PARCEL # 050-651-000-033-00 AS APPLIED AND ATTACHED HERETO IN PLANS DATED AUGUST 21, 2017.**

**YEAS: COMMISSIONERS ADAMS, COLLISON, COOK, FEAR, LAW, LIVINGSTON AND CHAIRMAN WASCHER.**

**NAYS: NONE**

**MOTION PASSED**

**BUSINESS ITEMS:**

**1. Election of Officers.**

**MOTION BY COMMISSIONER COLLISON SUPPORTED BY COMMISSIONER ADAMS TO SELECT WILLIAM WASCHER AS CHAIRMAN, FRANK LIVINGSTON AS VICE-CHAIR AND JANA FEAR AS SECRETARY FOR THE 2017-2018 FISCAL YEARS.**

**YEAS ALL. MOTION CARRIED.**

**2. Medical Marihuana Workshop Dates. Set at least 2 workshop dates to engage the citizens of Owosso regarding Medical Marihuana licensing and legislation.**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON THAT THE OWOSSO PLANNING COMMISSION HEREBY RECOMMENDS THE FOLLOWING DATES TO HOLD A PUBLIC WORKSHOP/FORUM FOR THE PURPOSE OF RECEIVING PUBLIC INPUT AND ENGAGING THE CITIZENS OF OWOSSO REGARDING THE NEW MEDICAL MARIHUANA LICENSING LEGISLATION THAT WILL BECOME EFFECTIVE DECEMBER 15, 2017. FIRST WORKSHOP DATE IS: SEPTEMBER 28, 2017 P.M. TO P.M. IN THE COUNCIL CHAMBERS AT CITY HALL AND THE SECOND WORKSHOP DATE IS OCTOBER 21, 2017 10 AM-NOON AT A LOCATION YET TO BE DETERMINED (POSSIBLY SCHOOL).**

**YEAS ALL. MOTION CARRIED.**

**3. Redevelopment Ready Communities. Ms. Montenegro presented the Report of Findings from the MEDC. The report helps communities identify “best practices” in various areas of government in an effort to help communities in areas of planning, communications, zoning, policies and development. The City of Owosso has two years to become certified.**

**MOTION BY COMMISSIONER COOK, SUPPORTED BY VICE-CHAIR LIVINGSTON THAT THE OWOSSO PLANNING COMMISSION HEREBY RECOMMENDS THE FOLLOWING DATE TO HOLD A CASUAL WORK SESSION OR COMMUNITY ROUNDTABLE TO HAVE AN OPEN DISCUSSION REGARDING THE REPORT OF FINDINGS AND NEXT STEPS. THE FIRST CHOICE IS OCTOBER 3, 2017 AND THE SECOND CHOICE IS OCTOBER 4, 2017. DEPENDING ON AVAILABILITY/LOCATION, ONE OF THESE DATES WILL BE CHOSEN.**

**ALL YEAS. MOTION CARRIED**

**ITEMS OF DISCUSSION: NONE**

**COMMISSIONER/PUBLIC COMMENT: NONE**

**ADJOURNMENT:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 8:30 P.M. UNTIL THE NEXT MEETING ON SEPTEMBER 25, 2017.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary

APPLICATION FOR REZONING

CITY OF OWOSSO

301 W. Main Street, Owosso, Michigan 48867, TX 989-725-0540, FX 989-723-8854

Note to Applicants:

1. In order that this application may be processed, the applicant must completely fill in the application and make a non-refundable payment of Three Hundred Dollars (\$300) to the Treasurer's Office, to cover costs associated with the processing.
2. The applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request.

TO THE OWOSSO CITY COUNCIL:

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the Zoning Map as hereinafter requested,

1. PROPERTY TO BE REZONED: Street Address 912 S. Washington Street  
 Description: (lot, block or metes and bounds) See attached legal description  
050-651-039-006-00  
 Frontage in Feet 529.12 ft Depth in Feet 112.75 ft

2. PROPERTY OWNERSHIP: (Name, Address, and Phone Number)  
Elite Early Learning Center LLC 912 S. Washington St.  
 Owosso MI 48867  
 Contact Kendra Nichols; 989-723-3698 (cell) 989-720-5437

3. ZONING REQUEST Current Zoning BI Partial Requested Zoning BI Full  
 Proposed Use of the Property Current usage childcare center

Indicate why, in your opinion, the requested change is consistent with the Ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the City of Owosso: to provide uniform zoning for the above property + current usage (childcare) that has been commercially used as such for the past 20+ years.

The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.

Kendra Nichols 912 S. Washington St. Owosso MI  
 (Signature of Applicant) (Address)  
989-720-KIDS(5437)  
 (Signature of Co-Applicant) (Phone) 989-723-3698 (cell)

Legal Representative  
 Owner

\_\_\_ Option to Purchase

FOR OFFICIAL USE ONLY

Case # 2017-02

Receipt # \_\_\_\_\_

Date Filed 8-23-17

Description Checked \_\_\_\_\_

Planning Commission Hearing Date 9-25-17

Action Taken \_\_\_\_\_

City Council Hearing Date \_\_\_\_\_

Action Taken \_\_\_\_\_

(rev. 5-7-14)


# City of Owosso

## 912 S. Washington Street

September 22, 2017

### Legend

#### Zoning

 <all other values>

#### Z\_PRIMARY

 B1

 B2

 B3

 B4

 C-OS

 I1

 I2

 OS1

 P1

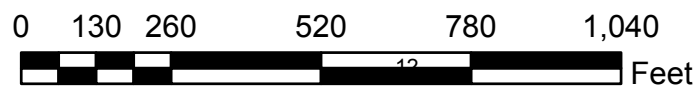
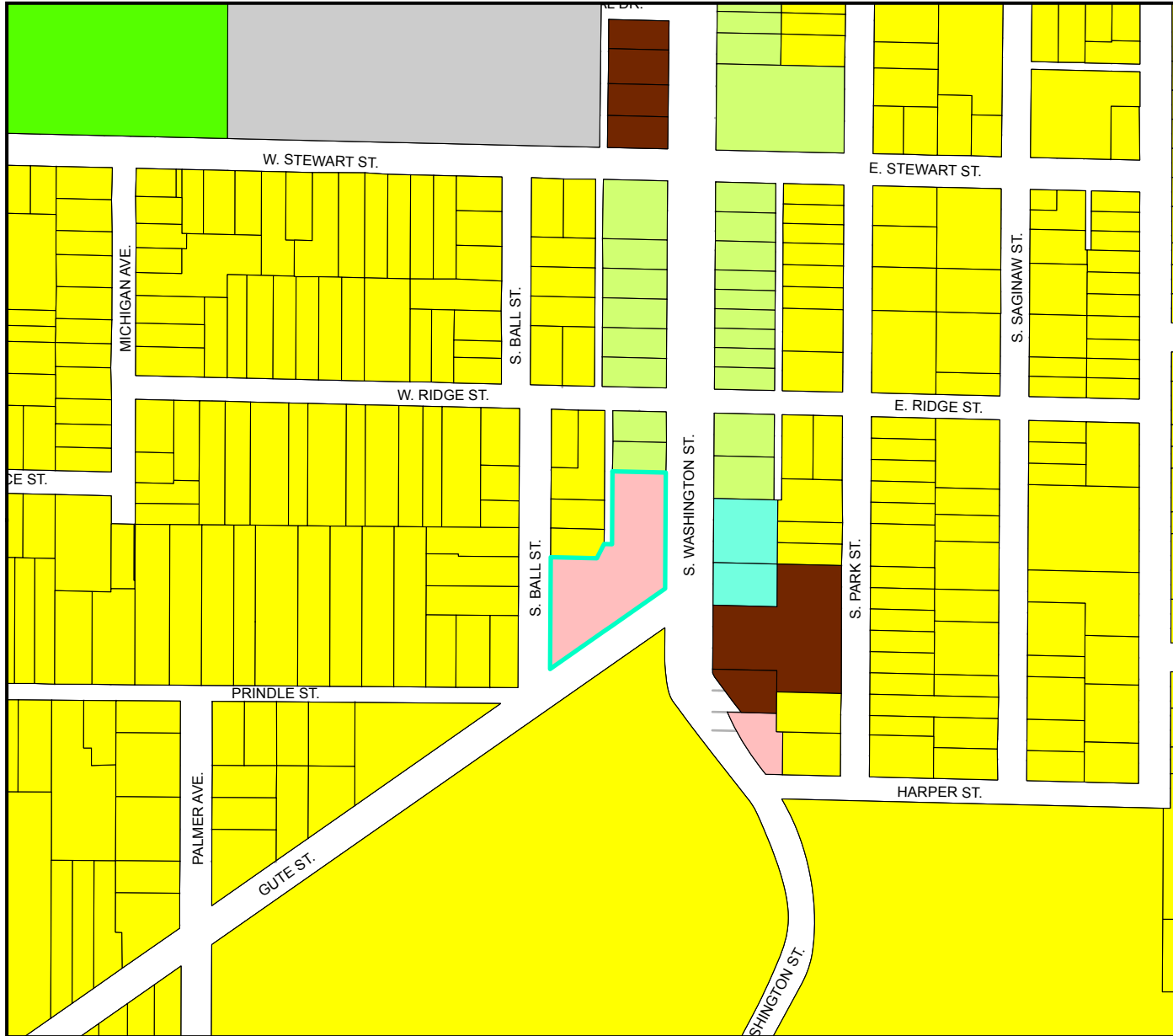
 PUD

 R1

 R2

 RM1

 RM2



**CITY OF OWOSSO**  
**PLANNING COMMISSION**

<b>Applicant:</b> Elite Early Learning Center	<b>Rezoning Case No:</b> 2017-02
<b>Address:</b> 912 S. Washington	<b>Hearing Date:</b> September 25, 2017
<b>Property Address:</b> 912 S. Washington	<b>Parcel No:</b> 050-651-039-006-00

**Request for Rezoning**

At the regular meeting of the planning commission of the City of Owosso, held at City Hall, 301 W. Main Street, Owosso, Michigan, on the 25th day of September, 2017, 6:30 p.m.

Present: \_\_\_\_\_  
Absent: \_\_\_\_\_

**The Request**

The Applicant has submitted a rezoning request for 912 S. Washington Street from R-1, R-2 and B--1 to B-1 Local Business District zoning.

**Record of Proceedings**

The following documents were reviewed and considered by the planning commission in reaching its decision, in addition to the comments made by Applicant, members of the public, and members of the commission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criteria Considered**

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:

- (1) Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.

The planning commission finds that **Section 38-555(1)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.

The planning commission finds that **Section 38-555(2)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(3) Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

The planning commission finds that **Section 38-555(3)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(4) The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

The planning commission finds that **Section 38-555(4)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(5) The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."

The planning commission finds that **Section 38-555(5)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(6) The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.

The planning commission finds that **Section 38-555(6)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(7) The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

The planning commission finds that **Section 38-555(7)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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(8) Other factors deemed appropriate by the planning commission and city council.

The planning commission finds that **Section 38-555(8)** \_\_\_\_\_ has been met; \_\_\_\_\_ has not been met for the following reasons:

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CITY OF OWOSSO, MICHIGAN

SITE PLAN REVIEW APPLICATION AND CHECKLIST

Approval of the site plan is hereby requested for the following parcel(s) of land in the City of Owosso. This application is submitted with three (3) copies of the complete site plan and payment of the appropriate review fees. Applicant shall also submit a digital version of the site plan to the community development director. Application must be filed least 25 days prior to a scheduled planning commission meeting for staff review and proper notices.

Accompanying any site plan required hereunder, the applicant shall provide from a licensed engineer soil borings at the proposed construction site to ascertain bearing capacity of foundations soils at the time of footing excavation to certify such soil conditions meet or exceed design capacity of the foundation to support the proposed structure. These requirements shall comply with policies of the City of Owosso, copies of which can be obtained from the Building Department.

The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided. I understand that if my site plan is deemed to be incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met. By signing this application, the applicant hereby grants full authority to the City of Owosso, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination.

Application Filed On: 8/4/17

Application Transmitted by City On: 8/4/17

Property Details:

1. Name of Proposed Development: GREG + LOUIS PARKING LOT ADDITION
2. Property Street Address: 1460 N. M-52 OWOSSO
3. Location of Property: On the (north, south, east, west side) of EAST SIDE  
Street, between \_\_\_\_\_ and \_\_\_\_\_  
Streets.
4. Legal Description of Property: ON SURVEY SHEET C-0
5. Site Area (in acres and square feet): 2.78 ACRES - 121,269 S.F.
6. Zoning Designation of Property: B-2 (APPARENT)

Ownership:

1. Name of Title/Deed Holder: PRESIDENT / MARK REDMOND
2. Address: 1460 N. M-52
3. Telephone No: 989-725-9601
4. Fax No: \_\_\_\_\_
5. Email address: REDMONDEL @ CHARTER .NET

Applicant:

1. Applicant (If different from owner above): SAME
2. Address: \_\_\_\_\_
3. Telephone No: \_\_\_\_\_
4. Fax No: \_\_\_\_\_

- 5. Email address: \_\_\_\_\_
- 6. Interest in Property (potential buyer/lease holder/potential lessee/other): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Architect/Surveyor/Engineer preparing site plan:**

- 1. Name of Individual: JED DINGENS
- 2. Address: 203 W. STATE ST CORUNNA
- 3. Telephone No: 989-743-6004
- 4. Fax No: \_\_\_\_\_
- 5. Email address: \_\_\_\_\_


**PLEASE NOTE:**


LLC establishments must have a current plan of operation.

Review Fees: Paid: Yes/No

\*Site Plan Review Fees: \$150.00 (may be more if it requires review from outside firm)

Total Fees: \$ \_\_\_\_\_

 8-7-17  
 Signature of Applicant Date

 8-7-17  
 Signature of Deed/Title Holder Date

**Please provide an overview of the project:**

\_\_\_\_\_

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## SITE PLAN REVIEW CHECKLIST

Check the appropriate line. If item is marked as 'not provided', attach detailed explanation.

Item	Provided	Not Provided
1. Site location Map.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. North arrow, scale ( <del>one (1) inch equals fifty (50) feet</del> if the subject property is less than three (3) acres and one (1) inch equals one hundred (100) feet if three (3) acres or more. <span style="margin-left: 20px;">1" = 20'-0" INDUSTRY STANDARD</span> )	<input type="checkbox"/>	<input type="checkbox"/>
3. Revision dates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Signature and Seal of Architect/Surveyor/Engineer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Area of site (in acres and square feet).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Boundary of the property outlined in solid line.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Names, centerline and right-of-way widths of adjacent streets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Zoning designation of property. <span style="margin-left: 20px;">B-2</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Zoning designation and use of adjacent properties. <span style="margin-left: 20px;">TOWNSHIP</span>	<input type="checkbox"/> N/A	<input type="checkbox"/>
10. Existing and proposed elevations for building(s) parking lot areas and drives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Direction of surface water drainage and grading plan and any plans for storm water retention/detention on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Required setbacks from property lines and adjacent parcels.	<input type="checkbox"/> N/A	<input type="checkbox"/>
13. Location and height of existing structures on site and within 100 feet of the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Location and width of existing easements, alleys and drives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Location and width of all public sidewalks along the fronting street right-of-way and on the site, with details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✓ 16. Layout of existing/proposed parking lot, with space and aisle dimensions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✓ 17. Parking calculations per ordinance.	<input type="checkbox"/> N/A	<input type="checkbox"/> EXPANSION
18. Location of all utilities, including but not limited to gas, water, sanitary sewer, electricity, telephone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Soil erosion and sedimentation control measures during construction.	<input type="checkbox"/> N/A	<input type="checkbox"/>
20. Location and height of all exiting/proposed fences, screens, walls or other barriers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Location and details of dumpster enclosure and trash removal plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✓ 22. Landscape plan indicating existing/proposed trees and plantings along frontage and on the site.	<input type="checkbox"/> N/A	<input type="checkbox"/>
23. Notation of landscape maintenance agreement.	<input type="checkbox"/> N/A	<input type="checkbox"/>
24. Notation of method of irrigation.	<input type="checkbox"/> N/A	<input type="checkbox"/>
25. Lighting plan indicating existing/proposed light poles on site, along site's frontage and any wall mounted lights.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Cut-sheet detail of all proposed light fixtures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. Architectural elevations of building (all facades). Identifying height, Materials used and colors.	<input type="checkbox"/> N/A	<input type="checkbox"/>
27. Existing/proposed floor plans.	<input type="checkbox"/> N/A	<input type="checkbox"/>
28. Roof mounted equipment and screening.	<input type="checkbox"/> N/A	<input type="checkbox"/>
29. Location and type of existing/proposed on-site signage.	<input type="checkbox"/> N/A	<input type="checkbox"/>
30. Notation of prior variances, if any.	<input type="checkbox"/> N/A	<input type="checkbox"/>
31. Notation of required local, state and federal permits, if any.	<input type="checkbox"/> N/A	<input type="checkbox"/>

32. Additional information or special data (for some sites only)

- a. Environmental Assessment Study.
- b. Traffic Study. Trip Generation.
- c. Hazardous Waste Management Plan.

N/A \_\_\_\_\_  
N/A \_\_\_\_\_  
N/A \_\_\_\_\_

33. For residential development: a schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces.

N/A \_\_\_\_\_

34. LLC establishments must have a current Plan of Operation.

N/A \_\_\_\_\_

35. Is property in the floodplain?

NO \_\_\_\_\_

36. Will this require MDEQ permitting?

NO \_\_\_\_\_

37. Performance Bond – when required.

N/A \_\_\_\_\_

\*Additional data deemed necessary to enable to completion of an adequate review may be required by the Planning Commission, City and/or its consultants.

**Site Plan Review Application Deadline Dates**

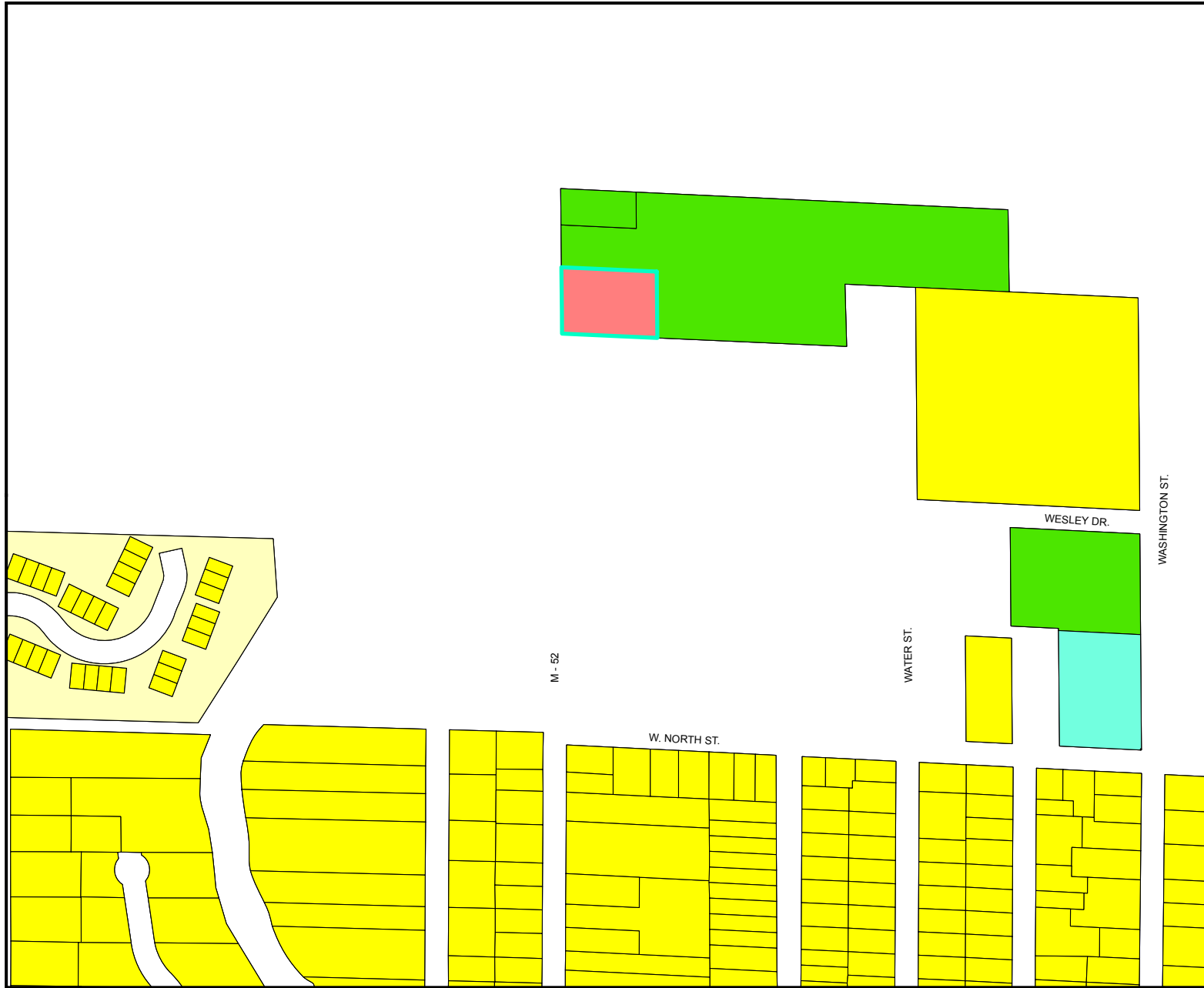
Deadline Date	Planning Commission
April 29, 2016	May 23, 2016
June 2, 2016	June 27, 2016
June 30, 2016	July 25, 2016
July 29, 2016	August 22, 2016
September 1, 2016	September 26, 2016
September 29, 2016	October 24, 2016
November 3, 2016	November 28, 2016
November 17, 2016	December 12, 2016

Deadline Date	Planning Commission
December 30, 2016	January 23, 2017
February 2, 2017	February 27, 2017
March 2, 2017	March 27, 2017
March 30, 2017	April 24, 2017
April 28, 2017	May 22, 2017
June 1, 2017	June 26, 2017
June 30, 2017	July 24, 2017
August 3, 2017	August 28, 2017
September 1, 2017	September 25, 2017
September 29, 2017	October 23, 2017
November 2, 2017	November 27, 2017
November 17, 2017	December 11, 2017

# City of Owosso


August 24, 2017

## 1460 N. M-52

















### Legend

#### Zoning

 <all other values>

#### Z\_PRIMARY

-  B1
-  B2
-  B3
-  B4
-  C-OS
-  I1
-  I2
-  OS1
-  P1
-  PUD
-  R1
-  R2
-  RM1
-  RM2

**Susan K. Montenegro**

---

**From:** Jed Dingens <jed@dingensarchitects.com>  
**Sent:** Friday, September 15, 2017 4:56 PM  
**To:** Eric Redmond  
**Cc:** Susan K. Montenegro; Randy J. Chesney; Donald D. Crawford  
**Subject:** Re: Site Plan Update  
**Attachments:** Plan 2 Model (1).pdf; StormWaterDetentionRequirements\_DR1\_2011\_091517.xls

Hi Eric,

Attached is an updated Site Plan showing the southern storm line and existing connection as videoed and marked by Lamphere.

The current drainage design taps the existing line under the new parking area with proposed Catch Basin CB-1, into which the entire proposed parking flows.

Overflow stormwater is retained on site in the voids of the pea stone which replaces the existing tree's root ball, which is drained via (2) 4" bleeders into the catch basin.

The stone area also serves as a snow storage area, where snow melt can seep directly down, helping to minimize snow melt dirt and snow melt puddles, which can freeze at night.

The solution is a unique hybrid of direct drain and retained overflow, and it is not ordinary, yet we extrapolated some ordinary calculations within the Shiawassee County Stormwater spreadsheet, with which I assisted the Drain Commissioner during development and adoption. Attached is the current live excel file, which demonstrates empirically the intent and effect of the proposed design, minimizing new flow into the existing drain line.

This is copied to Sue, Randy, and Don, and intended for direct distribution to the planning commissioners for imminent review.

Sincerely, Jed Dingens

On Fri, Sep 15, 2017 at 7:49 AM, Eric Redmond <[redmondec@charter.net](mailto:redmondec@charter.net)> wrote:  
Looks good Jed

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Jed Dingens <[jed@dingensarchitects.com](mailto:jed@dingensarchitects.com)>  
**Date:** 9/14/17 5:43 PM (GMT-05:00)  
**To:** Eric G N L <[redmondec@charter.net](mailto:redmondec@charter.net)>  
**Subject:** Site Plan Update

As attached showing drain line and with preliminary engineering, for your review and comment.

DESCRIPTION:

Part of the Southwest 1/4 of the Southeast 1/4 of Section 12, T1N-R2E, more fully described as Beginning on the North-South 1/4 line of said Section 12, 1313.91 feet North of the South 1/4 corner of Section 12, thence East 300 feet, thence South 187 feet, thence West 300 feet, thence North 187 feet to the point of beginning, EXCEPT the right of way for M-52.

LEGEND:

- = FOUND REEROD
○ = SET REEROD & CAP #24622
♠ = MAILBOX
⊕ = UTILITY POLE
☐ = CATCH BASIN
⊙ = CLEANOUT
⚡ = SPRINKLER HEAD
⊙ = STORM MANHOLE
⊙ = TELEPHONE PEDESTAL
\* = LIGHT POLE
⊙ = SIGN POST
⊙ = STEEL BOLLARD
⊙ = ELECTRIC METER
⊙ = GAS METER
⊙ = SANITARY SEWER
⊙ = SET MAG NAIL
--- = OVERHEAD UTILITY LINE
--- = STORM SEWER LINE
--- = WATER MAIN
--- = GAS MAIN

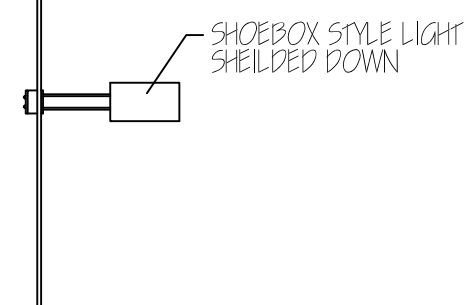
EASEMENTS:

EASEMENTS AS LISTED ON C180 TITLE COMPANY POLICY NO. M1340-16-02654-01, DATED FEBRUARY 29, 2016.

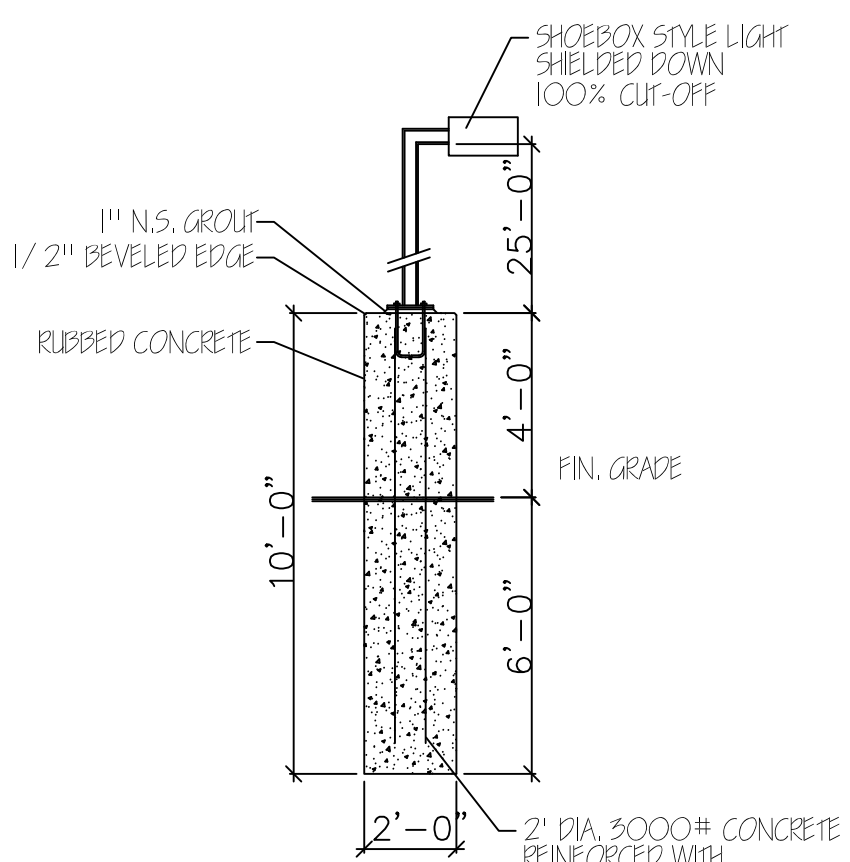
LIBER 352, PAGE 106, LIBER 352, PAGE 107 AND LIBER 406, PAGE 229 DO NOT APPLY TO THIS PARCEL OF LAND.

ALL OTHER EASEMENTS LISTED HAVE BEEN PLOTTED ON DRAWING.

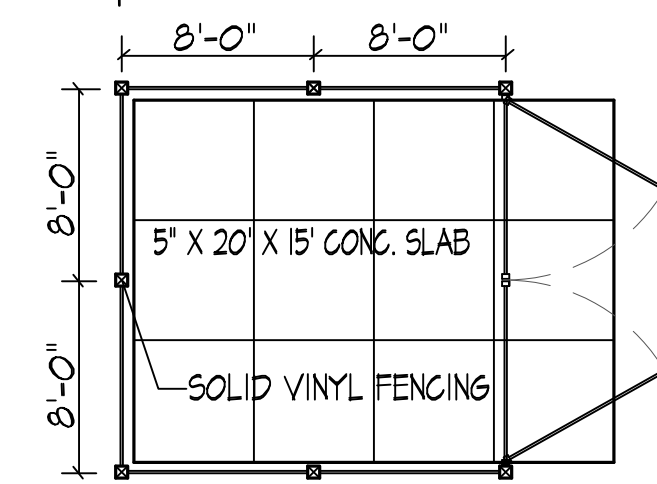
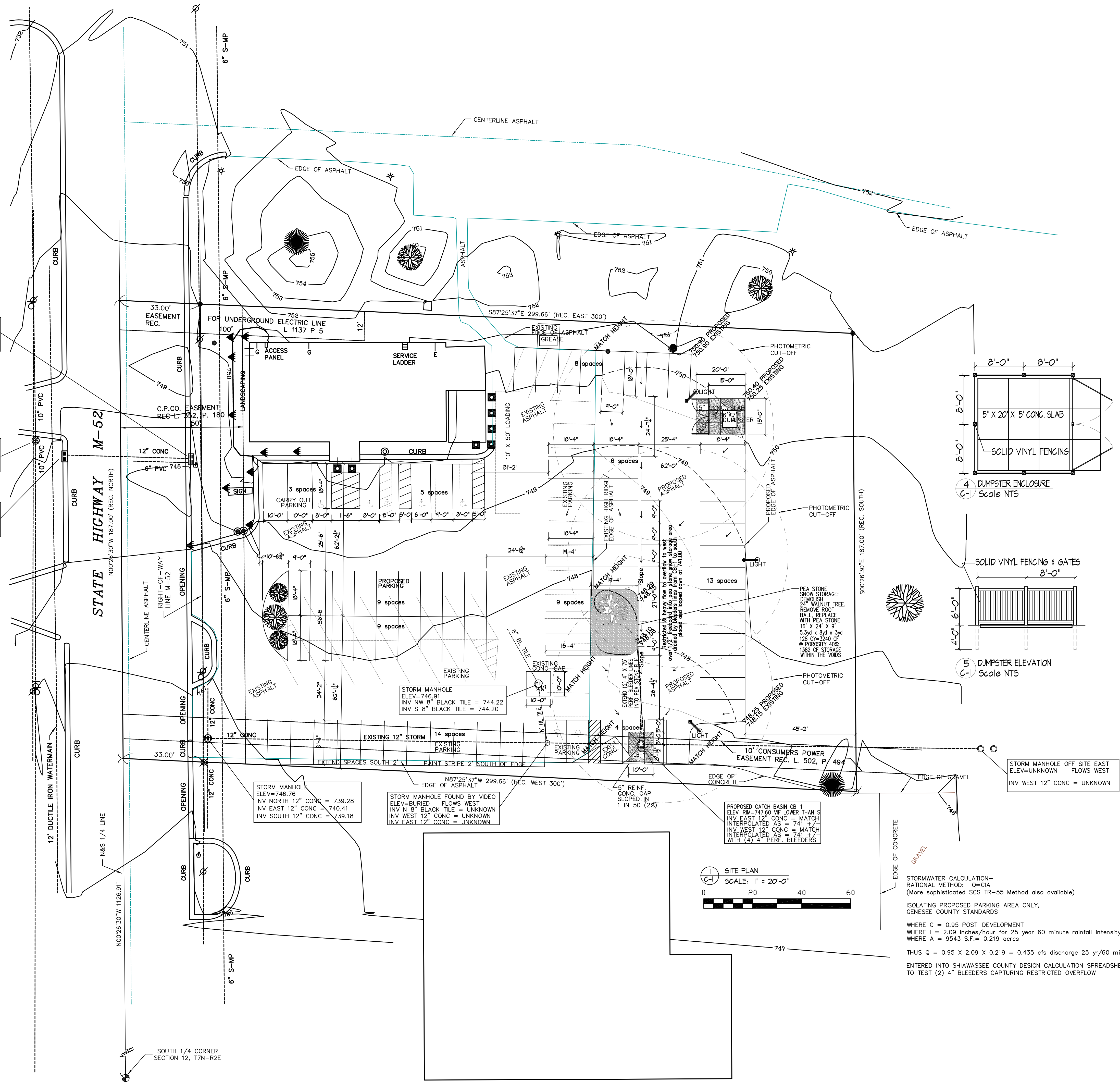
NOTE: UNDERGROUND UTILITIES WHERE SHOWN ARE LOCATED FROM AVAILABLE RECORDS AND MAY NOT BE ACCURATE. PLEASE CALL "MISS DIG" 900-482-7171 TO VERIFY LOCATIONS.



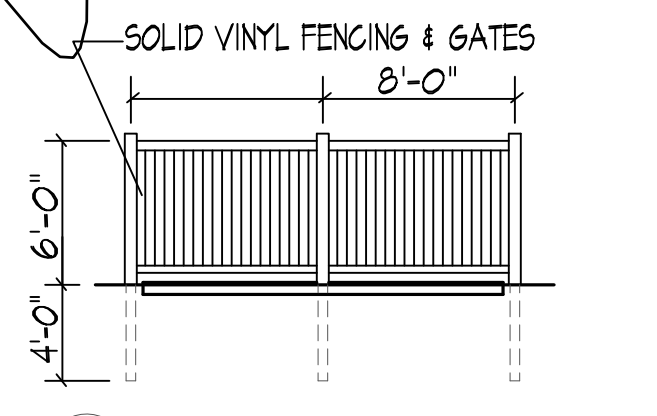
2 WALL MOUNTED LIGHT DETAIL SCALE 3/8" = 1'-0"



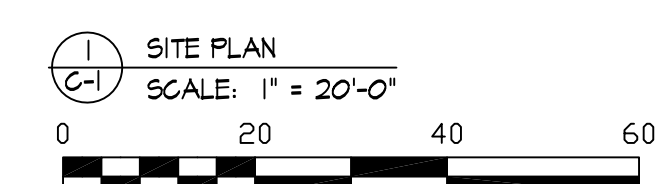
3 LIGHT POLE BASE DETAIL SCALE 3/8" = 1'-0"



4 DUMPSTER ENCLOSURE Scale NTS



5 DUMPSTER ELEVATION Scale NTS



1 SITE PLAN SCALE: 1" = 20'-0"

STORMWATER CALCULATION - RATIONAL METHOD: Q=CIA (More sophisticated SCS TR-55 Method also available) ISOLATING PROPOSED PARKING AREA ONLY, GENESEE COUNTY STANDARDS

Greg and Lou's Restaurant East Parking Expansion 1460 N. N-52 ONOSSE Twp., MI

DATE: Sept. 22, 2017



Jed Diggins, AIA, LEED AP 203 W. State Street Corvallis, MI 49817 (889) 743-6004 (889) 271-5919 Cell

Diggins ARCHITECTS



SITE PLAN / PARKING LAYOUT

SHEET: C-1

**SHIAWASSEE COUNTY DETENTION POND DESIGN CALCULATION SPREADSHEET**

Project Name: **Greg and Lou's Parking Expansion** Proposed Percent Imperviousness: **95%** (K)  
 Project Location: **North M-52 lot expanded to East** Proposed Runoff "C" Value: **0.87**  
 Maximum Allowable Outflow (CFS): **0.03** (G)  
 Cont. Drainage Area (Acres): **0.22** (L) Storm Recurrence Interval (Yrs): **25**

A	B	C	D	E	F	G	H	I	J
Duration (Minutes)	Duration (Hours)	25-Year Total Rainfall (Inches)	25-Year Rainfall Intensity (Inch/Hr)	Proposed Runoff Flowrate (CFS)	Proposed Runoff Volume (CFT)	Maximum Allowable Outflow (CFS)	Required Detention Storage (CFT)	Required Retention Storage (CFT)	Total Required Storage (CFT)
5	0.08	0.53	6.36	1.20	361	0.03	357	397.485	754
10	0.17	0.93	5.58	1.06	634	0.03	624	397.485	1,022
15	0.25	1.20	4.80	0.91	818	0.03	804	397.485	1,201
20	0.33	1.35	4.05	0.77	921	0.03	901	397.485	1,298
30	0.50	1.65	3.30	0.63	1,125	0.03	1,096	397.485	1,493
40	0.67	1.8	2.70	0.51	1,228	0.03	1,188	397.485	1,586
50	0.83	1.95	2.34	0.44	1,330	0.03	1,281	397.485	1,678
<b>60</b>	1.00	2.09	<b>2.09</b>	0.40	1,425	0.03	1,366	397.485	<b>1,764</b>
90	1.50	2.35	1.57	0.30	1,603	0.03	1,514	397.485	1,911
120	2.00	2.58	1.29	0.24	1,759	0.03	1,641	397.485	2,039
180	3.00	2.85	0.95	0.18	1,944	0.03	1,766	397.485	2,164
360	6.00	3.34	0.56	0.11	2,278	0.03	1,923	397.485	2,320
720	12.00	3.87	0.32	0.06	2,639	0.03	1,930	397.485	2,327
1080	18.00	4.18	0.23	0.04	2,851	0.03	1,786	397.485	2,184
1440	24.00	4.45	0.19	0.04	3,035	0.03	1,616	397.485	2,013

**highest Total Storage Detention and Retention Required Storage (CFT): 2,327**

**RETENTION POND DESIGN CALCULATION**

Retain the 100-Year 24-Hour Storm event from the Entire Contributing Area (6.15 Inches of total Rainfall).

**4,229 CFT**

- A) Duration of the storm event in minutes.
- B) Duration of the storm event in hours.
- C) Total amount of rainfall during a 25-year recurrence storm event for the given duration in Column A & B (ref.: midwestern climatological center rainfall Atlas-Bulletin 71).
- D) Average rainfall intensity during the 25-year recurrence storm event. Calculated by dividing Column C by Column B.
- E) The unrestricted 25-year recurrence discharge flowrate from the proposed site under fully developed conditions. Calculated by multiplying Intensity (D) and Drainage Area (L).
- F) The unrestricted storm event for the given duration in Column A and B. Calculated by multiplying the Proposed Runoff Flowrate (E) by the Storm Duration (A) and by 60 seconds/minute.
- G) The maximum allowable discharge from the site is determined by multiplying the drainage area by 0.15 cfs per acre or if the proposed outlet is restrictive by determining the sites share of the existing outlets capacity on a contributing area basis.
- H) The required detention storage is determined by multiplying the difference flowrate (Inflow (E) - Outflow (G), by the corresponding duration (A) and by 60 seconds/minute. The calculated maximum release rate only occurs when the pond is full. As the pond dewater the actual release rate from the pond will decrease from the maximum allowed release rate to 0. Therefore, an average release rate equal to 50% of the maximum rate is used in calculating the required storage volume. The amount of storage required for various storm durations will vary based on rainfall intensity, the size of the drainage area, and the allowable discharge. The maximum volume of storage for the various storm durations will be the required detention storage volume. This volume of storage will be determined above the required retention volume calculated in Column I.
- I) The required retention storage is determined by multiplying the drainage area (L) by 0.5 inches of rain.
- J) Total required storage is the sum of Column H and I.
- K) Proposed percent imperviousness. This assumption will be used to determine the proposed runoff coefficient. Impervious surface will be assumed to have a value of 0.9 and pervious a value of 0.2
- L) Contributing Drainage to the proposed detention or retention system

Calculation By: **John E. Jed Dingens**  
 Date: **9/15/2017**



**CITY OF OWOSSO PLANNING COMMISSION STAFF REPORT**

**MEETING DATE:** August 28, 2017  
**TO:** Planning commission  
**FROM:** Susan Montenegro, Asst. City Manager/Director of Community Development  
**SUBJECT:** Site plan approval  
**Location:** 1460 N. M-52 (Greg & Lou’s Restaurant)

**SURROUNDING LAND USES AND ZONING**

	LAND USE	ZONING
North	Multi-family residential	RM-1
East	Commercial	Owosso Charter Township
South	Commercial	Owosso Charter Township
West	Multi-family residential	RM-1

**COMPARISON CHART**

	EXISTING	PROPOSED
Zoning	B-2	No change
Gross lot area	187’ x 266.66’      49,865 square feet	No change
Setbacks- Front yard Side yard Rear yard	75’ (k, o) 20 (o) 30’ (m, o)	
Parking	Currently has 49 parking spaces (1 space is required for each 75’ square feet of usable floor space = 34 for 2560 usable floor space)	81 spaces including 6 barrier free spaces = 60% increase

- (k) Off-street parking shall be permitted within the front yard.
- (m) Loading space shall be provided in the rear yard in the ratio of at least ten (10) square feet per front foot of building and shall be computed separately from the off-street parking requirements; except in the instance of O-1 districts, loading space shall be provided in the ratio of five (5) square feet per front foot of building. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of said alley.
- (o) No building shall be closer than seventy-five (75) feet to any adjacent residential district or to any public street.

**Planning and Zoning**

Concern over the total number of proposed parking spaces and the amount of impervious surface created. Current zoning language does not specify a maximum number of

## **Building**

Parking bay widths and ingress/egress appear adequate.

## **Utilities / Engineering**

The plan appears satisfactory with the following conditions that should be investigated by the developer and/or designer:

1. The storm design parameters are satisfactory for conveying the storm water into the existing drainage system.
2. The design is incomplete in that it does not analyze the existing pipe's ability to accept the increased volume; however, based upon information provided, the existing 12" diameter pipe appears adequate for accepting the additional volume; the designer should address this by statement confirming adequacy.
3. The 12" diameter storm pipe on private property may be private. The city of Owosso does not own the pipe. Due to the unique fact that other governmental agencies surround the area, the developer and/or designer should contact Owosso Township, MDOT, and sewer authority to determine whether others have vested interest in the sewer, before tapping. The sewer authority may be contacted at 989-743-3181.
4. Regarding same pipe; the designer is responsible for investigating whether adjacent properties will be impacted by additional runoff into the sewer. This is part of the sealed plan as to design.
5. The designer should explain the highlighted statement below. What is meant by 'not ordinary' and whether he is using this as a disqualifier as to responsibility.

The site plan is feasible. All five conditions should be satisfied at design stage.

Link to full article: <https://www.epa.gov/green-infrastructure/what-green-infrastructure#main-content>

## What is Green Infrastructure?

Green infrastructure is a cost-effective, resilient approach to managing wet weather impacts that provides many community benefits. While single-purpose gray stormwater infrastructure—conventional piped drainage and water treatment systems—is designed to move urban stormwater away from the built environment, green infrastructure reduces and treats stormwater at its source while delivering environmental, social, and economic benefits.

Stormwater runoff is a major cause of water pollution in urban areas. When rain falls on our roofs, streets, and parking lots in cities and their suburbs, the water cannot soak into the ground as it should. Stormwater drains through gutters, storm sewers, and other engineered collection systems and is discharged into nearby water bodies. The stormwater runoff carries trash, bacteria, heavy metals, and other pollutants from the urban landscape. Higher flows resulting from heavy rains also can cause erosion and flooding in urban streams, damaging habitat, property, and infrastructure.

When rain falls in natural, undeveloped areas, the water is absorbed and filtered by soil and plants. Stormwater runoff is cleaner and less of a problem. Green infrastructure uses vegetation, soils, and other elements and practices to restore some of the natural processes required to manage water and create healthier urban environments. At the city or county scale, green infrastructure is a patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. At the neighborhood or site scale, stormwater management systems that mimic nature soak up and store water.

Learn more about green infrastructure elements that can be woven into a community, from small-scale elements integrated into sites to larger scale elements spanning entire watersheds.

## Downspout Disconnection

Water from the roof flows from this disconnected downspout into the ground through a filter of pebbles. This simple practice reroutes rooftop drainage pipes from draining rainwater into the storm sewer to draining it into rain barrels, cisterns, or permeable areas. You can use it to store stormwater and/or allow stormwater to infiltrate into the soil. Downspout disconnection could be especially beneficial to cities with combined sewer systems.

## Rainwater Harvesting

This rainwater harvesting system is adapted to the architecture of the building and its surroundings.

Rainwater harvesting systems collect and store rainfall for later use. When designed appropriately, they slow and reduce runoff and provide a source of water. This practice could be

particularly valuable in arid regions, where it could reduce demands on increasingly limited water supplies.

## **Rain Gardens**

A rain garden can be beautiful as well as functional. Rain gardens are versatile features that can be installed in almost any unpaved space. Also known as bioretention, or bioinfiltration, cells, they are shallow, vegetated basins that collect and absorb runoff from rooftops, sidewalks, and streets. This practice mimics natural hydrology by infiltrating, and evaporating and transpiring—or “evapotranspiring”—stormwater runoff.

## **Planter Boxes**

Planter boxes are an attractive tool for filtering stormwater as well as reducing the runoff that goes into a sewer system. Planter boxes are urban rain gardens with vertical walls and either open or closed bottoms. They collect and absorb runoff from sidewalks, parking lots, and streets and are ideal for space-limited sites in dense urban areas and as a streetscaping element.

## **Bioswales**

Bioswales are essentially rain gardens placed in long narrow spaces such as the space between the sidewalk and the curb. Bioswales are vegetated, mulched, or xeriscaped channels that provide treatment and retention as they move stormwater from one place to another. Vegetated swales slow, infiltrate, and filter stormwater flows. As linear features, they are particularly well suited to being placed along streets and parking lots.

## **Permeable Pavements**

Permeable pavement is a good example of a practice that catches water where it falls. Permeable pavements infiltrate, treat, and/or store rainwater where it falls. They can be made of pervious concrete, porous asphalt, or permeable interlocking pavers. This practice could be particularly cost effective where land values are high and flooding or icing is a problem.

## **Green Streets and Alleys**

Green streets combine more than one feature to capture and treat stormwater. Green streets and alleys are created by integrating green infrastructure elements into their design to store, infiltrate, and evapotranspire stormwater. Permeable pavement, bioswales, planter boxes, and trees are among the elements that can be woven into street or alley design.

## **Green Parking**

Parking lots are a good place to install green infrastructure that can capture stormwater that would usually flow into the sewer system. Many green infrastructure elements can be seamlessly integrated into parking lot designs. Permeable pavements can be installed in sections of a lot and rain gardens and bioswales can be included in medians and along the parking lot perimeter. Benefits include mitigating the urban heat island and a more walkable built environment.

## **Green Roofs**

A green roof system atop a building helps manage stormwater and reduce energy costs for cooling. Green roofs are covered with growing media and vegetation that enable rainfall infiltration and evapotranspiration of stored water. They are particularly cost-effective in dense urban areas where land values are high and on large industrial or office buildings where stormwater management costs are likely to be high.

## **Urban Tree Canopy**

City trees, or tree canopy, soak up stormwater, provide cooling shade and help to slow traffic. Trees reduce and slow stormwater by intercepting precipitation in their leaves and branches. Many cities have set tree canopy goals to restore some of the benefits of trees that were lost when the areas were developed. Homeowners, businesses, and community groups can participate in planting and maintaining trees throughout the urban environment.

## **Land Conservation**

Land conservation is another good tool for communities to use for reducing the risks of stormwater runoff and sewer overflows. The water quality and flooding impacts of urban stormwater also can be addressed by protecting open spaces and sensitive natural areas within and adjacent to a city while providing recreational opportunities for city residents. Natural areas that should be a focus of this effort include riparian areas, wetlands, and steep hillsides.



## **Citizen Participation Plan**

**City of Owosso**

**301 W. Main Street**

**Owosso, MI 48867**

Adopted \_\_\_\_\_

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## Participation Goals and Objectives

Owosso strives to involve the community in the decision making process and recognizes its citizens as “key stakeholders” in the future development of the city. City staff draws on a variety of methods of communication and outreach in order to understand what our citizens want. Goals of our citizen participation plan are outlined below.

Solicit public participation in each phase of planning processes. Throughout the planning process, the goal is to foster public participation in important policy or project decisions before they are finalized. Many opportunities exist for the public to play a role in shaping short- and long-term needs, solutions, and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land - use decisions.

Effective and attentive communication with residents. Every resident has a voice and a say in the planning process, so the city must reach as many as possible. Many techniques are available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.

Educational and participation initiatives to engage residents. The city of Owosso will provide educational materials to aide in the decision-making process that help residents understand land-use issues for making local investment decisions. Planning professionals and officials will use visualization techniques that increase public understanding of issues and concepts for specific sites or areas of re-development.

Develop and maintain staff expertise in all aspects of participation. This includes techniques for bridging language, cultural, and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equal representation for all segments of the population and sectors of the economy.

Provide information to the public. The city of Owosso is committed to seeking new and innovative ways to engage and keep the public involved and informed throughout the process.

Report results. Record results of public engagement and report these results back to the public. To properly capture the concerns, priorities, and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing participation with the public.





## **State & Local Regulations**

- Owosso City Charter
- Owosso City Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Home Rule City Act (PA 279 of 1909)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Tax Increment Finance Authority Act (PA 450 of 1980)
- Obsolete Property Rehabilitation Act (PA 146 of 2000)
- Section 508 of the Housing and Community Development Act of 1974, as amended
- Title I of the Housing and Community Development Act of 1974, as amended
- National Historic Preservation Act of 1966, as amended
- Neighborhood Enterprise Zone (PA 147 of 1992)
- Other applicable local, state, and federal regulations



## Key Stakeholders in the City of Owosso

In the city of Owosso, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Municipal employees
- Emergency personnel
- Baker College
- Commercial business owners and their employees
- Memorial Healthcare
- Industrial facilities located in the city
- Neighborhood groups
- Board of Realtors
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Service clubs
- Citizen volunteer groups
- Shiawassee County Community Foundation
- Shiawassee Regional Chamber of Commerce
- Shiawassee Economic Development Partnership
- City's boards and commissions



<b>Boards/Commissions</b>	<b>Members</b>
Board of Review .....	5
Brownfield Redevelopment Authority/Local Development Finance Authority .....	9
Building Authority .....	3
Building Board of Appeals .....	5
City Council .....	7
Downtown Development Authority .....	9
Downtown Loan Committee .....	4
Downtown Historic District Commission .....	7
Employees Retirement System Board .....	7
Historical Commission .....	11
Parks and Recreation Commission .....	7
Planning Commission .....	9
Zoning Board of Appeals .....	7

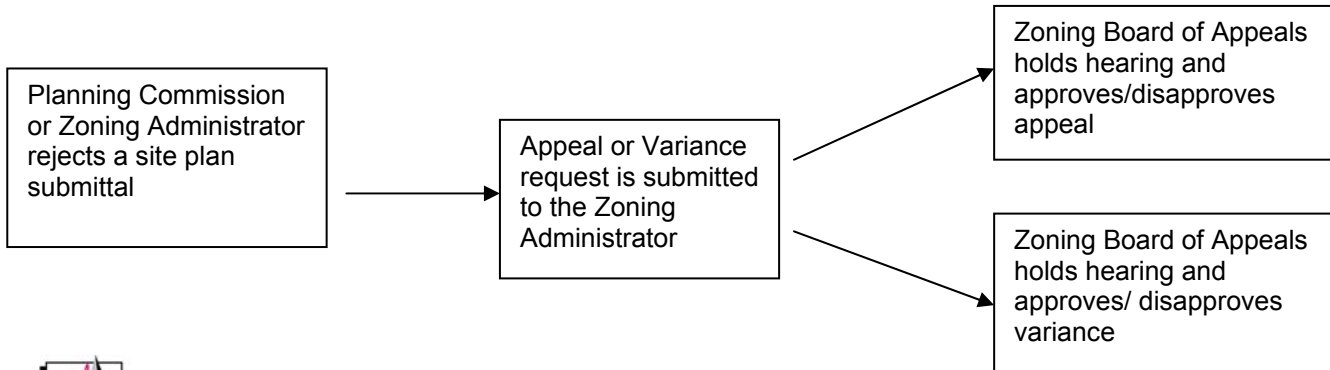
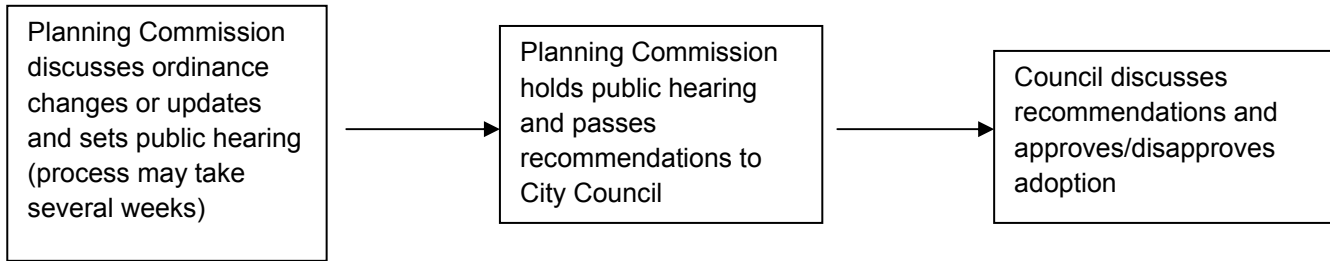
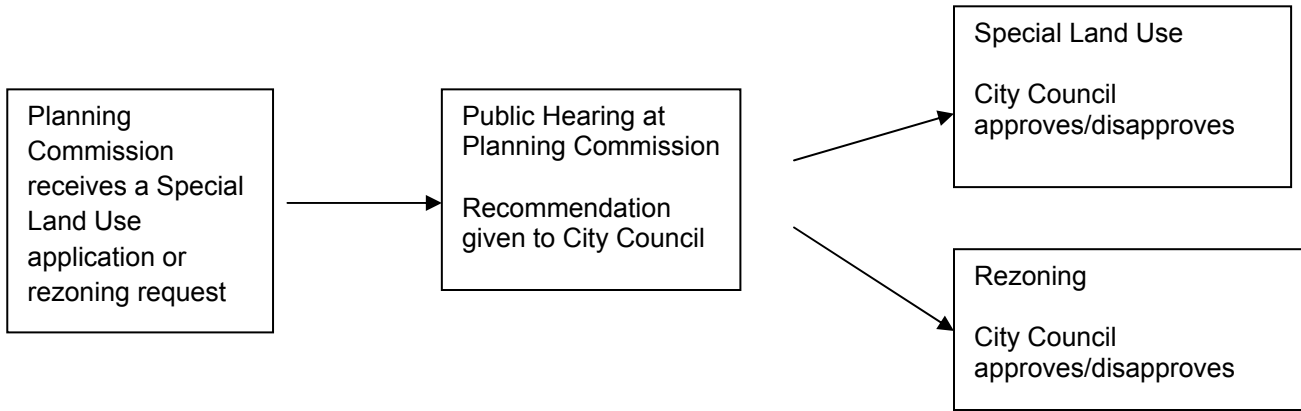
**County-Wide Boards also supported**

- Joint Trail Authority
- Mid-County Wastewater Treatment Plant Review Board
- Owosso Community Airport – Shiawassee Airport Board of Trustees
- Shiawassee Area Transportation Agency
- Shiawassee Council on Aging
- Shiawassee District Library



## Processes for Development

Various times exist in the planning process when the city council, the planning commission, and/or the zoning board of appeals request public input. These processes include public hearings for rezoning of land, development of the zoning or sign ordinances, the master plan, requested variances and special land uses. The flowchart below outlines the time limits for these processes:



## Development Review Bodies

The city encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to city boards and commissions. The city has established a number of boards and commissions. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community and its betterment. Some groups provide recommendations to the city council on a variety of issues.. All residents are invited to apply for appointments to city boards and commissions. Vacant positions are advertised on the city's Website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us)

Some of the boards and commissions review proposed plans and land use projects. These boards and commissions function in two capacities, the first being the public policy process, the second in advisory and administrative. These boards or commissions may make recommendations to the city council based on the project. These advisory boards and commissions have regularly scheduled meetings in place during which they review projects, deliberate on issues, and hosts special events.

City boards and commission meet regularly and provide opportunities for public participation in the planning and development review process. These are public meetings and a public comment period is on each agenda. Listed below are the boards and commissions in the city of Owosso that work on the planning and development review process.

### City Council

Owosso's City Council is composed of seven members, the mayor and six representatives from the city. For many processes (excluding site plan and variances) council is the final approving body. The city council is the legislative authority and governing body for the city. It is responsible for hiring and overseeing the city manager, setting policy and adopting ordinances and resolutions. One of the most important policies is budgetary which is carried out through reviewing and adopting the annual budget which funds the city's operations, capital projects and council's priorities fiscal year which begins every July.

### Brownfield Redevelopment Authority

Owosso's Brownfield Redevelopment Authority was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.

### Historic District Commission

Owosso's Historic District Commission is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for both federal and state tax credits.

### Main Street / Downtown Development Authority

Owosso's Main Street / Downtown Development Authority is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax



increment financing arrangement. This board also oversees the Main Street program.

### **Planning Commission**

Owosso's Planning Commission is a nine member body, including one member of city council. All full members are appointed by the Mayor for three year terms. Planning commissioners deal with development issues in the city such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and sign ordinances and updating the city's master plan. Many of their recommendations go before council for final approval and adoption.

### **Zoning Board of Appeals (ZBA)**

Owosso's Zoning Board of Appeals has five full members, with two alternate members, including one member of planning commission and one member of city council. Each member is appointed by the Mayor for a three year term. When a resident of the city cannot meet the zoning or sign ordinance requirements, an application for variance is filed with this body.

There are many other boards and committee's throughout the city. Agendas along with dates and times of meetings can be found on the public meeting notice page of Owosso's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us). Minutes for city council and the planning commission can also be found on the city website.

The city is always looking for talented, committed people to serve on its boards and commissions. If you are interested, please contact the city clerk's office and fill out an application. Vacancies on our boards come up quite frequently and we are always looking to fill open positions. These are advertised on the city website and posted on the city Facebook page. The city strives to make sure our volunteers experience is as productive and rewarding as possible. A complete list of boards and commissions, their responsibilities, meeting agendas and minutes can be found on the city's website.

### **Open Meetings**

All meetings of the city council, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are posted on the website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) and hung at city hall (as required by the Act). The following processes require that neighbors within 300 feet of a property be personally notified:

- Rezoning of property
- Special land use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the city as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the city provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or



services should contact the city clerk's office, 989-725-0500. The city shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

The city shall provide for technical assistance to groups representative of persons of Low/Moderate Income (LMI) that requests such assistance in developing proposals with the level and type of assistance to be determined by the Unit of General Local Government (UGLG).

Interested persons are encouraged to contact the city clerk or to check the city's website at: [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the city's website in advance of the meeting.

### **Methods for Community Participation**

There are many situations in which the city will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success by making a more durable document. When residents are involved in the plan process, they are more likely to stay involved afterwards by forwarding the vision and partaking in the action plan to better their community with a sense of ownership. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues. Engagement efforts will vary depending upon the type, intensity, and location of a project or plan.

The following are methods that may be used to reach the appropriate level of public participation when taking action on land use or development applications. The city of Owosso will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

#### **Inform – provide information and assist public understanding**

- ✓ **Website** – [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- ✓ **Newspaper** – The Argus Press and Independent are the city of Owosso's newspaper outlets. The Argus is printed daily while the Independent is printed weekly.
- ✓ **Internet** – City council meetings are recorded and posted on the city website.
- ✓ **Printed postings** – Available for viewing at the city hall 1<sup>st</sup> floor lobby bulletin board.
- ✓ **Announcements** – Announcements during meetings of the city council, planning commission and other boards and commissions.
- ✓ **Postal mail** – Postal mailings to neighbors within 300 feet, according to statute.

#### **Consult – obtain public feedback**

- ✓ **Social Media** – The city currently uses Facebook to announce street closures, storm



news, etc. and may also use Facebook to notify the community of meetings.

- ✓ **Surveys** – Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- ✓ **Public Hearings** – Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

**Involve – work directly with public throughout the process**

- ✓ **Open Houses** – In order to create two-way communication, the city will hold open house events for projects and initiatives as needed.
- ✓ **Community workshops** – Issues that require community feedback can benefit from a noticed workshop.
- ✓ **Charrettes** – “Share-ettes” are multiple day design and information gathering sessions to allow a larger group of people to participate in the community engagement activity and “share” in the development process.

**Collaborate – partner with public in decision making**

- ✓ **Focus Groups** – Bringing together stakeholders to discuss and brainstorm decision making options.

Master Plan Update. The Master Plan is the visioning document for the city which future developments and policy are created from. Therefore, it is the most important planning process to get the broadest engagement and most public input. A variety of communication tools should be used with an effort to gain attention and involvement from the widest sample of residents, representative of the entire city.

At least two workshops or visioning forums should be held. Notice will be given to all residents when the planning process begins and when a draft plan has been created. A public forum will be held to review the draft document. Various other input methods should be used as well, including, but not limited to, web surveys, interactive mapping projects, electronic updates, or focus groups.

Zoning Ordinance Update. The zoning ordinance is the regulating document which helps forward the vision of the city as well as promote the public health, safety and general welfare. Since the document establishes comprehensive zoning regulations and provides for the administration, enforcement and amendment of those regulations, it is important that the public are informed of and can give input about updates. Zoning regulation is based off of the master plan and therefore doesn't need as extensive of an input process. However, informing and educating the public about updates or revisions of the ordinance is important. Traditional communications methods are most appropriate.

Downtown Development Plan. The downtown development plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success





of a city and its economic development. Public input and engagement in this process is important. Education on topics, such as Tax Increment Financing (TIF), make this process easier as well as visioning techniques that can help the public understand various planning concepts.

Owners can be useful in bridging any misunderstandings. Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.

Parks and Recreation Plan. Workshops, focus groups, surveys, websites, and/or alternative methods are useful in recreation planning. The last update of the Owosso Parks and Recreation Plan had a public input process that included a community survey and multiple public meetings.

Low-Controversy Development Plan. Development plans require a review city staff. If the plan is low controversy, it may be approved administratively. If there are any questions, it may be forwarded to the planning commission for review and approval.

High-Controversy Development Plan. A high-controversy development plan will most likely require one or more focus groups of relevant residents, business owners, and/or organizational leaders. Proactive notification and timely education can prevent some controversy. Mailings, media, websites, and other methods can keep residents informed to prevent misinformation and misunderstanding. Public hearings can allow developers, residents and officials to work through development plans and solicit input.

Citizen Participation Plan Update. Like all documents, the city of Owosso understands that the citizen participation plan will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the city's master plan. Updates to this plan will be drafted by staff, reviewed and recommended by planning commission, and approved through city council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

## **Communicating Results**

The city of Owosso will:

- Publicly communicate all results of community input on planning and development issues.
- Utilize one or more of the “Inform” methods to relay results back to the public.
- Provide for a formal written procedure that will accommodate a timely written response to written complaints and grievances, within 15 days where practicable.



## **Evaluation and Improvement**

Continuous review of our public input processes is the only way that Owosso will remain a thriving and connected community. The residents are what make Owosso such a great community to live in; their creativity and talent are irreplaceable in the planning processes of the community. Therefore, reflection on communication and involvement efforts is needed to verify that optimal methods are used. A communication event satisfaction survey will be used at each event (see appendix). Results can be analyzed by keeping records of participation, including the types of communication used, the quality and quantity of comments received, and the number of participants involved. The hired consultant or staff will be in charge of recording participation.

Each plan and project shall include a public participation review. The public participation review sample can be found in the appendix. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input. To insure that methods are effective, the plan will be reviewed annually and updated when necessary. Methods that have failed will not be removed from the citizen participation plan, but will be reviewed and documented so that the same mistakes will not be made in the future.



## Appendix

Please take a moment before you leave to complete the following:

<b>Community Event Satisfaction Survey</b>
Event:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to the event? How would you improve it?

*The city of Owosso thanks you for your attendance. This survey will assist city personnel to learn from attendees the success of the event/public input process.*



*Facilitators are asked to complete the following:*

<b>Internal Public Participation Evaluation</b>
Type of public participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitated the event?
How could the event have been improved?

*Please return this form to the planning and zoning department. Thank you!*

