

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF JUNE 5, 2017  
7:30 P.M.**

**PRESIDING OFFICER:** MAYOR CHRISTOPHER T. EVELETH  
**OPENING PRAYER:** COUNCILMEMBER BURTON D. FOX  
**PLEDGE OF ALLEGIANCE:** JUSTIN HORVATH, SEDP PRESIDENT/CEO  
**PRESENT:** Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (8:28 p.m.), Burton D. Fox, Elaine M. Greenway, Daniel A. Law, and Robert J. Teich, Jr.  
**ABSENT:** None.

**APPROVE AGENDA**

Motion by Mayor Pro-Tem Osika to approve the agenda with the following changes:

Add Presentation 2. Circuit Court 2016 Year in Review  
Remove Item of Business 1. Consumers Energy Easement.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 15, 2017**

Motion by Councilmember Greenway to approve the Minutes of the Regular Meeting of May 15, 2017 as presented.

Motion supported by Councilmember Law and concurred in by unanimous vote.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

**Owosso Community Airport Presentation**

Representatives of the Owosso Community Airport delivered a presentation detailing their 2016 Annual Report.

**35<sup>th</sup> Circuit Court Presentation** (This item was added to the agenda.)

Circuit Court Judge Matthew Stewart delivered the 2016 Year in Review report to the Council.

**PUBLIC HEARINGS**

**Special Assessment District No. 2017-06**

**Chipman Street  
from Oliver Street to King Street**

A public hearing was conducted to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2017-06 for Chipman Street from Oliver Street to King Street for street resurfacing.

There were no citizen comments received prior to, or during the meeting.

Motion by Mayor Pro-Tem Osika to authorize the following resolution:

**RESOLUTION NO. 71-2017**

**ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2017-09  
CHIPMAN STREET, FROM OLIVER STREET TO KING STREET  
FOR STREET RESURFACING**

WHEREAS, the City Council, after due and legal notice, has met and there being no one to be heard regarding the proposed public improvement more particularly hereinafter described; and

WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited: N. Chipman Street, a Public Street, from Oliver Street to King Street.
2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$72,348.00 and approves said estimated cost and determines that the estimated life of said public improvement is twenty (20) years.
3. The City Council determines that of said total estimated cost, the sum of \$28,939.20 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied: N. Chipman Street, a Public Street, from Oliver Street to King Street for street resurfacing.
5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.

When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

Motion supported by Councilmember Fox.

Roll Call Vote.

AYES: Councilmembers Law, Greenway, Fox, Mayor Pro-Tem Osika, Councilmember Teich, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Bailey.

**CDBG Grant Acceptance - The 344 Project**

A public hearing was conducted to receive citizen comment regarding the proposal to accept CDBG grant funding for The 344 Project.

There were no comments received prior to, or during the meeting.

Motion by Councilmember Fox to approve the following resolution:

**RESOLUTION NO. 72-2017**

**AUTHORIZING THE APPLICATION FOR A  
COMMUNITY DEVELOPMENT BLOCK GRANT AND  
DESIGNATION OF CERTIFYING OFFICER**

WHEREAS, the city of Owosso has been invited by the Michigan Strategic Fund to submit a CDBG application in the amount of One Million One Hundred Sixty-Six Thousand Seven Hundred Thirty-Seven Dollars (\$1,166,737.00); and

WHEREAS, the city held a public hearing on June 5, 2017 as part of the process in accepting CDBG funds and to designate the mayor as the certifying officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement and payment requests; and

WHEREAS, the city of Owosso desires to use the CDBG funds for the 344 Building; and

WHEREAS, the proposed project is consistent with the local community development plan as described in the Application; and

WHEREAS, the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight outside a defined Slum or Blighted Area; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated and will not be obligated prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby designates the mayor of the city of Owosso as the Certifying Officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement and payment requests.

Motion supported by Councilmember Greenway.

Roll Call Vote.

AYES: Councilmembers Fox, Teich, Law, Greenway, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Bailey.

### **CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, commented on the Curwood Parade and his appreciation for the work Judge Matthew Stewart does for the community.

Councilmember Bailey arrives at 8:28 p.m.

Justin Horvath, SEDP president, indicated he hopes the Consumers Energy easement that was removed from the agenda can be quickly remedied. He also indicated he will be present for the next meeting for the IFT public hearings as well as for presentation of the annual report.

Mayor Eveleth thanked the community for another great Curwood Festival. He also noticed the great care the Public Safety Director and his wife provided when beautifying the Public Safety Building on Memorial Day.

Councilmember Greenway said she saw a great improvement in the quality of the vendors at the Curwood Festival this year.

Councilmember Fox said he would like to see some energy dedicated to getting the bike trail into town and on to Durand. He also relayed some complaints he has received regarding bikes on the sidewalk in the downtown. He asked for stepped up enforcement.

Councilmember Bailey said she was thankful for the opportunity to attend the recent MAPERS conference saying it was very interesting and she learned a lot.

### **CITY MANAGER REPORT**

City Manager Donald D. Crawford detailed the latest Project Status Report.\*

### **CONSENT AGENDA**

Motion by Councilmember Bailey to approve the Consent Agenda as follows:

#### **Set Public Hearing – Industrial Facilities Tax Exemption Certificate–705 McMillan Street.**

Set a public hearing for Monday, June 19, 2017 to receive public comment on the application from Ruess Winchester, Inc. of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 705 McMillan Street as follows:

#### **RESOLUTION NO. 73-2017**

#### **SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE RUESS WINCHESTER, INCORPORATED 705 McMILLAN AVENUE**

WHEREAS, a tax abatement application was received May 16, 2017 from Ruess Winchester, Incorporated per the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, application was also received May 16, 2017 from Ruess Winchester, Incorporated for a Real Property and Personal Property Industrial Facilities Tax Exemption Certificate; and

WHEREAS, an Industrial Development District was established March 19, 1979 for property described as:

BLOCKS 8 & 9 ALSO BEG SW COR LOT 1, BLK 11 TH N 03\*39', E 366.24', TH S 62\*27', E 556.27' TH S 01\*05', W 118.70' TH W TO POB INCLUDING VACATED ABREY AVE. & ALLEYS ADJACENT AND WITHIN SAID BLOCKS. GEO. T. ABREY'S WOODLAWN PARK ADDN.; and

WHEREAS, the Industrial Facilities Tax Exemption certificate, being part of Act 198 of 1974, is available to the city of Owosso; and

WHEREAS, city of Owosso is a qualified local governmental unit and permits the city of Owosso to grant an Industrial Facilities Tax Exemption Certificate; and

WHEREAS, it was determined by city staff that the Industrial Facilities Exemption Certificate is within the guidelines of the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, notification will be sent to all taxing jurisdictions per the City of Owosso Tax Abatement Policy of June 7, 2010; and

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

FIRST: the Owosso City Council sets a public hearing for June 19, 2017 on or about 7:30 p.m. in the council chambers for the purpose hearing comments for those within the proposed district, governmental taxing jurisdictions and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law.

**Set Public Hearing – Industrial Facilities Tax Exemption Certificate–745 McMillan Street.**

Set a public hearing for Monday, June 19, 2017 to receive public comment on the application from Tri-Mer Corporation of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 745 McMillan Street as detailed below:

**RESOLUTION NO. 74-2017**

**SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR  
AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE  
TRI-MER CORPORATION  
1400 MONROE / McMILLAN AVENUE**

WHEREAS, a tax abatement application was received May 16, 2017 from TRI-MER Corporation per the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, an application was also received May 16, 2017 from TRI-MER Corporation for a Real and Personal Property Industrial Facilities Tax Exemption Certificate; and

WHEREAS, an Industrial Development District was established March 19, 1979 for property described as:

BLOCKS 8 & 9 ALSO BEG SW COR LOT 1, BLK 11 TH N 03\*39', E 366.24', TH S 62\*27', E 556.27' TH S 01\*05', W 118.70' TH W TO POB INCLUDING VACATED ABREY AVE. & ALLEYS ADJACENT AND WITHIN SAID BLOCKS. GEO. T. ABREY'S WOODLAWN PARK ADDN.; and

WHEREAS, the Industrial Facilities Tax Exemption certificate, being part of Act 198 of 1974, is available to the city of Owosso; and

WHEREAS, city of Owosso is a qualified local governmental unit and permits the city of Owosso to grant an Industrial Facilities Tax Exemption Certificate; and

WHEREAS, it was determined by city staff that the Industrial Facilities Exemption Certificate is within the guidelines of the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, notification will be sent to all taxing jurisdictions per the City of Owosso Tax Abatement Policy of June 7, 2010; and

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

FIRST: the Owosso City Council sets a public hearing for June 19, 2017 on or about 7:30 p.m. in the council chambers for the purpose hearing comments for those within the proposed district, governmental taxing jurisdictions and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law.

**First Reading and Set Public Hearing – Ordinance Amendment – Chapter 26, Signs.**

Conduct first reading and set a public hearing for Monday, June 19, 2017 to receive citizen comment regarding the proposal to repeal and replace Chapter 26, Signs, to create a content neutral ordinance that complies with a recent U.S. Supreme Court decision as shown below:

**RESOLUTION NO. 75-2017**

**RESOLUTION SETTING A PUBLIC HEARING TO  
REPEAL AND REPLACE  
CHAPTER 26, SIGNS, OF THE CODE OF THE CITY OF OWOSSO**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Planning Commission believe Chapter 26, Signs, of the Code of the City of Owosso, also known as the Sign ordinance, to be content based posing potential liability to the city of Owosso; and

WHEREAS, the planning commission held a public workshop at their May 22, 2017 regularly scheduled meeting regarding repealing and replacing Chapter 26, Signs; and in which no citizen comments were voiced or received; and

WHEREAS, the planning commission seeks the repeal and replacement of Chapter 26, Signs, in its entirety.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. REPEAL. That Chapter 26, Signs, is hereby repealed in its entirety.

SECTION 2. REPLACEMENT. That the new Chapter 26, Signs, shall read as follows:

**Chapter 26 - SIGNS**

**ARTICLE I. – MICHIGAN BUILDING CODE**

**Sec. 26-1. - Adoption of Michigan Building Code.**

The current edition of the Michigan Building Code shall be in full force and effect in the City as if set out fully herein. Complete printed copies of the code are available for public use and inspection at the office of the city clerk.

**Secs. 26-2, 26-4. - Reserved.**

**ARTICLE II. - IN GENERAL**

**Sec. 26-5. – Short title.**

This ordinance shall be known as and may be cited as the City of Owosso Sign Ordinance.

**Sec. 26-6. - Purpose.**

The purpose of this article is to regulate signs and to minimize outdoor advertising within the city so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the City of Owosso Master Plan and this article; and enhance the aesthetic appearance and quality of life within the city. The standards contained herein are intended to be content neutral.

These objectives are accomplished by establishing the minimum amount of regulations necessary concerning the size, placement, construction, illumination, and other aspects of signs in the city so as to:

- a. Recognize that the proliferation of signs is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- b. Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- c. Reduce visual pollution and physical obstructions caused by a proliferation of signs which would diminish the city's image, property values and quality of life.
- d. Recognize that the principal intent of commercial signs, to meet the purpose of these standards and serve the public interest, should be for identification of an establishment on the premises, and not for advertising special events, brand names, or off-premises activities; alternative channels of advertising communication and media are available for advertising which do not create visual blight and compromise traffic safety.

- e. Enable the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
- f. Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- g. Protect the public right to receive messages, especially noncommercial messages such as religious, political, economic, social, philosophical and other types of information protected by the First Amendment of the U.S. Constitution.
- h. The regulations and standards of this article are considered the minimum necessary to achieve a substantial government interest for public safety, aesthetics, protection of property values, and are intended to be content neutral.
- i. Prevent off-premises signs from conflicting with other allowed land uses.
- j. Maintain and improve the image of the city by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.
- k. Prohibit portable commercial signs in recognition of their significant negative impact on traffic safety and aesthetics.
- l. Preserve and enhance the image of the city's Central Business District.

**Sec. 26-7. - Applicability; effect and scope.**

A sign may be erected, placed, established, painted, created, or maintained in the city only in conformance with the standards, procedures, exemptions, and other requirements of this chapter.

The effect of the chapter as more specifically set forth herein, is:

- a. To establish a permit system to allow a variety of types of signs in commercial and industrial zones, and a limited variety of signs in other zones, subject to the standards and the permit procedures of this chapter.
- b. To allow signs that are small unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this chapter, but without a requirement for permits.
- c. To provide for temporary signs without commercial messages in limited circumstances in the public right-of-way.
- d. To prohibit all signs not expressly permitted by this chapter.
- e. To provide for the enforcement of the provisions of this chapter.

**Sec. 26-8. - Reserved.**

**ARTICLE III. - DEFINITIONS**

**Sec. 26-9. - Sign definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning.

**Abandoned sign.** Any sign which is still on the premises six (6) months after a business ceases to operate or moves from the location.

**Administrator.** The building official or his designated representative within the building department.

**Alteration.** Any construction or repair which significantly changes a sign, including additions or deletions to the sign structure.

**Accessory sign:** A sign which pertains to the use of the premises on which it is located.

**Animated sign:** A sign which uses lights, moving parts, or other means to depict action, create an image of a living creature or person, or create a special effect or scene.

**Awning or canopy sign:** A non-rigid fabric marquee or awning-type structure which is attached to the building by supporting framework, which includes a business identification message, symbol and/or logo. See "wall sign."

**Banner:** A fabric, plastic or other sign made of non-rigid material without enclosing structural framework. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banner signs.

**Billboard:** A sign separate from a premises erected for the purpose of advertising a product, event, person, or subject not related to the premises on which the sign is located. Permitted off-premises directional signs shall not be considered billboards for the purpose of this article.

**Building marker.** Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

**Business center:** A grouping of two or more business establishments on one or more parcels of property which may share parking and access and are linked architecturally or otherwise present the appearance of a unified grouping of businesses. A business center shall be considered one use for the purposes of determining the maximum number of ground signs. An automobile or vehicle dealership shall be considered a business center regardless of the number or type of models or makes available, however, used vehicle sales shall be considered a separate use in determining the maximum number of signs, provided that the used vehicle sales section of the lot includes at least 25 percent of the available sales area.

**Changeable message sign:** A sign on which the message is changed mechanically, electronically or manually, including time/temperature signs; also called menu board, reader board or bulletin board.

**Combination sign.** Any sign which combines the characteristics of two (2) or more signs.

**Community special event sign:** Signs and banners, including decorations and displays celebrating a traditionally-accepted patriotic or religious holiday, or special municipal, school or other non-profit activities.

**Construction sign:** A temporary sign identifying the name(s) of project owners, contractors, developers, realtors representing developers, architects, designers, engineers, landscape architects, and financiers of a project being constructed or improved; and not including any advertising of any product or announcement of availability of leasing space.

**Directional sign:** A sign which assists motorists in determining or confirming a correct route such as, enter, exit and parking signs. Business identification or logo on such a sign is considered and calculated as part of the allowable square footage for a ground sign.

**Festoon:** A string of ribbons, tinsel, small flags, pinwheels or lights, typically strung overhead in loops.

**Flag.** Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of a government, political subdivision, or other entity.

**Flashing sign:** A sign which contains an intermittent or sequential flashing light source.

**Freestanding sign:** A sign which is erected upon or supported by the ground, including "pole or pylon signs" and "ground signs."

**Gasoline price sign:** A sign which is used to advertise the price of gasoline. In the event that the brand identification sign is attached to or is a part of the sign advertising price, that portion of the sign used for advertising price shall be considered the gasoline price sign.

**Ground or monument sign:** A three-dimensional, self-supporting, base-mounted freestanding identification sign, consisting of two or more sides extending up from the base, and upon which a message, business, group of businesses or center name is affixed.

**Identification sign.** Also a "nameplate" sign or "information" sign with only name and address of occupant on the sign bearing no advertising message or logo.

**Illegal sign:** A sign which does not meet the requirements of this article and does not have legal nonconforming status.

**Illuminated sign.** Any sign that provides artificial light directly on or through any transparent or translucent material, from a source of light connected with such sign, or a sign illuminated by a light with a source so obscured and shielded that no direct rays from it are visible from a public right-of-way or from an abutting property.

**Incidental sign:** A small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises. Examples of incidental signs include credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and signs providing information on credit cards and business affiliations.

**Integral sign:** A memorial sign or commemorative tablet which contains names of buildings, dates of erection, and monumental citations.

**Luminous tube:** See "neon" and "outline tubing sign."

**Mansard:** A sloped roof or roof-like façade. Signs mounted on the face of a mansard roof shall be considered wall signs.

**Maintenance.** For the purposes of this chapter, the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.

**Marquee:** A permanent roof-like structure or canopy, supported by and extending from the face of the building. A marquee sign is a sign attached to or supported by a marquee structure.

**Menu board, reader board, or bulletin board:** See "changeable message sign."

**Moving sign:** A sign in which the sign itself, or any portion of the sign, moves or revolves. A "rotating sign" is a type of moving sign. This definition does not include "changeable message signs."

**Mural:** A design or representation which is painted or drawn on the exterior surface of a structure and which does not advertise a business, product, service, or activity.

**Nameplate:** A nonelectric, on-premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

**Neon sign:** See "outline tubing sign."

**Nonconforming sign:** A sign that does not comply with the size, placement, construction or other standards or regulations of this article, but were lawfully established prior to its adoption. Signs for which the zoning board of appeals has granted a variance are exempt and shall not be defined as nonconforming.

**Obsolete sign:** A sign that advertises a product that is no longer made or that advertises a business that has closed.

**Off-premises sign:** A sign which identifies a use or advertises products and services not available on the site or parcel on which the sign is located; a sign which directs travelers or provides a message unrelated to the site on which the sign is located, e.g. billboards.

**On-premises sign:** A sign providing the address and name of owner of a parcel of land; a sign advertising a business, service or product sold or produced on the same site or parcel.

**Outline tubing sign:** A sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it. See "neon" and "luminous tube".

**Owner.** A person regarded as such on city tax records, or a tenant of the premises so designated by the administrator.

**Parapet:** The extension of a false front or wall above a roof line. Signs mounted on the face of a parapet shall be considered wall signs.

**Pennant.** Any lightweight plastic, fabric, or other material whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

**Permanent sign:** A sign designed to be installed permanently in the ground a minimum of 42 inches deep by use of a steel post, wood post or other appropriate materials.

**Political sign:** A temporary sign used in connection with local, state, or national elections or referendums.

**Portable sign:** A sign designed to be moved from place to place, whether or not it is permanently attached to the ground or structure. This includes hot-air and gas-filled balloons, banners, pennants, streamers, festoons, ribbons, tinsel, pinwheels, nongovernment flags, and searchlights; but excludes political signs, real estate signs, construction signs, permanent changeable message signs, and regulatory/government signs.

**Poster panel sign:** A type of temporary sign that is used to draw attention to matters that are temporary in nature, such as price changes or sales. "A" frame or sandwich signs are types of poster panel signs.

**Premises.** The contiguous land in the same ownership or control which is not divided by a public street.

**Principal building.** The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

**Programmable display sign.** An animated sign, including LED's, made up of a field of individual electronic elements or mechanical grids that, when programmed and activated, create still or moving images or words. The elements may be internally illuminated or may be illuminated by reflected light. The sign may be framed by permanent, nonmoving signage.

**Projecting sign:** A sign, other than a wall sign, that is affixed to any building or wall and whose leading edge extends more than 12 inches beyond such building or wall.

**Public sign:** A sign erected in the public interest by or upon orders from a city, state, or federal public official. Examples of public signs include: legal notices, safety signs, traffic signs, memorial plaques, signs of historical interest, and similar signs.

**Pylon or pole sign:** A sign supported on the ground by a pole, braces, or monument, and not attached to any building or other structure.

**Real estate development sign:** A sign that is designed to promote the sale or rental of lots, homes, or building space in a real estate development (such as a subdivision or shopping center) which is under construction on the parcel on which the sign is located.



**Real estate open house sign:** Temporary signs which advertise and direct the public to an open house for a building which is available for sale or lease, with the event held on a specific day.

**Real estate sign:** An on-premises temporary sign advertising the property or structure's availability for sale or lease.

**Regulatory sign:** A sign installed by a public agency to direct traffic flow, regulate traffic operations and provide information in conformance with the Michigan Manual of Uniform Traffic Control Devices.

**Residential entranceway sign:** A sign which marks the entrance to a subdivision, apartment complex, condominium development, or other residential development.

**Roof line:** The top edge of a roof or building parapet, whichever is higher, excluding cupolas, pylons, chimneys, or similar minor projections.

**Roof sign:** Any sign that extends above the roofline or is erected over the surface of the roof.

**Rotating sign:** See "moving sign."

**Sign:** Any device, structure, fixture, figure, symbol, banner, pennant, flag, balloon, logo, or placard consisting of written copy, symbols, logos and/or graphics, designed for the purpose of bringing attention to, identifying or advertising an establishment, product, goods, services, or other message to the general public. Unless otherwise indicated, the definition of "sign" includes interior and exterior signs which are visible from any public street, sidewalk, alley, park, or public property, but not signs which are primarily visible to and directed at persons within the premises upon which the sign is located.

**Temporary sign:** A sign not constructed or intended for long-term use. Examples of temporary signs include signs which announce a coming attraction, a new building under construction, a community or civic project, or other special events that occur for a limited period of time such as a garage or estate sale.

**Time and temperature sign:** Signs which display the current time and/or temperature.

**Vehicle sign:** Signs affixed to a parked vehicle or truck trailer which is being used principally for advertising purposes, rather than for transportation purposes.

**Wall sign:** A sign attached parallel to and extending not more than 12 inches from the wall of a building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof shall be considered wall signs. Permanent signs, which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside, shall also be considered wall signs.

**Window sign:** A sign located in or on a window which is intended to be viewed from the outside. Permanent window signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall be considered wall signs.

**Sec. 26-10. - Reserved.**

#### **ARTICLE IV. - GENERAL PROVISIONS**

**Sec. 26-11. – Permits required and fees.**

It shall be unlawful for any person to erect, re-erect, make an alteration, or relocate any sign unless a permit shall have been first obtained from the administrator, and a permit fee paid in accordance with the schedule adopted by resolution of the city council. Electrical signs shall, in addition, require an electrical permit.

**Sec. 26-12. – Sign erector qualifications.**

The administrator shall evaluate, authorize or deny as a part of the permit the person assigned to the installing of, erecting, maintaining, repairing or altering a sign. The authorization of the erector shall be based on the administrator's evaluation of the direct experience of the person specified for the sign work. Notwithstanding the previous sentences, a person does not undergo evaluation to install a nonelectrical sign, provided the sign does not exceed an area of thirty-two (32) fee, a height of seven (7) fee above grade, has no illumination, and no remuneration, monetary or otherwise, is involved.

**Sec. 26-13. - Application.**

Applications for sign permits and the appropriate nonrefundable fee shall be made upon forms provided by the building department for this purpose and in accordance with application specifications published by the administrator. These specifications shall be as complete in form as necessary for evaluation of the sign in relationship to the requirements of this chapter.

**Sec. 26-14. - Completeness.**

Within ten (10) days of receiving an application for a sign permit, the administrator shall review it for completeness. If the administrator finds that it is complete, the application shall then be processed. If the administrator finds that it is incomplete, the administrator shall, within such ten (10) day period, send to the applicant a notice of the specific ways in which the application is deficient, with appropriate references to the applicable sections of this chapter. If it is discovered that the sign permit application contains any false information, the administrator may revoke the permit or deny the application, whichever is appropriate.

**Sec. 26-15. - Issuance and denial.**

The administrator shall issue a permit and permit sticker or tag for the erection, structural alteration, or relocation of a sign within ten (10) days of receipt of a valid application, provided that the sign complies with all applicable laws and regulations of the city. In all applications, where a matter of interpretation arises, the more specific definition or higher standard shall prevail.

When a permit is denied, the administrator shall within ten (10) days, give a written notice to the applicant along with a brief statement of the reasons for denial, citing code sections and interpretation of possible nonconformity.

**Sec. 26-16. - Inspection.**

A person conducting or performing work covered by a permit required by this chapter shall notify the administrator when such work has commenced. Unless otherwise indicated, no person shall conceal any portion of such work until it has been inspected and approved by the administrator. The administrator shall cause an inspection of the zone lot for which each permit for a new sign or for modification of an existing sign is issued during the sixth month or at such earlier date as the owner may request. If the construction is not substantially complete at the time of a six month inspection, the permit shall lapse and become void. If the construction is complete, the administrator shall issue a certificate of completion to the owner and the erector.

**Sec. 26-17. - Signs exempt from regulation.**

The following signs shall be exempt from regulation under this ordinance:

- a. Any sign of a governmental unit required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- b. Holiday lights and decorations on residential zone lots with no commercial message.
- c. Works of art of a noncommercial nature.
- d. Flags of any country, state, or unit of local government not causing a vision obstruction at intersections or flown at the top of a pole over thirty-five (35) feet in height. Any flag not meeting these conditions shall be subject to regulation as such.

**Sec. 26-18. - Prohibited signs.**

The following signs are prohibited in all districts:

- a. Signs which obstruct free access or egress from any building, including those that obstruct any fire escape, required exit way, window, or door opening or that prevent free access to the roof by firefighters.
- b. Moving signs and signs having moving members or parts, excluding barber poles, and electronic poles.
- c. Signs using high intensity or flashing lights, festoons, spinners or other animated devices.
- d. Signs which in any way simulate or could be confused with the lighting of emergency vehicles or traffic signals; there shall be no flashing, oscillating or intermittent, or red, yellow, or green illumination on any sign located in the same line of vision as a traffic control system, nor interference with vision clearance along any highway, street, or road or at any intersection of two or more streets.
- e. Signs which obstruct or impair the vision of motorists or non-motorized travelers at any intersection, driveway, within a parking lot or loading area.
- f. Non-regulatory signs placed in any public right-of-way; attached to a utility pole; or affixed to a tree, street furniture, or waste receptacles.
- g. Roof signs unless specifically permitted elsewhere in this article.
- h. Portable signs, as defined, not provided for in this article.
- i. Pylon or pole signs not provided for in this article.

- j. Any sign or sign structure which:
  - a. Is structurally unsafe.
  - b. Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment.
  - c. Is capable of causing electric shock to person who come in contact with it.
  - d. Is not kept in good repair, such that it has broken parts, missing letters, or nonoperational lights.
- k. Any sign which makes use of the words "stop", "look", or "danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.

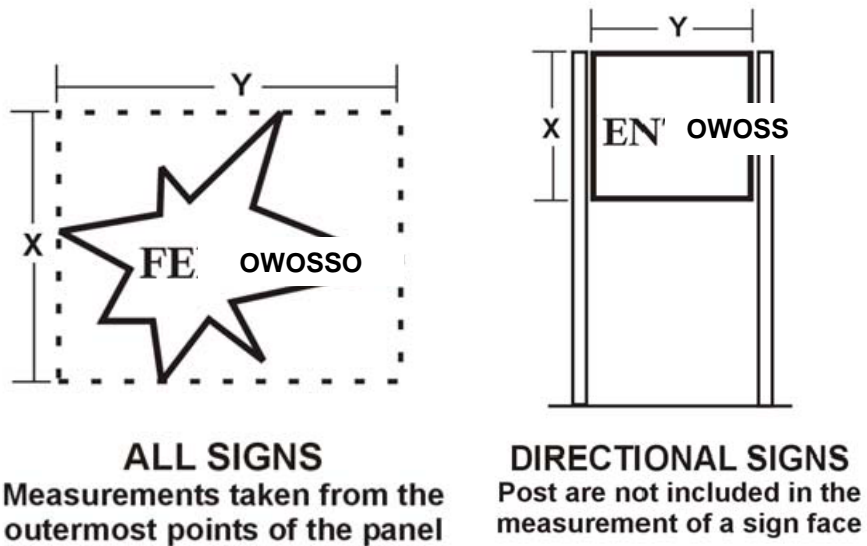
**Sec. 26-19. - General standards for permitted signs.**

Signs which are permitted as accessory uses serving a commercial or informational purpose may be permitted subject to the requirements of this article; provided, that no such sign shall be erected or altered until approved by the building official/zoning administrator and until a sign permit has been issued pursuant to chapter 26 of the City of Owosso Code of Ordinances.

- a. Sign setbacks.
  - 1. All signs, unless otherwise provided for, shall be set back a minimum of ten feet from any public or private street right-of-way line or access drive in all districts. This distance shall be measured from the nearest edge of the sign, measured at a vertical line perpendicular to the ground to the right-of-way.
  - 2. Side yard setbacks for signs shall be the same as that required for the main structure or building, provided that all nonresidential signs shall be set back at least 100 feet from any residential district.
- b. Location. Sign location to assure adequate sight distance. In order to ensure adequate sight distance for motorists, bicyclists and pedestrians, a minimum clear vision area shall be maintained between a height of 24 inches and six feet within a triangular area measured 25 feet back from intersection of public right-of-way lines. Furthermore, signs shall not be permitted where they obstruct motorist vision of regulatory signs, traffic-control devices or street signs.
- c. Design and construction. Signs, as permitted in the various zoning districts, shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect in accordance with the standards set forth herein. Signs shall not be constructed from materials that are remnants or manufactured for a different purpose. New box sign panels with a white or tan background must be blackened internally so only the letters show when illuminated.
- d. Illumination.
  - 1. Signs may be illuminated, but only by steady, stationary, shielded light sources directed solely at the sign or internal to it.
  - 2. Use of glaring undiffused lights, bare bulbs, or flames is prohibited.
  - 3. Lighting shall be shielded and/or pointed downward so as not to project onto adjoining properties or thoroughfares.
  - 4. Underground wiring shall be required for all illuminated signs not attached to a building.
- e. Maintenance and construction.
  - 1. Every sign shall be constructed and maintained in a manner consistent with the Michigan Building Code provisions and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed or preserved including all metal, wood or other materials used for parts and supports.
  - 2. All signs erected, constructed, reconstructed, altered or moved shall be constructed in such a manner and of such materials so that they shall be able to withstand wind pressure of at least 20 pounds per square foot or 75 mph.
  - 3. All signs, including any cables, guy wires, or supports shall have a minimum clearance of four feet from any electric fixture, street light, or other public utility pole or standard.
- f. Measurement. Measurement of allowable sign area (see Figure 26.1 Guidelines for Measuring Sign Face Square Footage below).
  - 1. The allowable area for signs shall be measured by calculating the square footage of the sign face and any frame or base of other material or color forming an integral part of the display or used to differentiate it from the background against which it is placed as measured by enclosing the most protruding points or edges of a sign within a parallelogram or rectangle.

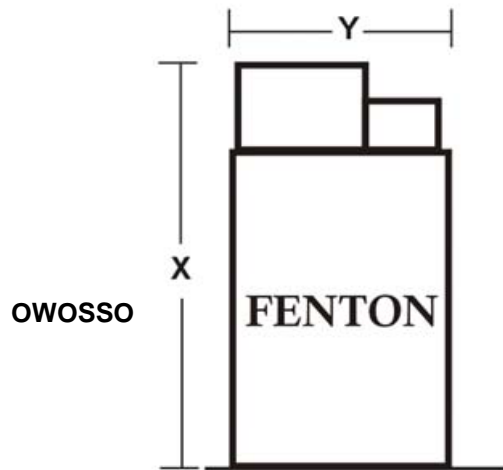
2. When a sign has two or more faces, the area of all faces shall be included in calculating the area of the sign except that where two such faces are placed back to back, only larger face shall be considered, provided that both faces are part of the same structure, contain the same message and are separated by no more than two feet.
3. For purposes of calculating sign area allowed as a wall sign, the wall sign square footage shall be determined by measuring a parallelogram (box) which includes the portion of the canopy which contains a message, symbol and/or logo (examples are shown on the attached figures).
4. When a sign consists solely of lettering or other sign elements printed, painted or mounted on a wall of a building without any distinguishing border, panel or background, the calculation for sign area shall be measured by enclosing the most protruding edges of the sign elements within a parallelogram or rectangle.

**Guidelines for Measuring Sign Face Square Footage**  
**Figure 26.1**

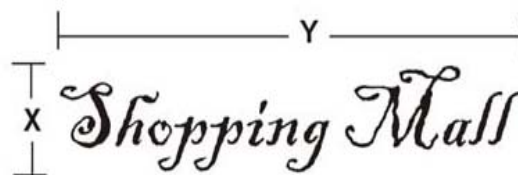


**ALL SIGNS**  
Measurements taken from the outermost points of the panel

**DIRECTIONAL SIGNS**  
Post are not included in the measurement of a sign face



**GROUND SIGNS**  
Measurements taken from the outermost points of the sign face



**WALL, CANOPY, or PROJECTING SIGNS**  
Measurements taken from the outermost points of the copy

## Sec. 26-20. – Off-Premise Signs.

### a. Off-Premise Advertising.

The regulation of off-premise signs is intended to enhance and protect community character and image by minimizing visual blight and pollution, and to minimize traffic safety hazards due to diversion of the driver's attention and blockage of sight distances. Off-premise sign regulations address the location, size, height and related characteristics of such signs.

1. Area and Height Limitations: No off-premise sign may be erected or maintained of a greater surface area than three hundred (300) square feet for each side of such sign. The top of the sign shall be no more than twenty-five (25) feet above the ground and the bottom of the sign shall be at least ten (10) feet above the ground. Double faced off-premise sign structures (i.e., structures having back-to-back faces) and V-type structures having only one face visible to traffic proceeding from any given direction on a street or highway shall be considered as one off-premise sign.
2. Location: Static and digital off-premise signs may be erected only in the Industrial District. No off-premise sign may be erected or maintained within fifty (50) feet of street lines at any street intersection and shall have a minimum setback from the front property line of twenty-five (25) feet. No off-premise sign shall be installed or placed on top of, cantilevered or otherwise suspended above the roof of any building.
3. Spacing: Off-premise signs shall be located no closer to one another than five hundred (500) feet.
4. Illumination: An off-premise sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any off-premise sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.
5. Digital Off-Premise Signs:
  - a) Rate of Change: The rate of change between static messages or images shall not exceed more than one (1) change per six (6) seconds. Each change shall be complete in one (1) second or less.
  - b) Luminance: The maximum daylight sign luminance level shall not exceed 62,000 candelas per meter squared at 40,000 lux illumination beginning ½ hour after sunrise and continuing until 1/2 hour before sunset and does not exceed 375 candelas per meter squared at 4 lux illumination at all other times.
  - c) Digital off-premise signs shall be configured to default to a static display in the event of mechanical failure.
6. An off-premise sign must be constructed in such a fashion that it will withstand all wind and vibration forces which can normally be expected to occur in the vicinity. An off-premise sign must be maintained so as to assure proper alignment of structure, continued structural soundness, and continued readability of the message(s).
7. An off-premise sign established within an industrial area, as defined in the Highway Advertising Act of 1972 (1972 PA 106, as amended) bordering interstate highways, freeways or primary highways as defined in said Act shall, in addition to complying with the above conditions, also comply with all applicable provisions of said Act and the regulations promulgated thereunder.

### b. Combination Off-Premise & On-Premise Electronic Message Boards.

Digital signs which are used to advertise both on-premise and off-premise establishments shall comply with the following regulations:

1. A permanent, static on-premise primary sign must be in existence totaling at least twenty-five (25) percent of the allowable sign size in the district. The balance of the total allowable sign area may consist of the Combination Off-Premise/On-Premise Sign.
2. The Combination Off-Premise/On-Premise Sign shall adhere to the regulations contained in.
3. Digital messages may advertise the on-premise establishment. The balance of the messages may advertise off-premise establishments under the same ownership and/or public service announcements.
4. Each message shall remain readable for at least six (6) seconds.
5. Combination Off-Premise & On-Premise Digital Signs shall be spaced at least five hundred (500) feet apart in all Districts.

6. Combination Off-Premise & On-Premise Digital Signs shall be allowed in the B-2, B-3, B-4, I-1 and I-2 Districts.
  7. Combination Off-Premise/On-Premise Signs shall count toward the total sign area allowed for the property.
- c. Off-Premise Directional Signs.
1. Private Off-Premise Directional Signs: Private off-premise directional signs which provide directions to a commercial or industrial establishment which is not located on a primary street within the city shall be allowed on private property provided there exists a written agreement between the property owner and the business/industry. Said agreement shall be filed with the city of Owosso.
    - a) Off-premise directional signs shall be no greater than twelve (12) square feet.
    - b) Sign lettering may display the off-premise business name, address, and an arrow indicating direction.
    - c) Off-premise directional signs shall only be located on B-2, B-3, B-4, I-1, and I-2 Districts.
    - d) One (1) off-premise direction sign is permitted per industrial zoning lot.
  2. Public Off-Premise Directional Signs: Public off-premise directional signs erected by the City, State of Michigan, or the Downtown Development Authority shall be permitted in the street right-of-way.
- d. Off-Premise Private Signs In The Public Right-Of-Way.

Private A-frame signs may be allowed in the public right-of-way. The following regulations shall apply:

1. Signs shall be approved by the city council.
2. Signs shall be removed each night.
3. Maximum size 2' wide by 4' in total height for each panel with a maximum of 2 panels per sign. Maximum spread between the two panels at the base shall be 2'6".
4. The owner of the property abutting the right-of-way on which the sign is placed shall be notified, prior to city council approval, that the sign is being requested.

**Sec. 26-21. - Specific sign standards.**

The number, display area, and height of signs within the various zoning districts are provided in the sign dimensional standards and regulations table and its accompanying footnotes. Additional standards for specific types of signs are given below.

SIGN DIMENSIONAL STANDARDS AND REGULATIONS								
District	Wall, Canopy or Projecting Sign (c)		Ground Sign (c)			Temporary Signs (d)		
	Number Allowed	Max. Size	Number (b)	Max. Size Per Sign Face	Max. Height	Max. Size Per Sign	Total Area Per Parcel	Max. Height
R-1, R-2, RM-1, RM-2, R-T	-	10% of front façade for all uses other than single family homes, duplexes, and attached condominiums	1	24 square feet	6 feet	6 square feet	14 square feet	4 feet
Home Occupations as allowed and defined in Sec. 38-394	1	Not to exceed a size of 2' x 3' mounted flush to the building *	-	-	-	-	-	-
B1, B-2, B-3, B-4 PUD	1 per business (a)	10% of front façade or 100 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet
I-1 and I-2	1 per business (a)	20% of front façade or 200 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet

\* Illumination: home occupation sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any home occupation sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.

*Footnotes to the Sign Dimensional Standards and Regulations Table*

(a) *One wall sign shall be allowed per business, in addition to any other allowed ground signs. Businesses located on a corner lot shall be allowed up to two wall signs, one for each front façade. The maximum wall sign area shall not exceed ten percent of the front façade of the building (any façade which faces a public or approved private street), per use or business establishment. However, for a commercial structure containing one use or business establishment, as determined by the planning commission, the size of the wall sign may be increased up to the maximum square footage as follows:*

<i>201 - 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>150 square feet</i>
<i>Greater than 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>200 square feet</i>

(b) *Only one ground sign is permitted per use, including uses which occupy more than one parcel and business centers containing more than one business or use, with additional signs permitted according to the following table, however, no site shall have more than two ground signs, regardless of the number of street frontages or the amount of frontage. Single uses on a single parcel do not qualify for this consideration:*

<i>Frontage along 2 or more rights-of-way</i>	<i>1 sign up to the maximum sign face area shall be allowed along 2 frontages</i>
<i>300 feet of frontage along 1 right-of-way</i>	<i>1 ground sign along that frontage</i>
<i>Greater than 300 feet of frontage along 1 right-of-way</i>	<i>2 ground signs</i>

(c) *Changeable message signs and gasoline price signs may be permitted as part of a monument sign in the Business Districts and Industrial Districts, and when associated with a commercial in accordance with the following:*

- (1) One changeable message sign or one gasoline price sign shall be permitted per premises, but not both.*
- (2) Message or gasoline price changes may occur electronically or manually.*
- (3) The area of a changeable message sign or gasoline price sign shall not exceed one-third the total area of the sign.*
- (4) Illumination shall be concentrated within the face of the sign to prevent glare upon adjoining properties and thoroughfares.*
- (5) Electronic messages or gasoline prices shall not flash, fade in or out, or scroll.*
- (6) Any voids or burned out bulb in an electronic display shall be replaced.*
- (7) Electronic changeable message signs and gasoline price signs shall be at least 100 feet from any residential district or use, except as modified in subsection 10 below.*
- (8) One gasoline price sign is permitted for an overhead gas pump canopy with an area not to exceed ten percent of the canopy façade and when this is the only changeable message sign on the property.*
- (9) One electronic message sign, meeting the above requirements, may be approved by the planning commission for institutional uses, meaning a use by public or quasi-public institution such as a religious organization, church, nonprofit organization, academic institution, library or hospital, located in a residential district when meeting the following requirements:*
  - i. The institutional use is located on a minor arterial or collector road, as designated in the City of Owosso Master Plan;*
  - ii. That the sign will not create a nuisance for residential properties in the immediate vicinity of the sign, as determined by the planning commission and subject to any conditions;*
  - iii. The appropriate size of the sign shall be determined by the planning commission but shall be no greater than 50 square feet in area.*

(d) *Signs for temporary uses.*

(1) *Temporary signs include, but are not limited to the following:*

- i. *For a single dwelling or building or vacant land: an on-site real estate sign, advertising the premises for sale, rent or lease.*
- ii. *An on-site sign advertising an on-going garage, estate or yard sale.*
- iii. *Noncommercial signs which contain noncommercial information or directional messages.*
- iv. *Political signs.*
- v. *Holiday or other seasonal signs.*
- vi. *Construction signs for buildings under construction.*
- vii. *All temporary signs must comply with the sign size and height standards as specified in the sign dimensional standards and regulations table.*

(2) *Location of temporary signs shall comply with the following:*

- i. *Temporary signs shall not be attached to any utility pole or be located within any public right-of-way.*
- ii. *Temporary signs shall not be located closer than 20 feet to the edge of the traveled portion of the roadway, nor shall they be located within any dedicated right-of-way.*
- iii. *Temporary signs shall not be erected in such a manner than they will or may reasonably be expected to interfere with, obstruct, confuse or mislead traffic.*
- iv. *Temporary signs cannot be placed or constructed so as to create a hazard of any kind.*
- v. *Temporary signs may not be posted on private property without first obtaining the permission of the property owner.*
- vi. *Signs shall not be located within any clear vision triangle, as described in section 38-388 Corner Clearance.*

(3) *Time limitations for temporary signs. Each temporary sign shall be removed within 60 days of placement. Furthermore, no sign may be erected on a single parcel for more than 60 calendar days out of every 120 calendar days.*

- a. *Directional signs. No more than one directional sign shall be permitted for each approved driveway, with a maximum sign area of four square feet per sign, and a maximum height of four feet. Any directional sign which includes a business name, symbol or logo shall be calculated as part of the allowable sign square footage, as specified in the sign dimensional standards and regulations table.*
- b. *Projecting and canopy signs. Projecting signs and canopy signs may be used as an alternative to wall signs listed in the sign dimensional standards and regulations table, provided that they meet the following standards.*
  1. *Any sign area on a canopy shall be included in calculations of maximum wall sign square footage.*
  2. *Projecting or canopy signs in the central business district shall be set back at least two feet from any street curb-line, shall not extend more than six feet over the public right-of-way, and shall leave a minimum clearance of eight feet above the ground.*
  3. *Projecting or canopy signs, in the B-1, B-2, B-4, I-1 and I-2, districts shall have a minimum ground clearance of ten feet, shall be set back at least six feet from any adjacent public right-of-way, and shall not project over an alley or private access lane. A projecting sign shall not extend for more than two feet from the building to which it is attached.*
  4. *No wall, canopy or projecting sign shall extend above the roof or parapet of the structure to which it is attached by more than one foot.*
  5. *Wood posts or supporting arms shall not be used in conjunction with any projecting sign.*
  6. *Projecting signs shall not exceed sixteen square feet in area.*
  7. *Canopy signs shall not be internally illuminated.*
- c. *Downtown Historic District. Any signs within the Downtown Historic District shall meet all requirements of the Owosso Historic District Commission prior to installation of new signage or modification of existing signage.*
- d. *Entranceway signs. One permanent sign per vehicular entrance identifying developments such as subdivisions, apartment complexes, condominium communities, senior housing complexes, manufactured housing communities, office and industrial parks and similar uses, provided that the sign is set back a minimum of 15 feet from any property line or public right-of-way is permitted.*



- e. Portable A-frame signs. Portable A-frame or sandwich board signs are permitted in the B-1, B-2, B-3, and B-4 districts at the public building entrances to businesses subject to the following requirements:
  1. One sign per customer entrance shall be permitted regardless of the number of tenants on the premises.
  2. The sign is permitted only during operating business hours and must be stored inside when the establishment is not open to the general public.
  3. Each sign shall not exceed an overall height of 42 inches and an overall width of 24 inches.
  4. No sign shall be located in such a manner as to interfere with vehicular or pedestrian traffic flow or visibility.
  5. All signs must be constructed of weather-proof, durable material and kept in good repair.

**Sec. 26-22. - Nonconforming signs.**

Nonconforming signs are those signs that do not comply with the size, placement, construction or other standards or regulations of this chapter, but were lawfully established prior to its adoption. Signs for which the board of appeals has granted a variance are exempt and shall not be defined as nonconforming. It is the intent of this article to encourage eventual elimination of nonconforming signs in a timely manner. This objective is considered as much a subject of public health, safety and welfare as the prohibition of new signs in violation of this article. Therefore, the purpose of this article is to remove illegal nonconforming signs while avoiding any unreasonable invasion of established private property rights. A nonconforming sign may be continued and shall be maintained in good condition as described elsewhere in this article, however, the following alterations are regulated:

- a. A nonconforming sign shall not be structurally altered or repaired so as to prolong its useful life or so as to change its shape, size, type or design unless such change shall make the sign conforming.
- b. A nonconforming sign shall not be replaced by another nonconforming sign.
- c. A nonconforming sign shall not be reestablished after abandonment as defined in section 26-23, dangerous, unsafe, abandoned, and illegally erected signs.
- d. A nonconforming sign must not be reestablished after damage or destruction if the estimated expense of reconstruction exceeds 50 percent of the appraised replacement cost as determined by the building official/zoning administrator or if 50 percent or more of the face of the sign is damaged or destroyed.

**Sec. 26-23. - Dangerous, unsafe, abandoned, and illegally erected signs.**

- a. Dangerous signs. Any sign constituting an immediate hazard to health or safety shall be deemed a nuisance and may be immediately removed by the city and the cost thereof charged against the owner of the property on which it was installed.
- b. Unsafe signs. Any sign that becomes insecure, in danger of falling, or otherwise unsafe but not considered an immediate danger by the building official/zoning administrator to the health or safety of the public shall be removed or repaired according to the process outline in paragraph e. below.
- c. Abandoned signs. Any sign that advertises a business that has been discontinued for at least 90 days or that advertises a product or service that is no longer offered shall be deemed abandoned. Permanent signs applicable to a business temporarily suspended by a change in ownership or management shall not be deemed abandoned unless the structure remains vacant for at least six months. An abandoned sign shall be removed by the owner or lessee of the premises. If the owner or lessee fails to remove the sign, the building official/zoning administrator shall initiate the process noted in paragraph e. below.
- d. Illegally erected signs. The building official/zoning administrator shall order the removal of any sign erected illegally in violation of this article, according to the process outlined in paragraph e. below.
- e. Process for enforcing violations of section 26-7, dangerous, unsafe, abandoned, and illegally signs. For violations of section 26-7 b. through d., the building official/zoning administrator shall notify the owner of the property on which the sign is located. Verbal notices or those sent by first class mail shall be sufficient notice. Where a sign erected in violation of this article is considered dangerous or unsafe, the notice shall inform the owner to remove said sign(s) immediately and property owners of other illegal signs on private property shall be granted a reasonable period of time within which to remove the sign, as determined by the building official/zoning administrator. Should the property owner fail to remove the sign(s) within the time specified, or if a sign is erected within any right-of-way or public property, the building official/zoning administrator, or their designee, shall have the authority to remove the sign, and the property owner shall be liable for the cost thereof.

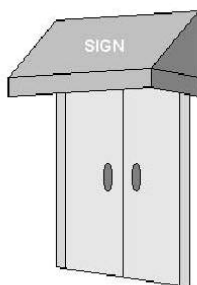
**Sec. 26-23. - Changes to permitted signs.**

No physical, structural or electrical changes can be made to existing permitted signs without first obtaining a new sign permit. Individual sign panels can be replaced on existing box signs but a permit must still be obtained.

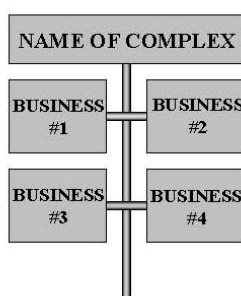
**Sec. 26-24. - Administration and appeals of sign ordinance standards.**

- a. Generally. The regulations of this article shall be administered and enforced by building official/zoning administrator.
- b. Violations. It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, use or maintain any sign in the city, or cause or permit the same to be done, contrary to or in violation of any of the standards and regulations of this article. Any such violation, including the failure to remove a sign when directed under the authority of this article, shall constitute a misdemeanor punishable in accordance with section 1-8 of the Owosso Code of Ordinances.

**SIGN DIAGRAMS  
Figure 26.2**



Awning Sign



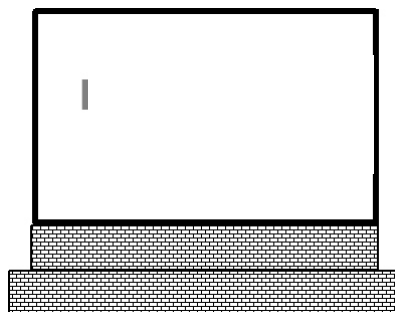
Business Center Sign



Free Standing Sign



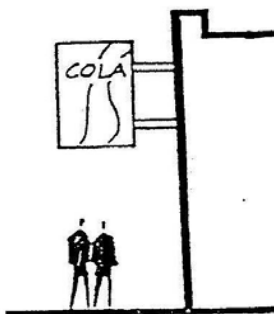
Message Board Sign



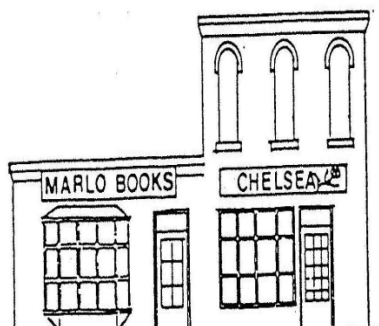
Monument Sign (Freestanding)



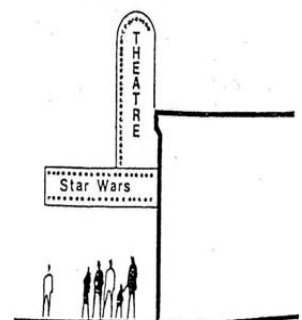
Off-Premise



Projecting Sign



Wall Sign



Marquee Sign

**SECTION 3. PUBLIC HEARING.** A public hearing is set for Monday, June 19, 2017 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed repeal and replacement of Chapter 26, Signs, of the Code of the City of Owosso.

**SECTION 4. AVAILABILITY.** This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

**Special Assessment District No. 2017-09 – Resolution No. 1.** Authorize Resolution No. 1 for Special Assessment District No. 2017-09 for Chestnut Street from South Street to Stewart Street for street resurfacing as follows:

**RESOLUTION NO. 76-2017**

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

**Chestnut Street from South Street to W. Stewart Street:  
Street Resurfacing**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.

The City Manager shall present said report to the City Council when same has been prepared.

**Special Assessment District No. 2017-09 – Resolution No. 2.** Authorize Resolution No. 2 setting a public hearing for Monday, June 19, 2017 for proposed Special Assessment District No. 2017-09 Chestnut Street from South Street to Stewart Street for street resurfacing as follows:

**RESOLUTION NO. 77-2017**

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

**Chestnut Street, Public Street, from South Street to Stewart Street; Resurfacing**

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be **\$144,702.00** and determines that \$57,880.80 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$86,821.20 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on **Monday, June 19, 2017** for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

7. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING  
CITY OF OWOSSO, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Chestnut Street, Public Street, from South Street to W. Stewart Street**

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Resurfacing**.

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at **7:30 o'clock p.m. on Monday, June 19, 2017** for the purpose of hearing any person to be affected by the proposed public improvement.

**Boards and Commissions Appointment.** Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Karen Ruddy	Building Authority	06-30-2020
Sam McLaren*	Building Board of Appeals	06-30-2020
Carl Ludington*	Building Board of Appeals	06-30-2020
Barbara Baker-Omerod*	Council on Aging	06-30-2020
Lance Omer*	Main Street Board/Downtown Development Authority	06-30-2021
Kevin Wiles*	Main Street Board/Downtown Development Authority	06-30-2021
Gary Burk*	Mid-County Wastewater Treatment Plant Review Board	TBD
Daniel Law	Planning Commission	11-09-2020
Brent Smith*	Planning Commission	06-30-2020
Wilfred Farrell*	City of Owosso Employees' Retirement System Board of Trustees	06-30-2021
Chris Eveleth*	Zoning Board of Appeals	11-13-2018
Randy Horton*	Zoning Board of Appeals	06-30-2020

\* Indicates reappointment

**Open Streets Owosso Bicycle Route Permission.** Approve request from Owosso Main Street for the closure of several streets in the downtown for the Open Street Owosso Bicycle Route event on Sunday, June 11, 2017 from 2:30 p.m. to 5:30 p.m., waive the insurance requirement, and authorize Traffic Control Order No. 1370 formalizing the action.

**Cruise the Pits Car Show Permission.** Approve request from Owosso Main Street for the closure of Washington Street from Main to Oliver, Washington Street from Oliver to Goodhue, Exchange Street from Washington to Park, and the lawn areas of the Gould House and Fayette Square for the Cruise the Pits Car Show on Saturday, July 29, 2017 from 7:00 a.m. to 4:00 p.m., waive the insurance requirement, and authorize Traffic Control Order No. 1371 formalizing the action.

**Contract Amendment – SafeBuilt Michigan, LLC.** Approve amendment to the professional services agreement with SafeBuilt Michigan, LLC decreasing the number of days per week building official services are provided from 5 to 4 and reducing the contract to \$104,000.00 annually as detailed below:

**RESOLUTION NO. 78-2017**

**AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1  
TO THE AGREEMENT FOR PROFESSIONAL SERVICES  
WITH SAFE BUILT MICHIGAN, LLC**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with SAFEbuilt Michigan, LLC on May 2, 2016 to provide a building official/building inspector five (5) days a week and plumbing/mechanical inspections and plan reviews as needed; and

WHEREAS, the city and utilities director desire to decrease the contract to four (4) days a week to reflect the actual number of days per week a building official is needed in the building department, and continue with the same services provided for plumbing/mechanical inspections and plan reviews as listed above.

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 amend the contract with SAFEbuilt Michigan, LLC approved by Resolution 44-2016 on May 2, 2016, to provide a building official four (4) days a week to the building department, to be known as Amendment No. 1.
- SECOND: Additional services for plumbing/mechanical remain the same and will be billed at the amounts listed in the contract.
- THIRD: The accounts payable department is authorized to submit payment to SAFEbuilt Michigan, LLC for professional services in the amount of \$8,666.67 per month for building official services, not to exceed \$104,000.00 annually.
- FOURTH Plumbing and mechanical inspections and plan review will remain an additional amount charged per month as detailed in the contract.
- THIRD: The above expenses shall be paid from the account 101-370-818.000.

**Purchase Authorization – Police Records Management System.** Authorize purchase of a records management system service from the Michigan State Police in the amount of \$200.00 per officer, per year as follows:

#### **RESOLUTION NO. 79-2017**

#### **AUTHORIZING APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN MICHIGAN STATE POLICE AND OWOSSO POLICE DEPARTMENT**

WHEREAS, the city of Owosso, Michigan, Owosso Police Department (OPS) has deemed it necessary to have a Records Management System (RMS); and

WHEREAS, OPD currently uses Sungard Public Sector and would transition to the Statewide Records Management System (SRMS); and

WHEREAS, the SRMS is a competitive and competent software package for use by OPD; and

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

- FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to authorize the Memorandum of Agreement (MOA) with MSP and the Addendum to the MOA.
- SECOND: that the cost of the SRMS will be \$200.00 per officer per year.
- THIRD: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the MOA and the MOA addendum.
- FOURTH: the accounts payable department is authorized to pay the Michigan State Police \$200.00 for each officer connected to the system.

**Bid Award – Architectural Study of Public Safety Building.** Approve the bid of Partners in Architecture PLC for an architectural study of the Public Safety Building in the amount of \$18,850.00 and further approve payment to the vendor upon satisfactory receipt of deliverables as detailed:

#### **RESOLUTION NO. 80-2017**

#### **AUTHORIZING THE EXECUTION OF AGREEMENTS FOR PROFESSIONAL ARCHITECTURAL SERVICES WITH PARTNERS IN ARCHITECTURE, PLC**

WHEREAS, the city of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to secure professional architectural services for a study of the Owosso Public Safety building; and

WHEREAS, a quality based selection process was developed to select a qualified architectural firm; and

WHEREAS, the Partners in Architecture, PLC, and has been determined as most qualified to perform architectural services through this process.

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ the firm of Partners in Architecture PLC to provide professional architectural services for a study of the Owosso Public Safety building; and

SECOND: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; General Architectural Services Agreement; and

THIRD: Authorize payment to Partners in Architecture, PLC, in the amount of \$18,850.00.

**Warrant No. 543.** Authorize Warrant No. 543 as follows:

Vendor	Description	Fund	Amount
City of Corunna	2016/2017 River Trail contribution	General	\$6,873.23
Safebuilt Inc.	Building department services-April 2017	General	\$8,740.00

Motion supported by Councilmember Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Fox, Greenway, Bailey, Law, Teich, and Mayor Eveleth.

NAYS: None.

**ITEMS OF BUSINESS**

**Consumers Energy Easement** (This item was removed from the agenda.)

**Advance Construct Program – Oliver Street, Phase 2**

Motion by Councilmember Fox to designate phase 2 of the Oliver Street reconstruction project as an Advance Construct project and approve the terms of the Advance Construct program as follows:

**RESOLUTION NO. 81-2017**

**RESOLUTION AUTHORIZING ADVANCE CONSTRUCT PROCESS FOR ROAD IMPROVEMENTS OF OLIVER STREET, FROM OAK STREET TO GOULD STREET**

WHEREAS, Oliver Street, from Oak Street easterly to Gould Street is a part of the City’s major classified street system; and

WHEREAS, the City is required to provide a safe and expedient road system for users which requires proper maintenance of the roadway; and

WHEREAS, this maintenance is costly and requires additional sources of funds beyond the state of Michigan’s regular allocation of Public Act 51 funds; and

WHEREAS, the City has applied for, and is now approved to receive, Federal Surface Transportation Program Funds for FY2019 to assist in road improvements of said road; and

WHEREAS, after review, city staff recommends approval of MDOT’s Advance Construct Process for the proposed hot mix asphalt paving work along Oliver Street from Oak Street easterly to Gould Street; including intersection improvements, storm drainage, concrete curb and gutter, concrete sidewalk and ramp, permanent signing, and pavement marking work; and all together with necessary related work (also referred to as ‘project’); and

WHEREAS, the Michigan Department of Transportation requires the City of Owosso submit a letter indicating its willingness to participate in the Advance Construct Process of Oliver Street.

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 approve MDOT's Advance Construct Process for the proposed road improvements of Oliver Street from Oak Street easterly to Gould Street.
- SECOND: That the City Manager is authorized to submit a letter to MDOT indicating the city of Owosso's willingness to participate in the Advance Construct Process.
- THIRD: The City Council hereby directs staff to proceed with the Oliver Street project as an Advance Construct project and submit MDOT Cost Agreement when made available.

Motion supported by Councilmember Teich.

Roll Call Vote.

AYES: Councilmembers, Teich, Greenway, Law, Fox, Bailey, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

**Budget Amendment – SATA Millage**

Motion by Councilmember Teich to amend the 2017-18 Budget to increase the SATA transit millage rate to the maximum levy amount as follows:

**RESOLUTION NO. 82-2017**

**RESOLUTION AMENDING THE 2017-2018 BUDGET**

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter and the Uniform Budgeting Act, the City Council adopted the General Appropriations Act Budget for 2017-2018 by Resolution, and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the City Council recognizes the need to review the Act to identify if an amendment is required, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures, and

WHEREAS, the City Council has determined these changes in the 2017-2018 City of Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City;

NOW THEREFORE BE IT RESOLVED that the Owosso City Council hereby adopts the amended millage rate and revenue yield listed below to be reflected in the 2017-2018 Amended Annual Budget (Act).

<u>SATA</u>	<u>Approved</u>	<u>Amended</u>
Millage	.1522	.3325
Estimated Revenue Yield	\$ 34,975	\$ 74,800

Motion supported by Councilmember Bailey.

Roll Call Vote.

AYES: Councilmembers Law, Bailey, Teich, Mayor Pro-Tem Osika, Councilmembers Fox, Greenway, and Mayor Eveleth.

NAYS: None.

**Notice of Intent to Reimburse – Automatic Meter Reading System**

Motion by Councilmember Teich to approve the following resolution of notice of intent to reimburse the city for any expenses incurred for the automatic meter reading system, approved by council on March 20<sup>th</sup>, from proceeds of an installment sales contract to be considered at a subsequent meeting:

**RESOLUTION NO. 83-2017**

**REIMBURSEMENT RESOLUTION**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OWOSSO DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN CAPITAL IMPROVEMENTS**

WHEREAS, the CITY OF OWOSSO (the "Issuer") is a political subdivision organized and existing under the laws of Michigan; and

WHEREAS, the Issuer has paid, beginning no earlier than 60 days prior to the date hereof and; and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the City Council of the Issuer (the "Board") has determined that the money previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Issuer for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the "Obligations");

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

- FIRST: The Board hereby declares the Issuer's intent to reimburse the Issuer with the proceeds of the Obligations for the Expenditures with respect to the Project made on and after April 7<sup>th</sup>, 2017, which date is no more than 60 days prior to the date hereof. The Issuer reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Obligations.
- SECOND: Each Expenditure was and will be (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure) and (b) complies with all applicable Water Fund regulations.
- THIRD: The maximum cost of the Project is expected to be \$ 1,900,000
- FOURTH: The Issuer will make a reimbursement allocation, which is a written allocation by the Issuer that evidences the Issuer's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.
- FIFTH: This resolution shall take effect immediately upon its passage.

Motion supported by Councilmember Bailey.

Roll Call Vote.

AYES: Councilmembers Law, Greenway, Bailey, Mayor Pro-Tem Osika  
Councilmembers Teich, Fox, and Mayor Eveleth.

NAYS: None.

**Lease Agreement – Automatic Meter Reading System**

Motion by Councilmember Bailey to approve a 15-year lease agreement with US Bancorp Government Leasing and Finance Corporation for the purchase of an automatic meter reading system at an effective interest rate of 2.626% as detailed below:

**RESOLUTION NO. 84-2017**

**AUTHORIZING 15-YEAR CAPITAL LEASE AGREEMENT WITH  
U.S. BANCORP GOVERNMENT LEASING AND FINANCE, INC.  
FOR AN AUTOMATIC METER READING SYSTEM  
AT \$150,919.06 ANNUALLY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, maintains a water and sanitary sewer systems which require a meter reading and billing system; and



WHEREAS, on March 20, 2017 the City Council authorized the purchase of a Fixed Network Administrator (FNA) Automatic Reading System (AMR) and replacement water meters; and

WHEREAS, an agreement has been negotiated with U.S. Bancorp Government Leasing and Finance, Inc. to finance this purchase.

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 lease a Fixed Network Administrator (FNA) Automatic Reading System (AMR) and replacement water meters from U.S. Bancorp Government Leasing and Finance, Inc. for a 15-year term.

SECOND: The contract shall be a Lease Agreement and the accounts payable department is authorized to submit the initial and subsequent annual payments to U.S. Bancorp Government Leasing and Finance, Inc. pursuant to the attached agreement up to \$1,900,000.

THIRD: The contract shall be amended and negotiated to the satisfaction of the City Attorney.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Bailey, Teich, Greenway, Mayor Pro-Tem Osika, Councilmembers Fox, Law, and Mayor Eveleth.

NAYS: None.

### **City Manager Performance Review**

There was discussion regarding the process for conducting a review of the City Manager's performance. The Council talked extensively about the format of the review and which parties should receive the results of the evaluation. Human Resources Director Jessica B. Unangst was on hand to provide information on the City Manager's last performance evaluation.

After significant discussion the Council agreed to the following:

Motion by Mayor Pro-Tem Osika to conduct a "360° review" of the City Manager's performance using the same form as that used in his last evaluation. Each department head and Councilmember will receive an evaluation form, the City Manager's job description, and the last set of goals established by the Council. Department heads will have two weeks to complete the evaluation, Councilmembers will have 4 weeks. Feedback from the evaluation forms will be compiled by the Human Resources Director and distributed to the City Manager and Councilmembers. A special meeting will be held Monday, July 31, 2017 to discuss the results and a facilitator will be sought to assist in the development of future goals for the Council and the City Manager.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Teich, Fox, Bailey, Greenway, Law, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

### **COMMUNICATIONS**

Downtown Historic District Commission. Minutes of April 26, 2017.

Downtown Development Authority/Main Street. Minutes of May 3, 2017.

Historical Commission. Minutes of May 8, 2017.

Zoning Board of Appeals. Minutes of May 16, 2017.

Planning Commission. Minutes of May 22, 2017.

Parks & Recreation Commission. Minutes of May 23, 2017.

### **CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, commented that Friday is the best day to visit the Circuit Court as that is the day the judge hands down sentences.

Councilmember Bailey indicated that 60 cats will be spayed or neutered at the latest Community Cats event on Thursday. She also announced that Yappy Hour is this Thursday at Heavenly Scent Pet Spa with proceeds going to benefit Community Cats of Owosso.

**NEXT MEETING**

Monday, June 19, 2017

**BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals - term expires June 30, 2019  
Building Board of Appeals – Alternate - term expires June 30, 2018  
Historical Commission – term expires December 31, 2019  
Parks & Recreation Commission – 2 terms expiring June 30, 2017  
Parks & Recreation Commission – term expires June 30, 2018

**ADJOURNMENT**

Motion by Councilmember Fox for adjournment at 9:52 p.m.

Motion supported by Mayor Pro-Tem Osika and concurred in by unanimous vote.

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk