



**CITY OF OWOSSO
PLANNING COMMISSION
Regular Meeting**

Monday, February 24, 2020 at 6:30 p.m.
Council Chambers – Owosso City Hall
301 W. Main Street, Owosso, MI 48867

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA – February 24, 2020

APPROVAL OF MINUTES – January 27, 2020

PUBLIC HEARING:

1. 425 and 429 Hamblin – Rezoning Request

OLD BUSINESS:

NEW BUSINESS:

OTHER BOARD BUSINESS

PUBLIC COMMENTS AND COMMUNICATIONS:

1. 2019 Planning Commission Annual Report

ADJOURNMENT

Next regular meeting will be on Monday, March 23, 2020

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

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, JANUARY 27, 2020 – 6:30 P.M.**

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

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew

MEMBERS PRESENT: Chairman Wascher, Secretary Fear, Commissioners Robertson and Yerian

MEMBERS ABSENT: Vice-Chair Livingston, Commissioners Law and Taylor

OTHERS PRESENT: Justin Sprague, CIB Planning, Skye McKinnon of Haslett (interest in microbusinesses)

APPROVAL OF AGENDA:
MOTION BY SECRETARY FEAR, SUPPORTED BY COMMISSIONER ROBERTSON TO APPROVE THE AGENDA FOR JANUARY 27, 2020.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER YERIAN, SUPPORTED BY SECRETARY FEAR TO APPROVE THE MINUTES FOR THE SEPTEMBER 23, 2019 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARINGS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. SITE PLAN REVIEW – 1107 W MAIN ST – NEW CAR WASH

Owner Dave Wakeland was present to discuss the plan to build a new car wash at this site. He also owns the Hometown Market/Shell Station next door.

There will be 8 parking spaces added, be accessed from and ingress through the existing western alley and have an egress to State Street. The property is zoned B-3, Central Business, where this use is a permitted land use.

The City Planner, Justin Sprague, had the following comments/review:

- Information items. The site plan meets the informational requirements of the ordinance.
- Area and Bulk. The proposed site was reviewed in accordance with Article 16, Schedule of Regulations, as described in the following table.

	Required	Provided	Comments
Front Yard Building Setback	0 ft. (M-21) 0 ft. (State)	51 ft. 21 ft.	In compliance

Side Yard Building Setback	0	59.	In compliance
Rear Yard Building Setback	0 ft.	0 ft.	In compliance
Maximum Building Height	35 ft.	NP	In compliance

- Building Design & Materials. The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. The applicant has not provided an elevation or detail of proposed building materials. This will be required for Planning Commission Approval
- Building Height. The proposed building complies with the maximum building height.
- Mechanical Units. No new mechanical units are proposed on the plan. The applicant will need to verify this with the Planning Commission to ensure compliance.
- Dumpster. The applicant has not shown a dumpster or trash receptacle enclosure on the site plan. This will need to be added to ensure compliance with the ordinance if a dumpster will be on location.
- Parking Lot Requirements. The applicant is adding 8 parking spaces which is in compliance with the ordinance, but they have not provided a loading space, which is required for buildings exceeding 1,400 sf. There are adequate stacking spaces available to meet the requirements of the ordinance.
- Landscaping. The applicant has not prepared a landscaping plan for review at this time. The ordinance requires a 4'6" screening wall along the southern property line where the property is adjacent to a residential zoning district. This will need to be provided before Planning Commission provides final approval of the site plan or can be a condition of final approval of the site plan.
- Other Approvals. The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

RECOMMENDATION

Based upon the above comments, we recommend approval of the 1107 W Main Street Site Plan, conditioned upon the following:

1. Submission of a revised site plan that satisfactorily addresses the items in this letter, for administrative review and approval;
2. Use of materials consistent with the ordinance that are acceptable to the Planning Commission;
3. The addition of a loading space;
4. An acceptable landscape and screening plan showing the inclusion of a screening wall on the southern property line;
5. Verification of on-site mechanical units and appropriate screening;
6. Verification of an on-site dumpster and appropriate screening; and
7. Review and approval by the appropriate city departments, consultants, and agencies.

NOTE: As of the date of this meeting, the Architect, Owner and City Planner have agreed that all items will be met and a revised completed site plan will be submitted for final staff review before construction will begin.

The car wash business will utilize the dumpster at the Shell station next door. There will be the addition of fencing along the rear of the property to add a buffer for the neighbors.

MOTION BY COMMISSIONER YERIAN, SUPPORTED BY SECRETARY FEAR TO APPROVE THE SITE PLAN REVIEW FOR 1107 W MAIN STREET AND THE ADDITION OF A NEW CAR WASH TO

BE CONSTRUCTED ON THE PROPERTY. THIS APPROVAL INCLUDES SUBMITTAL OF A REVISED SITE PLAN THAT INCLUDES THE CITY PLANNER AND ENGINEERING REQUIREMENTS.

RCV VOTE ALL YEAS MOTION CARRIED

2. RECREATIONAL MARIHUANA

City Manager, Nathan Henne presented an update on what City Council has done recently in regards to allowing recreational marihuana establishments. The second reading of the draft ordinance is on the council agenda for Monday, February 3, 2020. It is possible the City Council makes this ordinance effective immediately. The intent is to have all 4 medical marihuana facilities open, allowing them to also sell recreational and after 1 year, the Planning Commission will recommend whether to stay at 4 establishments or increase the number of locations.

Discussion on the 5 new types of recreational licenses. Recommendation is not to go with event licenses as the city has an ordinance banning marihuana on public property and the potential law enforcement expenses. Additional discussion about the microbusiness and clubs, locations, size of buildings.

No decision needed at this time. Will discuss more at the next meeting.

3. 2020-2026 CIP (CAPITAL IMPROVEMENT PLAN)

The Planning Enabling Act started requiring this in 2019. This plan is for 2020 through 2026 and shows the 2019 projects and the status of each. A majority of the projects are street projects.

MOTION BY COMMISSIONER ROBERTSON, SUPPORTED BY SECRETARY FEAR TO ACCEPT THE 2020-2026 CAPITAL IMPROVEMENT PLAN WITH THE ADDITION OF CITY OWNED BRIDGES AND THE MAINTENANCE NEEDS IN THE FUTURE.

RCV VOTE ALL YEAS MOTION CARRIED

OTHER BOARD BUSINESS:

Master Plan Update – final layout of draft should be ready by February for the Planning Commission to review. Then hold public hearings. This is about a 90-day process to adoption.

PUBLIC COMMENTS AND COMMUNICATIONS: NONE

ADJOURNMENT

MOTION BY COMMISSIONER ROBERTSON, SUPPORTED BY SECRETARY FEAR TO ADJOURN AT 7:55 P.M. UNTIL THE NEXT MEETING ON FEBRUARY 24, 2020.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

PREZ 2020-01
APPLICATION FOR REZONING
CITY OF OWOSSO

301 W. Main Street, Owosso, Michigan 48867, MI 989-725-0540

1. The applicant must completely fill in the application.
2. Application fee is \$550.00 + \$5.00 per acre.
3. The applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request.
4. Application must be received by the end of the previous month before Planning Commission meeting. City Council will address the rezoning at the following Council Meeting after Planning Commission makes its recommendations for the rezoning.

TO THE OWOSSO CITY COUNCIL:

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

1. PROPERTY TO BE REZONED:

Address: 425 & 429 Hamblin with 434 E. Howard

Description: (lot, block or metes and bounds)

Frontage in feet:

Depth in feet:

} see attached

2. PROPERTY OWNERSHIP:

Name: Carrie Cobb

Address: PO Box 142 Owosso mi 48867

Phone Number: 989-666-3541

E-mail: Carrie@treborind.com

3. ZONING REQUEST:

Current Zoning: Residential R-2 Requested Zoning: Industrial I-1

4. PROPOSED USE OF THE PROPERTY:

Storage shed

Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso:

Trebor Industries would like to combine the lots in order to keep the current storage shed located on the lot.

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

Signature of Applicant:

Carrie Cobb

Date: 1/30/2020

LEGAL REPRESENTATIVE

OWNER

OPTION TO PURCHASE

FOR OFFICIAL USE ONLY

Case #	PZ-20-004	Planning Commission Hearing Date	2/24/2020
Receipt #		Action Taken	
Date Filed	1-30-2020	City Council Hearing Date	5/03/2020
Description Checked		Action Taken	

To whom it may Concern,

I am writing in regard to 425 Hamblin St property. My name is Carrie Cobb and I currently own this location and the 434 E. Howard St. property. I have been working towards having the home structure removed at 425 Hamblin St. which was purchased a few years back from a city auction. The residence was condemned at the time of purchase. In order to clean up the property the home structure needs to be torn down as it is in a deplorable condition. However, the shed structure is in fair condition and I would like to keep it. The shed will be used to store tools and a lawn mower for continued maintenance of the property as well as the adjacent property located at 434 E. Howard St.

I look forward to working with you on the rehab project.

Best Regards,

Carrie Cobb

989-666-3541 C

989723-8145 O

carrie@treborind.com

1/28/2020 emailed Rezoning app to Carrie.

CITY OF OWOSSO
LAND COMBINATION APPLICATION

301. W. MAIN ST.
OWOSSO, MI 48867
989 725-0530

Date 1-27-2020

Owners Name Carrie Cobb

Phone Number 989-6666-3541

Owners Mailing Address PO Box 142
OWOSSO, MI 48867

TREBOR Industries

Property Address(es) 425/429 Hamblin ajoined with 434 E. Howard St.

Parcel Number(s) 050-430-000-003-00 / 050-430-000-002-00 / 050-430-000-001-00

Current Zoning(s) R2 & I1

Will the proposed combination require zoning changes? (yes) (no)

Are the names the same on all parcels to be combined? (yes) (no)

(Note: Names of ownership must be the same on all parcels being combined.)

Any current Special Assessments applied to any or all of these parcels? (yes) (no)

If yes, please explain: (Note: Special Assessments must be paid in full prior to combining parcels)

Any current Mortgage Liens or Land Contracts on any or all of these parcels? (yes) (no)

If yes, please explain: (Note: Mortgage or contract liens need approval from lien holder for approval)

Intended use (Res., Com., Ind.) Ind

Intended purpose Storage Shed

Survey recommended, especially when descriptions are meets & bounds and not within a plat.
Legal Description of Current Parcels to be combined. (Attach additional if needed.)

Legal Description of combined parcel(s). (Attach additional if needed)

Lot 13 (Ex S S 136' & E 59 1/2' Louisa merells Add
N 45' of S 136' Lot 13 Ex E 59 1/2' Louisa merells Add
N 45' of S 136' Lot 13 Ex E 59 1/2' Louisa merells Add

I understand and agree the statements made above are true and if found not to be true, this application and any approval will be void.

Property Owners Signature Carrie Cobb

Date: 1-27-2020

Date: _____

City of Owosso Approval:

Signature: _____ Date: _____

Title: _____

OFFICIAL NOTICE OF PROPOSED REZONING

A Public Hearing will be held on a proposal to rezone the properties described below at the Owosso City Planning Commission regular meeting on Monday, February 24, 2020. The proposed rezoning would allow these lots to be combined with 434 E Howard Street and would be used for light industrial.

APPLICANT: #2020-01 Carrie Cobb
Owner, Trebor Industries
434 E Howard Street
Owosso MI, 48867

PROPERTY ADDRESSES: 425 Hamblin
429 Hamblin

PROPOSED REZONING: FROM: R-2 Two Family Residential District
TO: I-1 Light Industrial District

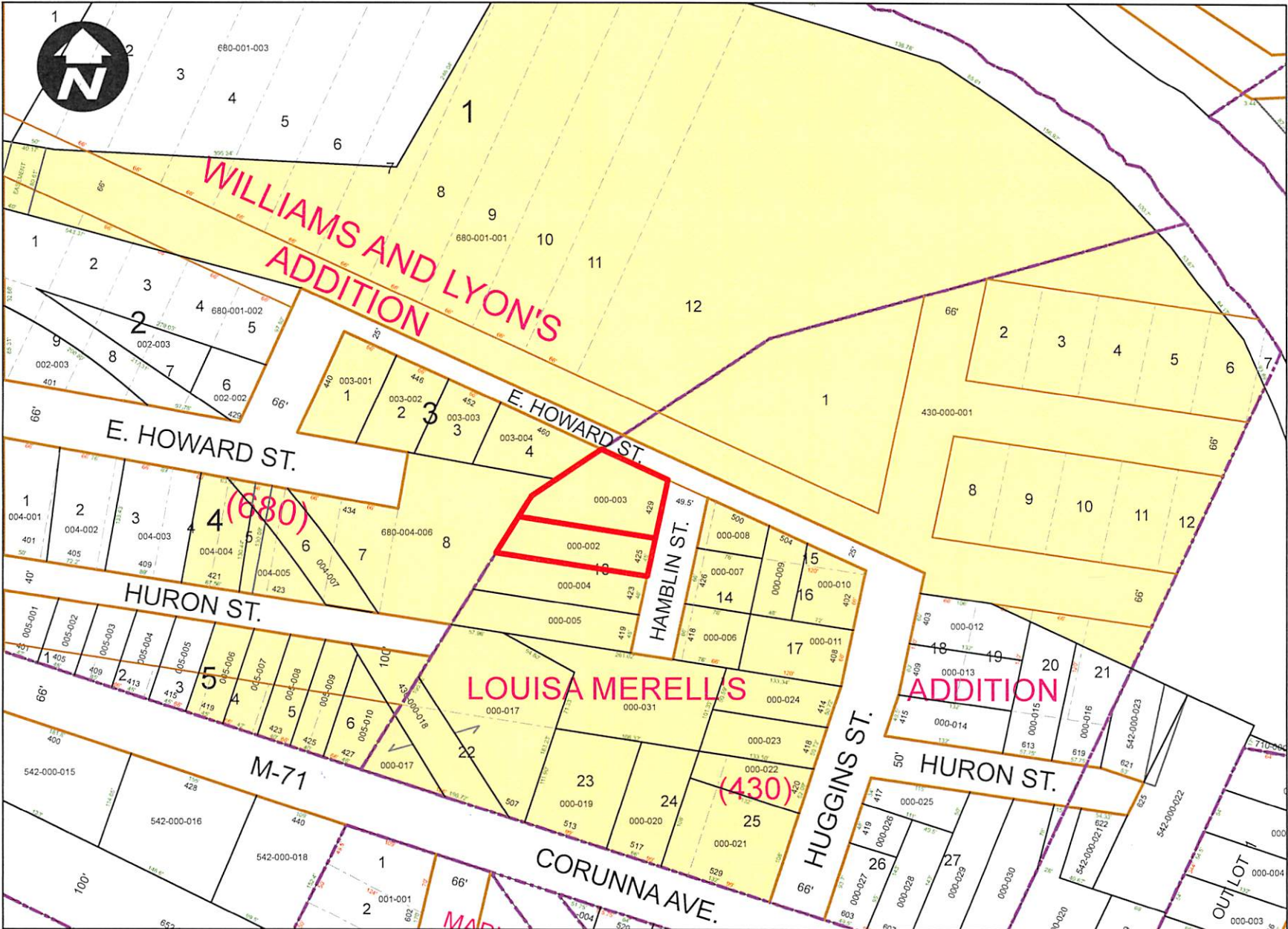
PROPERTY DESCRIPTIONS: Parcel number: 050-430-000-002-00 425 Hamblin
N 45' OF S 136' LOT 13 (EX E 59 ½') LOUISA MERELLS ADD
Parcel number: 050-430-000-003-00 429 Hamblin
LOT 13 (EX E S 136' & E 59 ½') LOUISA MERELLS ADD

LOT SIZES: 0.180 acre 425 Hamblin
0.239 acre 429 Hamblin

MEETING INFORMATION: Owosso City Planning Commission regular meeting on Monday, February 24, 2020. The meeting will be held in the lower level of the Owosso City Hall at 6:30 p.m.

WRITTEN COMMENTS: Written comments may be submitted to the building department office at city hall or by email to building@ci.owosso.mi.us any time prior to the meeting. Further information on this case is on file in the Building Department for your review.

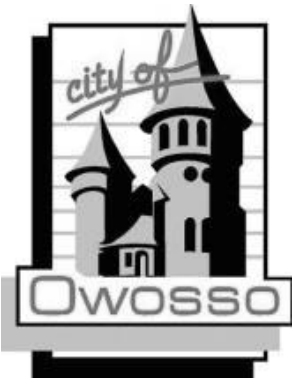
The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso.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



0 150 300 450 600 Feet

OWOSSO





**2019
PLANNING
ANNUAL REPORT**

PLANNING COMMISSION:

1. Membership

MEMBER	TITLE	TERM EXPIRES
JANAE FEAR	Secretary	06-30-2021
FRANCIS LIVINGSTON	Vice Chair	06-30-2021
DANIEL LAW	Council Rep	11-09-2020
WILLIAM WASCHER	Chair	06-30-2021
THOMAS TAYLOR	ZBA Rep. Commissioner	06-30-2020
PETE YERIAN	Commissioner	06-30-2022
LINDA ROBERTSON	Commissioner	06-30-2022

2. Attendance

	Wascher	Adams	Fear	Jenkins	Law	Lafferty	Livingston	Taylor	Kirkland	Yerian	Robertson
Jan						No Meeting					
Feb	X	X	X		X	X	X		X		
Mar						No Meeting					
Apr			X		X	Resigned	X	X	X		
May	X	X	X	X	X		X	X	X		
Jun						No Meeting					
Jul	X		X		X		X	X		X	
Aug	X	X		X	X		X	X		X	
Sept	X	Resigned	X	X	X			X		X	X
Oct						No Meeting					
Nov						No Meeting					
Dec						No Meeting					

X = present

3. Meetings

Planning Commission meetings are held the 4th Monday of each month, except as noted at 6:30 p.m.

Meeting Date	Agenda Items
January 28	<ul style="list-style-type: none"> Meeting cancelled due to weather
February 25	<ul style="list-style-type: none"> Sign ordinance - amendments Medical Marihuana Ordinance amendments – Public Hearing Industrial district outdoor storage height and screening requirements – Public Hearing 2019-25 Capital Improvements – present and action 2018 Planning Commission annual report – present and action Recreational marijuana – discussion
March 25	<ul style="list-style-type: none"> Meeting cancelled
April 22	<ul style="list-style-type: none"> Site plan review – J&H Family Store at 917 E Main St
May 28	<ul style="list-style-type: none"> Site plan review – Memorial Healthcare for new addition to the hospital complex

	<ul style="list-style-type: none"> Site plan review – Consumers Energy for replacing gas regulator facility
June 24	Cancelled due to lack of agenda items
July 22	<ul style="list-style-type: none"> Site Plan Review Ordinance amendments to allow for administrative reviews Sign Ordinance amendments Recreational marijuana - discussion
August 26	<ul style="list-style-type: none"> Site plan review for Woodworth Commercial at 501 W Main St Set public hearing for Site Plan Review and Sign Ordinance amendments Master plan update
September 23	<ul style="list-style-type: none"> Public hearings for site plan review and sign ordinance amendments
October 21	Cancelled due to lack of agenda items
November 25	Cancelled due to lack of agenda items
December 9	Cancelled due to lack of agenda items

4. Master Plan Review

CIB Planning, Inc. of Fenton, Michigan is in the process of updating the Master Plan. A draft of the plan should be available in January or February.

5. Zoning Ordinance Amendments

a. Zoning ordinance:

Section	Amendment/Addition	Status
Section 16.5	Amendment – Medical marihuana	Approved
Section 38-292	Amendment – Industrial district – outdoor storage height and screening requirements	Approved
Chapter 26	Amendments to sign ordinance	Approved
Section 38-390	Amendments to the site plan ordinance to allow for administrative site plan reviews	Approved

b. Rezoning Requests:

None requested in 2019

ZONING BOARD OF APPEALS

1. Membership:

<i>MEMBER</i>	<i>TITLE</i>	<i>TERM EXPIRES</i>
RANDY HORTON	Chair	6-20-2020
THOMAS TAYLOR	PC Representative	6-30-2021
CHRISTOPHER EVELETH	Vice Chair Council Representative	11-14-2022
KENT TELESZ		6-30-2022
MATTHEW GRUBB	Secretary	6-30-2021
MICHAEL BRUFF	Alternate	06-30-2021
ROBERT TEICH	Alternate	06-30-2022

2. Attendance

	Horton	Eveleth	Taylor	Telesz	Bruff	Teich	Grubb
Jan	No Meeting						
Feb	No Meeting						
Mar	No Meeting						
Apr	No Meeting						
May	X		X		X		X
Jun	No Meeting						
Jul	X		X	X	X		
Aug	No Meeting						
Sept	No Meeting						
Oct	No Meeting						
Nov	No Meeting						
Dec	No Meeting						

X = present

3. Meetings:

Zoning Board of Appeals meetings are held the 3rd Tuesday of each month, except as noted at 9:30 a.m.

Meeting Date	Agenda Items
January 15	Cancelled due to lack of agenda items
February 19	Cancelled due to lack of agenda items
March 19	Cancelled due to lack of agenda items
April 16	Cancelled due to lack of agenda items
May 21	<ul style="list-style-type: none"> 917 E Main St – (2) variance requests – 11% variance to the percentage of windows and variance to landscape requirements. Window variance was tabled until the next meeting. Landscape variance was approved to allow for stamped concrete along the building instead of bushes, etc. Window variance was later removed as they were able meet the requirement.
June 18	Cancelled due to lack of agenda items
July 16	<ul style="list-style-type: none"> 819 N Shiawassee St – Memorial Healthcare 3 story building addition to the complex. (2) variance requests for exceeding building height and parking lot – approved.
August 20	Cancelled due to lack of agenda items
September 17	Cancelled due to lack of agenda items
October 15	Cancelled due to lack of agenda items
November 19	Cancelled due to lack of agenda items
December 17	Cancelled due to lack of agenda items

TRAINING

None held in 2019

JOINT MEETINGS

None held in 2019

REDEVELOPMENT READY COMMUNITIES:

Criteria	Report of Findings August 1, 2017	Progress Report October 1, 2018*	Progress Report
Best Practice 1.1: The Plans			
The governing body has adopted a master plan in the past five years.	N	N	Currently working on
The governing body has adopted a downtown plan.	N	N	Currently working on
The governing body has adopted a corridor plan.			
The governing body has adopted a capital improvements plan.	N	N	Y (Feb. 2020)
Best Practice 1.2: Public Participation			
The community has a public participation plan for engaging a diverse set of community stakeholders.	N	Y	Y
The community demonstrates that public participation efforts go beyond the basic methods.	Y	Y	Y
The community shares outcomes of public participation processes.	N	Y	Y
Best Practice 2.1: Zoning Regulations			
The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	N	N	Will occur after MP update
The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	N	N	Will occur after MP update
The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	Y	Y	Y
The zoning ordinance allows for a variety of housing options.	Y	Y	Y
The zoning ordinance includes standards to improve non-motorized transportation.	N	N	Will occur after MP update
The zoning ordinance includes flexible parking requirements.	N	N	Will occur after MP update

The zoning ordinance includes standards for green infrastructure.	N	N	Will occur after MP update
The zoning ordinance is user-friendly.	N	N	Will occur after MP update

Best Practice 3.1: Development Review Policy and Procedures

The zoning ordinance articulates a thorough site plan review process.	Y	Y	Y
The community has a qualified intake professional.	Y	Y	Y
The community defines and offers conceptual site plan review meetings for applicants.	N	N	Y: Complete & on website
The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	N	Y	Y
The appropriate departments engage in joint site plan reviews.	Y	Y	Y
The community has a clearly documented internal staff review policy.	N	N	Implemented BS&A tracking
The community promptly acts on development requests.	N	N	Implemented BS&A tracking
The community has a method to track development projects.	N	N	Implemented BS&A tracking
The community annually reviews the successes and challenges with the site plan review and approval procedures.	N	N	N

Best Practice 3.2: Guide to Development

The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	N	N	Y: Complete & on website
The community annually reviews the fee schedule.	N	Y	Y: Complete & on website

Best Practice 4.1: Recruitment and Orientation

The community sets expectations for board and commission positions.	N	N	Currently working on
The community provides orientation packets to all appointed and elected members of development related boards and commissions.	N	N	Currently working on: orientation packet for Council is complete

Best Practice 4.2: Education and Training

The community has a dedicated source of funding for training.	Y	Y	Y
The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	N	N	Implemented
The community encourages the governing body, boards, commissions and staff to attend trainings.	Y	Y	
The community shares information between the governing body, boards, commissions and staff.	N	N	Currently planning a joint meeting

Best Practice 5.1:

Redevelopment Ready Sites

The community identifies and prioritizes redevelopment sites.	N	N	Will occur with MP update
The community gathers preliminary background information for prioritized redevelopment sites.	N	N	
The community has developed a vision for the priority redevelopment sites.	N	N	N
The community identifies available resources and incentives for prioritized redevelopment sites.	N	N	
A property information package for the prioritized redevelopment site(s) is assembled.	N	N	
Prioritized redevelopment sites are actively marketed.	N	N	

Best Practice 6.1: Economic Development Strategy

The community has approved an economic development strategy.	N	N	N
The community annually reviews the economic development strategy.	N	N	N

Best Practice 6.2: Marketing and Promotion

The community has developed a marketing strategy.	N	N	N
The community has an updated, user-friendly municipal website.	N	N	N

*Status as of October Quarterly Review

Staff is actively working on items on the above list.