



**CITY OF OWOSSO PLANNING COMMISSION**  
**Regular (VIRTUAL) Meeting**  
Monday, January 25, 2021 at 6:30 p.m.  
**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/81722656644?pwd=K29mWi9xb3dSRTRMbFNGQWMwSUtKQT09>

**Meeting ID: 817 2265 6644**

**Passcode: 163422**

One tap mobile

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Dial by your location

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+1 669 900 9128 US (San Jose)

Meeting ID: 817 2265 6644

Passcode: 163422

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA – January 25, 2021

APPROVAL OF MINUTES – November 23, 2020

**PUBLIC HEARINGS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. **Highland Park South St/Krouse Rd Site Plan Review**
2. **2020 Planning Commission Annual Report**

OTHER BOARD BUSINESS

PUBLIC COMMENTS AND COMMUNICATIONS:

ADJOURNMENT

**Next regular meeting will be on Monday, February 22, 2021 at 6:30 p.m.**

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](http://www.ci.owosso.mi.us)

**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**VIRTUAL MEETING**  
**Monday, November 23, 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:** Recording Secretary Tanya Buckelew

**MEMBERS PRESENT:** Chairman Wascher, Vice-Chair Livingston, Secretary Fear, Commissioners Law, Morris, Taylor and Yerian

**MEMBERS ABSENT:** Commissioners Jenkins and Robertson

**OTHERS PRESENT:** Justin Sprague, CIB Planning, City Manager Nathan Henne

**APPROVAL OF AGENDA:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR November 23, 2020.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE August 24, 2020 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARINGS:**

**1. WASHINGTON PARK SMART HOMES DEVELOPMENT SITE PLAN REVIEW**

Site Plan Review for approximately 2.36 acres located at the intersection of North Washington and Wesley Streets. The proposal is to develop a 14-unit, single-family residential Planned Unit Development.

**City Planner Justin Sprague had the following review comments:**

- 1. Information items.** The applicant has provided a complete detail of informational requirements; however, some clarification is needed on the site plan. While the property is being developed as a PUD Site Condominium, the plan should delineate specifically what areas of the development are common areas and what areas are for purchase units. The current plan identifies structure locations, and we are led to assume that the ownership of the unit is only from the wall-in and all land outside of the unit is common area. The applicant has since provided information clarifying which areas will be common and which areas will be owned as requested.
- 2. Area and Bulk.** The proposed site was reviewed in accordance with Article 16, Schedule of Regulations, as described in the following table:

Residential PUD Development	Required	Provided	Comments
Front Yard Building Setback (Wesley)	30 ft.	15 ft.	Requires PC Waiver per PUD
Front Yard Building Setback (Washington)	20 ft.	12 ft.	Requires PC Waiver per PUD
Rear Yard Building Setback	30 ft.	83 ft.	In compliance
Maximum Building Lot Coverage (Impervious surface)	25%	40%	Requires PC Waiver per PUD

- 3. Building Design & Materials.** The proposed homes have an attractive design and utilizes multicolor and multi-design vinyl siding with traditional windows, shutters and front porches. We will require as part of the PUD that side egress for the homes have fixed porches or fixed steps as part of the home structure per building code. Additionally, per the PUD we would highly recommend traditional detached garages opposed to car sheds or ports and will included that recommendation in any final development agreement for the property. **The applicant would like to offer both car ports as well as a garage as an option to buyers. It is still our belief that garages should be required as a condition of approval to meet site plan standards for maintaining essential neighborhood character.**

Lastly, as part of the development agreement and the master deed for the condominium, we will require that any home which may be damaged or destroyed as an act of god (fire, storm damage or other) which requires replacement of an existing structure, that a new structure shall be the only appropriate replacement on the unit site. **The applicant has agreed with this request.**

Further, a waiver will be required from the Planning Commission per the PUD Standards from the requirement buildings be separated by a minimum of 20-feet. This is a requirement typically applied to apartment buildings and is only a 10-foot requirement for single-family, detached units.

- 4. Building Height.** The maximum building height for the district will not be exceeded for this project.
- 5. Parking Requirements.** The following table lists the requirements for parking requirements for the proposed development.

PARKING SPACE REQUIREMENTS	Required	Provided	Comments
Parking Spaces	28	28	In compliance

- 6. Landscaping.** A landscaping plan has been provided that meets the intent of the ordinance.
- 7. Lighting Plan.** No street lighting is proposed for this development.
- 8. Fencing.** The site plan does not indicate any fencing for the development, but we recommend if fencing is permitted per the condominium bylaws, that it be high quality fencing such as vinyl, wood or other material and that chain link fencing be prohibited. **The developer will add a clause to the master deed prohibiting chain link fencing.**

- 9. Other Approvals.** The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

Chairman Wascher opened the Public Hearing and the following commented:

1. Tom Cook and Anna Owens (Bailey Park Homes) stated they have hired a special engineer to address the flow of water on the property and storm water run-off. Also, would like to leave the option open to the buyer to choose a garage or carport due to the cost difference.
2. Christy Summers (Beckett & Raeder, Inc.) commented on the water run-off and rain gardens that move water quicker and are engineered to drain to storm sewer. They are shallow, about 2 – 3' and have a light flow and not considered unsafe. A rain garden is a landscaping feature that absorbs more water compared to a concrete retention pond.
3. Justin Horvath (SEDP) spoke in support of the project.
4. Brad Hissong (Building Official) commented on the garages vs. carports and carports tend to turn into storage and becomes an enforcement issue.
5. Tim Atkinson (Owosso Township resident) would rather have the garages to keep car/personal items out of site along with a landscaping company and snow removal.

**City Planner Justin Sprague recommends approval of the Washington Park Smart Home Condominium Development, conditioned upon the following:**

1. That waivers are granted by the Planning Commission for front yard setbacks along Washington and Wesley Streets;
2. That a waiver is granted by the Planning Commission for total lot coverage;
3. That a waiver is granted by the Planning Commission for minimum distance between buildings to be allowed at less than 20-feet;
4. That the Planning Commission require traditional detached garages opposed to car ports or sheds to preserve neighborhood character;
5. That side egress on the homes have fixed porches or stairs attached to the structure;
6. That the Master Deed require any homes to be replaced due to an act of God, be replaced by a new structure and not a previously used structure;
7. That the by-laws for the condominium development strictly prohibit chain link fencing; and
8. That all other agencies, departments and reviewing entities grant approval prior to the issuance of any building permits.

**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER MORRISTO APPROVE THE SITE PLAN REVIEW FOR THE WASHINGTON PARK SMART HOME CONDOMINIUM DEVELOPMENT WITH THE FOLLOWING CONDITIONS:**

1. That waivers are granted by the Planning Commission for front yard setbacks along Washington and Wesley Streets;
2. That a waiver is granted by the Planning Commission for total lot coverage;
3. That a waiver is granted by the Planning Commission for minimum distance between buildings to be allowed at less than 20-feet;
4. That side egress on the homes have fixed porches or stairs attached to the structure;
5. That the Master Deed require any homes to be replaced due to an act of God, be replaced by a new structure and not a previously used structure;
6. That the by-laws for the condominium development strictly prohibit chain link fencing; and
7. That all other agencies, departments and reviewing entities grant approval prior to the issuance of any building permits.



**NOTE: THIS MOTION DOES NOT INCLUDE THE REQUIREMENT OF TRADITIONAL DETACHED GARAGES.**

**YEAS: COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONERS MORRIS AND TAYLOR**  
**NAYS: COMMISSIONER YERIAN, SECRETARY FEAR AND CHAIRMAN WASCHER**  
**RCV 4-3 MOTION CARRIED**

**THIS SITE PLAN REVIEW GOES BEFORE CITY COUNCIL FOR FINAL REVIEW.**

## **2. 210 MONROE STREET – PROPOSED REZONING OF CITY OWNED PROPERTY**

At the request of City Manager Nathan Henne, this 2.46-acre parcel is owned by the City of Owosso and is currently zoned I-1, Light Industrial. City Manager Henne has requested the zoning be changed to R-2 Two-Family Residential for potential future residential development as outlined in the draft Master Plan for the City. This could include row-housing, townhouses, apartments or higher-density detached one-family residential.

	<b>Existing Land Use</b>	<b>Zoning</b>	<b>Master Plan</b>
Subject Site	Vacant	I-1 Light industrial *	Industrial
North	Industrial	I-1, Light Industrial	I-1, Light Industrial, General Commercial
South	One-family residential and commercial	R-1, One-Family Residential, B-1, Local Business (Josh's Frogs)	Residential
East	Industrial and Rail	I-1, Light Industrial	Industrial
West	Industrial and Commercial	B-4, General Commercial and I-1, Light Industrial	Local business and industrial

While the area is a mish-mash of zoning districts including R-1, R-2 Commercial and Industrial, it is important to consider what land uses could be utilized on these properties should the Planning Commission approve the rezoning -R-2, Two-Family Residential. A full list of uses is provided below:

In an R-2 district, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this chapter:

1. All uses permitted and as regulated in the one-family residential districts. The standards of the "schedule of regulations" applicable to the R-1 one-family residential district shall apply as minimum standards when one-family detached dwellings are erected;
2. Two-family dwellings;
3. Accessory buildings and uses customarily incident to any of the above permitted uses and subject to the conditions of section 38-379, accessory buildings;
4. A dwelling constituting the home for not more than three (3) aged and physically handicapped persons provided such use is in accordance with all state and local requirements;
5. Bed and breakfast operations as a subordinate use to single-family dwelling units subject to city licensing provisions and a determination by the city planning commission that the applicant has shown proof of historic significance of the dwelling unit. In making the determination, the planning commission shall reference the historic criteria developed and adopted by the commission.
6. Family day care home, foster family group homes and foster family homes shall be permitted subject to the following provisions:

- a. For family day care homes only, a minimum of four hundred (400) square feet of usable outdoor play area in the rear or side yard shall be available on the premises.
- b. Such uses are duly licensed by the state department of social services or other equivalent public agencies authorized to license these uses.
- c. Building and lots so used shall conform to all state and local code requirements, except that such uses or structures shall be permitted in buildings and lots which are nonconforming uses or structures as defined in this chapter.

Commissioner Wascher opened the Public Hearing and the following commented: NONE

City Manager Nathan Henne discussed the environmental history of this property. The underground storage was removed in 1999/2000. Soil samples were taken and results of contamination being present. This vacant lot is now a part of the Brownfield Redevelopment Study and if developed would require a list of action items before construction can begin. PCBs are the main source of contamination and this site is considered a 201 Site (1994-PA 451) and will always be tracked for any development.

In considering any petition for an amendment to the official zoning map, the Planning Commission and City Council shall consider the following criteria in making its findings, recommendations and decision:

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

**Finding** – While the current future land use map identifies this area as industrial, it is important to highlight what is proposed in the city's new draft master plan. The following text describes the intent for this area.

**Washington and Monroe Street** - Located south of Downtown and Corunna Avenue, this 5.5-acre site is located in a transitional zone between commercial and industrial uses and a residential neighborhood to the south. The site includes multiple parcels including a city-owned property along the railroad corridor and the Former Grace Church, 715 S. Washington (built in 1950). The site is connected to public water/sewer. In the near term, the site provides an opportunity for infill residential. The adaptive reuse of church building for condominium development may be considered, however, the building does not have architectural or historical significance and could be demolished as part of the redevelopment. A desirable future use for the site is single-family attached residential. Infill development should be compatible with the existing neighborhood incorporating front porches/stoops, alley access, parking in the rear, and building heights between 2-3 stories. Existing street trees should be preserved.

**It is our belief that this rezoning would significantly improve the neighborhood and would not be in conflict with the overall goals of the Master Plan, nor impact the intent of the Zoning Ordinance.**

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

**Finding** – This site would be compatible with the host of uses permitted under the R-2 Zoning Classification.

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

**Finding** – To our knowledge, no evidence exists showing that the applicant could not receive a reasonable return on investment through developing the property as industrial, however the City of Owosso is generally not in the position to be the developer of this property.

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

**Finding** – It is our belief that land uses within the R-2 district are more compatible with this site and its location to the neighborhood to the south than if the site were to be developed as industrial.

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

**Finding** – There should be no issues with existing infrastructure being able to accommodate and service this site.

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

**Finding** – We find that there is high demand for new housing throughout the City of Owosso and surrounding areas. While there is no imminent development proposed for this site, the city is positioning itself to have vacant, city-owned property available for redevelopment as opportunities present themselves.

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

**Finding** – This application has not been previously before the City.

City Planner Justin Sprague recommends approval of the rezoning request for 210 Monroe Street based on the following items;

1. That the request is not in overwhelming conflict with the Master Plan or the Zoning Ordinance;
2. The site is compatible with uses in the proposed R-2 Zoning District;
3. The applicant is not rezoning to increase the return on investment of the property;
4. That the Planning Commission understands that the proposed use may be more compatible with surrounding land uses;
5. Infrastructure to the site is appropriate for the proposed use; and
6. The request has not been previously submitted to the City for consideration.

**MOTION BY SECRETARY FEAR SUPPORTED BY COMMISSIONER LAW TO APPROVE THE AMENDMENT TO THE ZONING ORDINANCE BY REZONING 210 MONROE STREET (050-652-001-004-00) FROM I-1, LIGHT INDUSTRIAL TO R-2, TWO-FAMILY RESIDENTIAL DISTRICT BASED ON THE ABOVE FACTS AND FINDINGS.**

**YEAS: VICE-CHAIR LIVINGSTON, COMMISSIONERS MORRIS, TAYLOR, YERIAN, SECRETARY FEAR, COMMISSIONER LAW AND CHAIRMAN WASCHER**

**NAYS: NONE**

**RCV 7-0 MOTION CARRIED**

## THE REZONING GOES BEFORE CITY COUNCIL FOR FINAL APPROVAL.

**OLD BUSINESS:** NONE

### **NEW BUSINESS:**

#### **1. MEMORIAL HEALTHCARE PARKING LOT SITE PLAN REVIEW**

The existing parking lot for the business will be repaved as part of the hospital expansion project and was reviewed and approved administratively. In addition, there is an area of approximately 10,000 square feet that must go through Planning Commission.

#### **City Building Official Brad Hissong submitted the following:**

This office has reviewed the site plan application for subject project (Phase II). The plan is for expansion of parking area. Construction features renovation to existing lots and design of new areas of parking within both phases, this office has reviewed this as drawn. Work includes removal/replacement of an existing surfaced area and grade changes/filling of other areas that include the earth changes and measures of landscaping and retention as required. After careful review this office offers the following:

1. Severe grade changes have already taken place well in excess of your submitted drawing. The condition that exist is severe and will not provide protection from run off using boulders. The recently received drawing suggests a retaining wall (drawings fourth coming) as planned previously if retaining wall was to be constructed it would extend easterly from west end of parking lot to the light pole shown on plan, existing conditions, with excessive elevations will require expansion of this wall approximately 70' east of light pole. Please see drawing area noted as previously approved Neuro/Ortho/Wellness Center parking white colored area of parking lot. Retaining wall plans to be reviewed and approved by City Staff/CIB Planning once received.

#### **City Planner Justin Sprague submitted the following:**

1. **Information items.** The site plan meets the informational requirements of the ordinance.
2. **Parking Lot Requirements.** The applicant is adding 20 new parking spaces which is in compliance with the ordinance.
3. **Lighting.** The site plan does not show or propose any new lighting in the development area. If lighting is proposed, it must be shown on the plan to ensure conformance with the ordinance.
4. **Landscaping.** A landscaping plan has been submitted for review. The plan includes new evergreen trees, shrubs, a boulder retaining wall for slope preservation and a vinyl screening fence. The landscaping plan is in conformance with the ordinance, however; it is our understanding that the boulder wall will be replaced by interlocking blocks to create the retaining wall which will be as high as 7-8 feet from grade in certain areas. This plan will need approval from the city engineering department prior to construction.
5. **Other Approvals.** The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

Doug Scott, Civil Engineer from Rowe Engineering, stated the retaining wall will be 2' to 9' tall, block wall, ready rock wall that is decorative and will prevent erosion. Will also include landscaping and a vinyl privacy fence.

Charlie Thompson, Memorial Healthcare, stated they have moved everything back to meet with the southern property line (referred to as the 1950's lot line that the neighbors have been used to).

Per the City Planner Justin Sprague, the Planning Commission has a couple of options. First would be to deny the requested expansion until all of the outstanding site plan requirements are met including lighting and the retaining wall approval from city engineering.

The second path would be to conditionally approve the site plan with the following conditions and grant staff the ability to approve outstanding site plan items administratively

1. Submission of a revised site plan that satisfactorily addresses the items in this letter, for administrative review and approval including;
2. The proposed lighting plan;
3. Approval of the retaining wall by city engineering; and
4. Review and approval by the appropriate city departments, consultants, and agencies prior to issuance of a building permit.

**MOTION BY SECRETARY FEAR SUPPORTED BY VICE-CHAIR LIVINGSTON TO CONDITIONALLY APPROVE THE SITE PLAN REVIEW FOR ADDITIONAL AND EXISTING PARKING AREAS AT MEMORIAL HOSPITAL, PENDING ADMINISTRATIVE APPROVAL AND MEET THE FOLLOWING CONDITIONS:**

1. **SUBMISSION OF A REVISED SITE PLAN THAT SATISFACTORILY ADDRESSES THE ITEMS IN THIS LETTER, FOR ADMINISTRATIVE REVIEW AND APPROVAL INCLUDING;**
2. **THE PROPOSED LIGHTING PLAN;**
3. **APPROVAL OF THE RETAINING WALL BY CITY ENGINEERING; AND**
4. **REVIEW AND APPROVAL BY THE APPROPRIATE CITY DEPARTMENTS, CONSULTANTS, AND AGENCIES PRIOR TO ISSUANCE OF A BUILDING PERMIT.**

**YEAS:** COMMISSIONERS MORRIS, YERIAN, SECRETARY FEAR, COMMISSIONER LAW, VICE-CHAIR LIVINGSTON AND CHAIRMAN WASCHER  
**NAYS:** COMMISSIONER TAYLOR  
**RCV 6-1** MOTION CARRIED

## **2. MASTER PLAN SURVEY RESULTS**

City Planner Justin Sprague reviewed the survey results. There were 19 responses and main concerns including downtown and the Matthews Building. No specific changes to the master plan were suggested. The next step is for the Planning Commission to formally send the Master Plan Draft to City Council and City Council's action would be to set the 63-day period for distributing the plan publicly. After the 63 days, the Planning Commission will hold a public hearing and proceed to adopt a formal resolution accepting the Master Plan.

**MOTION BY SECRETARY FEAR SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE MASTER PLAN DRAFT AND SEND TO CITY COUNCIL FOR APPROVAL AND AUTHORIZATION OF THE 63 DAY PERIOD FOR DISTRIBUTING THE PLAN PUBLICLY.**

**YEAS:** COMMISSIONERS TAYLOR, YERIAN, SECRETARY FEAR, COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER MORRIS AND CHAIRMAN WASCHER  
**NAYS:** NONE  
**RCV 7-0** MOTION CARRIED

**OTHER BOARD BUSINESS:** NONE

**PUBLIC COMMENTS AND COMMUNICATIONS:**

1. Jim Slingerland, Campbell Drive, concerned the retaining wall would require the removal of pine trees.
2. Karen Harris, Campbell Drive, asked where the retaining wall would be placed. City Planner Justin Sprague answered with it is allowed to be on the property line.

**ADJOURNMENT**

**MOTION BY COMMISSIONER MORRIS SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 8:33 P.M. UNTIL THE NEXT MEETING ON December 14, 2020.  
YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary

P2020-012

**CITY OF OWOSSO, MICHIGAN**  
**SITE PLAN REVIEW APPLICATION AND CHECKLIST**

- Approval of the site plan is hereby requested for the following parcel(s) of land in the City of Owosso.
- This application is submitted with three (3) copies of the complete site plan and payment of the appropriate review fees. Applicant shall also submit a digital version of the site plan to the community development director.
- Application must be filed least 25 days prior to a scheduled planning commission meeting for staff review and proper notices.
- Accompanying any site plan required hereunder, the applicant shall provide from a licensed engineer soil borings at the proposed construction site to ascertain bearing capacity of foundations soils at the time of footing excavation to certify such soil conditions meet or exceed design capacity of the foundation to support the proposed structure. These requirements shall comply with policies of the City of Owosso, copies of which can be obtained from the Building Department.
- The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided.
- I understand that if my site plan is deemed to be incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met.
- By signing this application, the applicant hereby grants full authority to the City of Owosso, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination.

**Application Filed On:**

**Application Transmitted by City On:**

**Property Details:**

Horticultural Development

1. Name of Proposed Development: Highland PARK
2. Property Street Address:
3. Location of Property: On the (north, south, east, west side) of Street, between South/Krouse
4. Legal Description of Property: Attached
5. Site Area (in acres and square feet): (11.09 Acres) of 31.37 total
6. Zoning Designation of Property: I-2

**Ownership:**

1. Name of Title/Deed Holder: Highland Park North LLC,
2. Address: (48117) 1111 Telegraph Rd Carleton, Mi
3. Telephone No: 734-654-2600 or 734-790-1683 c
4. Email address: tombeste@gmail.com

**Applicant:**

1. Applicant (If different from owner above): Tom Beste (contact)
2. Address:
3. Telephone No:
4. Email address:
5. Interest in Property (potential buyer/lease holder/potential lessee/other):



Architect/Surveyor/Engineer preparing site plan:

Umloz Group

1. Name of Individual:

Steve Allen - design director

2. Address:

49287 West Rd Wixom MI 48393

3. Telephone No:

248-773-7656

4. Email address:

sallen@umlozgroup.com

PLEASE NOTE: LLC establishments must have a current plan of operation.

APPLICATION FEES:

- |   |                     |   |
|---|---------------------|---|
| • Apartment/townhouse                                 |                     | • \$550.00 + \$4.50/unit  |
| • Commercial/Industrial                               | 11.09 Acres 1050.00 | • \$500.00 + \$50.00/acre   |
| • Institutional (Schools, Public Services, Hospitals) |                     | • \$475.00 + \$40.00/acre   |
| • Mobile home park                                    |                     | • \$575.00 + \$5.00/unit  |
| • Planned Unit Development/Mixed use development      |                     | • \$550.00 + \$50.00/acre   |
| • Preliminary site plan review                        |                     | • 75% of site plan review fee   |
| • Single family site condo (prelim or final)          |                     | • \$700.00 + \$5.00/lot   |
| • Site plan revision/review                           |                     | • 75% of site plan review fee + any needed consulting fees determined by administration |
| • Site plan requiring review by city engineer         |                     | • all costs by owner/applicant via escrow   |
| • Special meetings with planner/engineer              |                     | • all costs by owner/applicant via escrow   |

Signature of Applicant

*Don Best*

Date

12-28-2020

Signature of Deed/Title Holder

*Don Best*

Date

12-28-2020

PLEASE PROVIDE AN OVERVIEW OF THE PROJECT:

Industrial Horticultural Development



**SITE PLAN REVIEW CHECKLIST:**

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

ITEM	PROVIDED	NOT PROVIDED
1. Site location Map.	✓	
2. North arrow, scale (one (1) inch equals fifty (50) feet if the subject property is less than three (3) acres and one (1) inch equals one hundred (100) feet if three (3) acres or more.	✓	
3. Revision dates.		
4. Signature and Seal of Architect/Surveyor/Engineer.	✓	
5. Area of site (in acres and square feet).	✓	
6. Boundary of the property outlined in solid line.	✓	
7. Names, centerline and right-of-way widths of adjacent streets.	✓	
8. Zoning designation of property.	✓	
9. Zoning designation and use of adjacent properties.	✓	
10. Existing and proposed elevations for building(s) parking lot areas and drives	✓	
11. Direction of surface water drainage and grading plan and any plans for storm water retention/detention on site.	✓	
12. Required setbacks from property lines and adjacent parcels.	✓	
13. Location and height of existing structures on site and within 100 feet of the property.	located	
14. Location and width of existing easements, alleys and drives.	✓	
15. Location and width of all public sidewalks along the fronting street right-of-way and on the site, with details.	N/A	
16. Layout of existing/proposed parking lot, with space and aisle dimensions.	✓	
17. Parking calculations per ordinance.	✓	
18. Location of all utilities, including but not limited to gas, water, sanitary sewer, electricity, telephone.	✓	
19. Soil erosion and sedimentation control measures during construction.		✓
20. Location and height of all exiting/proposed fences, screens, walls or other barriers.		✓
21. Location and details of dumpster enclosure and trash removal plan.	✓	
22. Landscape plan indicating existing/proposed trees and plantings along frontage and on the site.		✓
23. Notation of landscape maintenance agreement.		✓
24. Notation of method of irrigation.		✓
25. Lighting plan indicating existing/proposed light poles on site, along site's frontage and any wall mounted lights.	on Building	✓
a. Cut-sheet detail of all proposed light fixtures.		✓
26. Architectural elevations of building (all facades). Identifying height, Materials used and colors.		
27. Existing/proposed floor plans.	✓	
28. Roof mounted equipment and screening.		✓
29. Location and type of existing/proposed on-site signage.		✓
30. Notation of prior variances, if any.		✓
31. Notation of required local, state and federal permits, if any.		✓
32. Additional information or special data (for some sites only)		
b. Environmental Assessment Study.	P/A	
c. Traffic Study. Trip Generation.	N/A	
d. Hazardous Waste Management Plan.	N/A	
33. For residential development: a schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces.		✓
34. LLC establishments must have a current Plan of Operation.		
35. Is property in the floodplain?	NO	
36. Will this require MDEQ permitting?	NO	
37. Performance Bond – when required.		

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



# SHEET INDEX

- 1 COVER SHEET
- 2 EXISTING CONDITIONS
- 3 SITE PLAN

## MUNICIPAL CONTACT INFORMATION

CITY OF OWOSSO  
301 W. MAIN ST.  
OWOSSO, MI 48867

CITY MANAGER  
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GLEN CHINAVARE  
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BUILDING OFFICIAL  
BRAD HISSONG  
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CITY ENGINEER  
RANDY CHESNEY  
PHONE: (989) 725-0550

DIRECTOR OF PUBLIC SAFETY  
KEVIN LENKART  
PHONE: (989) 725-0580

## OWNER/DEVELOPER

HIGHLAND PARK NORTH LLC  
11111 NORTH TELEGRAPH RD.  
CARLETON, MI 48117  
TOM BESTE  
PH. (734) 790-1683

## ENGINEER/SURVEYOR

WES LEE O. UMLOR, P.E.  
49287 WEST ROAD  
WIXOM, MI 48393  
PHONE: (248) 773-7656  
FAX: (866) 690-4307  
E-MAIL: WUMLOR@UMLORGROUP.COM  
WEB: WWW.UMLORGROUP.COM

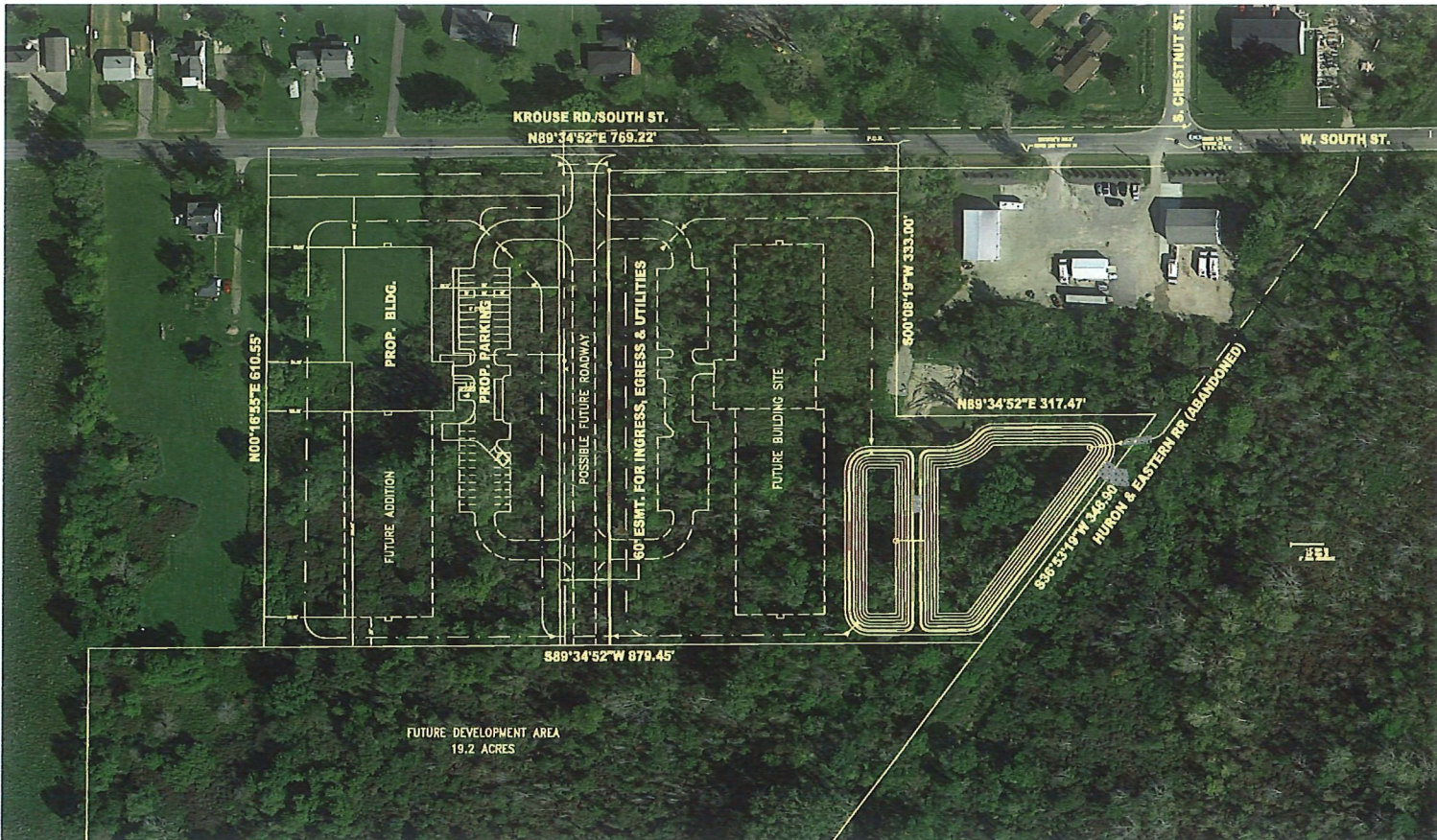


LAND DEVELOPMENT SERVICES

# SITE PLAN HIGHLAND PARK

## PROPOSED INDUSTRIAL HORTICULTURAL DEVELOPMENT

SECTION 26, TOWN 7 NORTH, RANGE 2 EAST,  
CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN

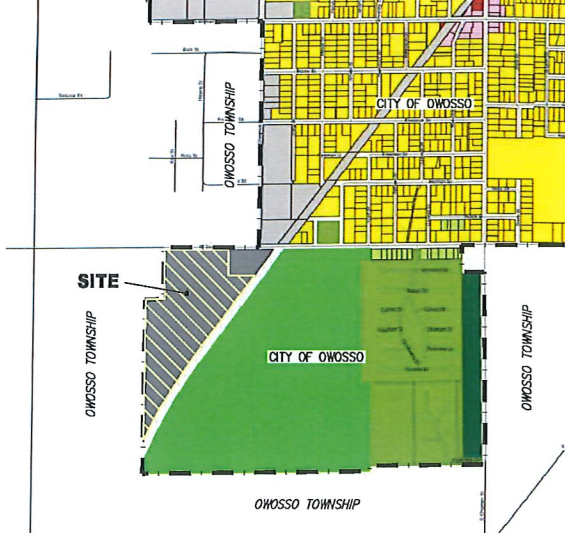


## SITE MAP

SCALE: 1" = 100'

## ZONING MAP

SCALE: 1" = 1000'



## Zoning Districts

- B-1 Local Business
- B-2 Planned Shopping Center
- B-3 Central Business District
- B-4 General Business District
- C-OS Conservation - Open Space
- I-1 Light Industrial
- I-2 General Industrial
- OS-1 Office Service
- P-1 Vehicular Parking
- PUD Planned Unit Development
- R-1 One Family Residential
- R-2 Two Family Residential
- RM-1 Multiple Family Residential - Low Rise
- RM-2 Multiple Family Residential - High Rise

## SITE DATA

Parcel ID	050-549-000-002-00
Address	VACANT SOUTH ST
Current Zoning	I-2
Gross Area (overall site)	31.37 Acres
Gross Area (current development area)	12.15 Acres
Krouse Road/South St. right-of-way	1.06 Acres
Net Area (current development area)	11.09 Acres
Future Development Area	19.22 Acres
Minimum Lot Width	NA
Minimum Lot Area	NA
Maximum Lot Coverage	NA
Maximum Height of Structures	60 ft
Required Building Setbacks:	
Front	60 feet
Rear (adjacent to residentially zoned parcels)	50 feet
Each Side	30 feet
Parking	
5 spaces plus 1 per 1.2 office employees and 2.3 warehouse employees on the largest working shift	
Parking calculation:	
2 Office employees @ 1 space per 1.2 emp.	1.67
16 Warehouse employees @ 1 space per 2.3 emp.	6.96
Total Parking Provided	14 spaces
	21 spaces

## DESCRIPTIONS

### Overall Parcel

That part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, lying Northwest of the New York Central Railroad right-of-way.

Except a parcel of land in the Northwest corner, said parcel extending 13 rods East and West by 37 rods North and South.

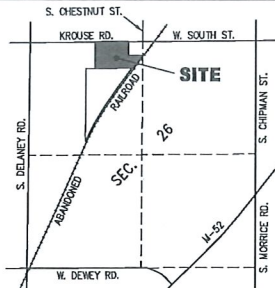
Also except any part of the above described premises lying within the below parcel:  
Part of the Northeast 1/4 and the Northwest 1/4 of Section 26, Town 7 North, Range 2 East, City of Owosso, beginning 203 feet East and 33 feet South of the Northeast corner of said Section 26, where South line of South Street intersects with railroad right-of-way; thence West 544 feet along said South line of South Street; thence South 300 feet; thence East 329.5 feet (M/L) to railroad right-of-way; thence Northeastly along said railroad right-of-way to the point of beginning.

(Per Warranty Deed recorded in Liber 1271, Page 0761, Shiawassee County Records)

### Current Development Area

Part of the East 1/2 of the Northwest 1/4 of Section 26, Town 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West along the North line of Section 26, also the centerline of Krouse Road (66 feet wide - AKA South Street), 340.81 feet to the Point of Beginning; thence South 00 degrees 08 minutes 19 seconds West 330.00 feet; thence North 89 degrees 34 minutes 52 seconds East 317.47 feet; thence South 36 degrees 53 minutes 19 seconds West, along the Northwestern right-of-way of the Huron and Eastern Railroad, 348.90 feet; thence South 89 degrees 34 minutes 52 seconds West 879.45 feet; thence North 00 degrees 16 minutes 55 seconds East 610.55 feet; thence North 89 degrees 34 minutes 52 seconds East, along the North line of said Section 26 and the centerline of Krouse Road (AKA South Street) 769.22 feet to the Point of Beginning. Subject to the rights of the public over the Northerly 33 feet thereof as occupied by Krouse Road (AKA South Street) and containing 12.15 acres.



## VICINITY MAP

SEC. 26, T. 7 N., R. 2 E.,  
SCALE: 1" = 2000'

## PRELIMINARY DETENTION CALCULATIONS:

### SHIAWASSEE COUNTY DETENTION POND DESIGN CALCULATIONS

Project Name:	HIGHLAND PARK	Proposed Percent Imperviousness:	85% (K)
Project Location:	CITY OF OWOSSO	Proposed Runoff Coefficient:	0.55
		Maximum Allowable Outflow (CFS):	2.27 (G)
Cont. Detention Area (Acres):	11.33 (L)	Storm Return Interval (Yrs):	100

A	B	C	D	E	F	G	H	I	J
Duration (Minutes)	Duration (Hours)	100-Year Total Runoff (cfs)	100-Year Detention Outflow (cfs)	Proposed Detention Outflow (cfs)	Maximum Allowable Outflow (cfs)	Required Detention Storage (cu ft)	Required Detention Storage (cu ft)	Required Detention Storage (cu ft)	Total Required Storage (cu ft)
5	0.08	0.62	7.24	46.35	13.506	2.27	13.506	20559.83	24126
10	0.17	1.09	6.54	40.75	24.448	2.27	23.708	20559.83	44328
15	0.25	1.40	5.60	34.89	31.400	2.27	30.581	20559.83	40841
20	0.33	1.63	4.89	30.47	36.559	2.27	35.209	20559.83	35760
30	0.50	1.92	3.84	23.92	43.681	2.27	41.025	20559.83	41544
40	0.67	2.19	3.29	20.17	49.119	2.27	46.161	20559.83	66560
50	0.83	2.37	2.81	17.72	53.157	2.27	49.758	20559.83	70318
60	1.00	2.41	2.11	15.20	54.727	2.27	50.619	20559.83	71203
90	1.50	2.84	1.39	11.39	63.096	2.27	57.581	20559.83	78141
120	2.00	3.02	1.51	9.41	67.725	2.27	59.579	20559.83	80139
180	3.00	3.33	1.11	6.92	74.689	2.27	62.454	20559.83	83014
360	6.00	3.90	0.65	4.05	87.473	2.27	63.005	20559.83	83.668
720	12.00	4.32	0.38	2.35	101.379	2.27	52.445	20559.83	71.003
1080	18.00	4.49	0.27	1.69	109.877	2.27	16.371	20559.83	16.813
1110	21.00	5.20	0.22	1.35	116.620	2.27	18.759	20559.83	19.219

Total Storage Detention and Retention Required Storage (CFT) 83,565

## VOLUME PROVIDED WITHIN THE SYSTEM:

### FOREBAY

Contour	Area	Ht.	Inc. Vol.	Total Vol.
734	6,319	0	0	0
735	8,095	1	7,217	7,217
736	9,965	1	9,030	16,247
737	11,540	1	10,957	27,204
737.85	14,185	0.85	11,361	38,565
737.85	12,716	0	0	0
738	14,036	0.15	2,081	2,081
739	16,224	1	15,130	17,211
739.25	16,787	0.25	4,126	21,338
739.5	17,154	0.25	4,268	25,606

103.78%

### BASIN

Contour	Area	Ht.	Inc. Vol.	Total Vol.
734	22,126	0	0	0
735	25,054	1	23,600	23,600
736	27,897	1	26,476	50,166
737	30,853	1	29,375	79,541
737.85	33,445	0.85	27,338	106,879
737.85	33,449	0	0	0
738	33,914	0.15	5,062	33,658
739	37,076	1	35,495	69,153
739.25	37,882	0.25	9,370	78,523
739.5	38,695	0.25	9,572	88,095
740.5	61,895	1	50,295	138,390

101.83%

## DISCHARGE CALCULATIONS:

### SHIAWASSEE COUNTY DISCHARGE CALCULATION SPREADSHEET

Project Name: HIGHLAND PARK  
Project Location: CITY OF OWOSSO

Restrictions are required to regulate the discharge of storm water to the allowable discharge rate established for the site. Restrictions are typically in the form of a meeting box to verify that the capacity is not restricting the discharge outflow. The outlet pipe between should be checked as:

### ORifice

The orifice is the restrictor is sized based on the orifice formula.

### FORMULA

$Q = Q_0 (0.62 (4.48) H^{1.5})$   
 $Q_0 = \text{area of orifice (sq. ft.)}$   
 $Q_0 = \text{Maximum Allowable Outflow (cfs)}$   
 $H = \text{head above orifice from center of orifice to hydraulic grade line of detention facility at maximum capacity (ft.)}$

### CALCULATION

$Q_0 = \frac{3.26555 \text{ cfs}}{1.15} = 2.8396$   
 $Q = 2.8396 \times 0.62 (4.48) H^{1.5}$   
 $Q = 0.62 (4.48) H^{1.5}$   
 $Q = 0.62 (4.48) H^{1.5}$   
 $Q = 0.62 (4.48) H^{1.5}$

### METTERING LINE

The meeting box calculation is based on the Manning's equation.

### FORMULA

$Q_m = 484.81 (S)^{0.48} (P)^{0.78} (L)^{0.78}$   
 $Q_m = \text{area of pipe (sq. ft.)}$   
 $N = \text{Manning's roughness coefficient}$   
 $R = \text{hydraulic radius} = \text{area/wetted perimeter}$   
 $S = \text{hydraulic grade line slope (ft.)}$

### CALCULATION

$Q_m = \frac{12 \text{ cfs}}{1.49} = 8.05$   
 $Q_m = 8.05$   
 $Q_m = 8.05$   
 $Q_m = 8.05$   
 $Q_m = 8.05$

If  $Q_m$  is less than  $Q_0$  discharge is limited by outlet pipe and should be re-evaluated.  
If  $Q_m$  is less than  $Q_0$  discharge is limited by orifice.

### SITE BENCHMARKS

1. SPIKE IN SOUTH FACE OF UTILITY POLE NORTH SIDE OF KROUSE ROAD NEAR EAST SIDE OF DRIVE TO #1612 KROUSE RD. ELEV=742.83 (NAVD83)

2. RM OF SANITARY MANHOLE SOUTH SIDE OF SOUTH ST. NEAR EAST SIDE OF EASTERLY DRIVE TO #1601 SOUTH ST. ELEV=739.50 (NAVD83)



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROPRIATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER FOR THE REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCURRED BY THE CONTRACTOR FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

811

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Call before you dig.

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SECTION 26  
TOWN 7 NORTH, RANGE 2 EAST  
CITY OF OWOSSO  
SHIAWASSEE COUNTY, MICHIGAN

DATE: 12/28/2020

## REVISIONS

NO.	DESCRIPTION

HIGHLAND PARK

HIGHLAND PARK NORTH LLC  
11111 NORTH TELEGRAPH RD.  
CARLETON, MI 48117

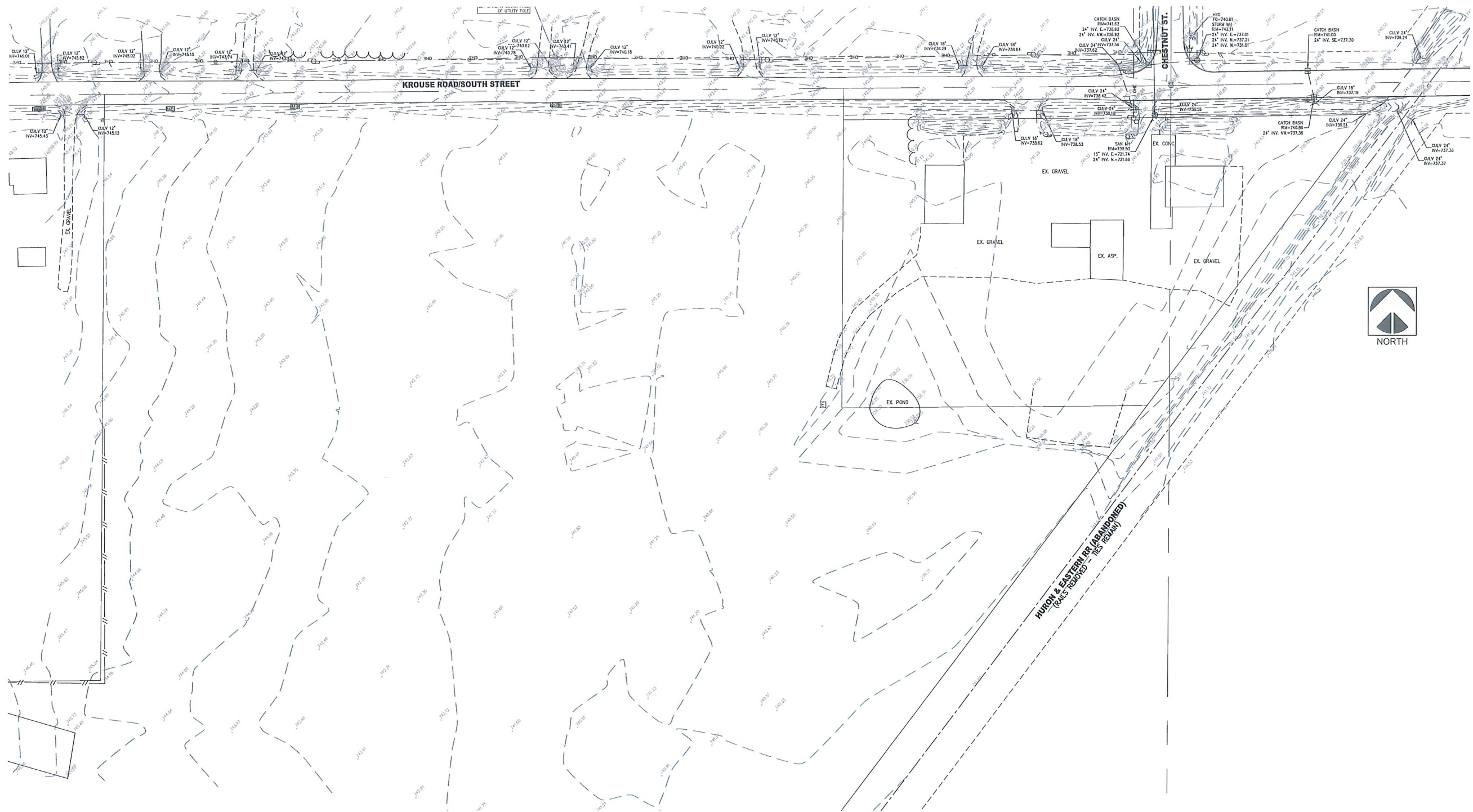
COSMET STREET

DR BY: SA  
CK BY: SA  
P.W. SA  
SCALE: 0

JOB NO. 200806  
SHEET NO. 1

SHEET 1 OF 3





SYMBOL		DESCRIPTION	
656.5	652	EX. SPOT ELEVATION	EX. OVERHEAD FIBER
652	652	EX. CONTOUR	EX. OVERHEAD ELECTRIC
652	652	EX. DITCH	EX. UNDERGROUND CABLE
652	652	EX. GRAVEL	EX. COMMUNICATION RISER
652	652	EX. WATER MAIN	EX. COMMUNICATION HANDHOLE
652	652	EX. WATER VALVE	EX. UTILITY POLE
652	652	EX. HYDRANT	EX. GUY ANCHOR
652	652	EX. STORM SEWER	EX. LIGHT POLE
652	652	EX. STORM INLET/CATCH BASIN	EX. GROUND LIGHT
652	652	EX. ROUND STORM CATCH BASIN	EX. SINGLE POLE SIGN
652	652	EX. STORM MANHOLE	EX. MAILBOX
652	652	EX. STORM END SECTION	EX. UNKNOWN MANHOLE
652	652	EX. SANITARY SEWER	EX. SECTION LINE
652	652	EX. SANITARY MANHOLE	EX. PARCELS
652	652	EX. CLEAN OUT	EX. EASEMENT
652	652	EX. UNDERGROUND GAS	EX. CENTERLINE
652	652	EX. GAS VALVE	EX. WETLAND LIMITS
652	652	EX. GAS METER	EX. CURB/PAVEMENT
652	652	EX. UNDERGROUND TELEPHONE	EX. FENCE
652	652	EX. TELEPHONE MANHOLE	SECTION CORNER
652	652	EX. TELEPHONE RISER	POST
652	652	EX. TELEPHONE HANDHOLE	RECORDED BEARING
652	652	EX. UNDERGROUND ELECTRIC	MEASURED BEARING
652	652	EX. ELECTRIC MANHOLE	EX. TREE
652	652	EX. ELECTRIC RISER	DEMO TREE
652	652	EX. ELECTRIC HANDHOLE	EX. MEDIA MARKER
652	652	EX. ELECTRIC TRANSFORMER	EX. COMM. MARKER
652	652	EX. GENERATOR	EX. TELE. MARKER
652	652	EX. WATER MARKER	EX. FIBER MARKER
652	652	EX. GAS MARKER	
652	652	EX. OVERHEAD CABLE	



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**The UMLOR Group**

LAND DEVELOPMENT SERVICES

SECTION 26

TOWN 7 NORTH, RANGE 2 EAST

CITY OF OWOSO

SHAWASSEE COUNTY, MICHIGAN

DATE: 12/28/2020

REVISIONS


**HIGHLAND PARK**

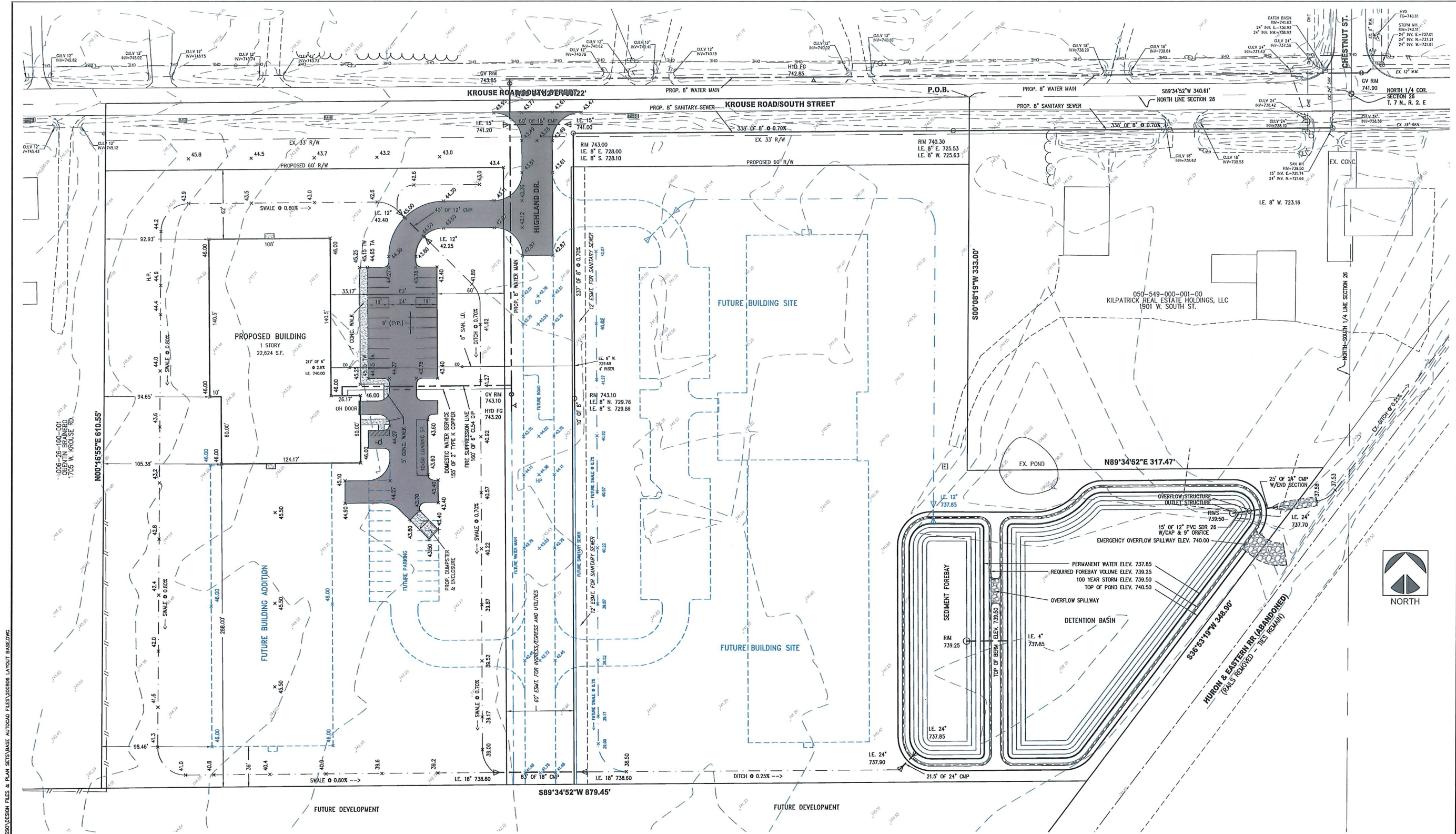
CLIENT: HIGHLAND PARK NORTH LLC  
11111 NORTH TELEGRAPH RD.  
CARLETON, MI 48117

**EXISTING CONDITIONS**

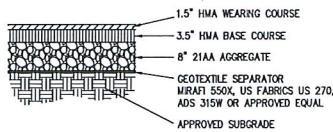
DR BY: SA  
CK BY: SA  
P.M. SA  
SCALE 0 25 50

JOB NO. 200806  
SHEET NO. 2  
SHEET 2 OF 3





PAVEMENT CROSS SECTION



NOTE:

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE CITY OF OWOSSO, SHAWASSEE COUNTY ROAD COMMISSION AND SHAWASSEE COUNTY DRAIN COMMISSION AS THEIR JURISDICTIONS MAY APPLY.

SITE BENCHMARKS

1. SPIKE IN SOUTH FACE OF UTILITY POLE NORTH SIDE OF KROUSE ROAD NEAR EAST SIDE OF DRIVE TO #1612 KROUSE RD. ELEV=742.83 (NAV088)
2. RM OF SANITARY MAIN/POLE SOUTH SIDE OF SOUTH ST. NEAR EAST SIDE OF EASTERLY DRIVE TO #1601 SOUTH ST. ELEV=739.50 (NAV088)

LEGEND	
SYMBOL	DESCRIPTION
	PR. STORM SEWER & END SECTION
	PR. SANITARY SEWER & MH
	PR. SWALE/DITCH
	PR. WATER MAIN, VALVE & HYD.
	PR. ASPHALT
	PR. CONCRETE
	PR. SPOT ELEVATION



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**The UMLOR Group**  
LAND DEVELOPMENT SERVICES

SECTION 26  
TOWN 7 NORTH, RANGE 2 EAST  
CITY OF OWOSSO  
SHAWASSEE COUNTY, MICHIGAN

DATE: 12/28/2020

REVISIONS

HIGHLAND PARK  
HIGHLAND PARK NORTH LLC  
11111 NORTH TELEGRAPH RD.  
CARLETON, MI 48117

CLIENT:  
DR BY: SA  
CK BY: SA  
P.M. SA  
SCALE 0 20 40  
JOB NO. 200806  
SHEET NO. 3  
SHEET 3 OF 3

**SITE PLAN**





# COLORS & FINISHES

V A R C O P R U D E N B U I L D I N G S

## THERMALCLAD PANEL COLORS

*Train*

*ISP Panels*

Cool Arctic White



Cool Cotton White



Cool Egyptian White



Tuff-Wall Stucco White



Cool Parchment



Cool Straw Gold



Cool Sierra Tan



Tuff-Wall Light Stone



Cool Jade Green\*



Cool Bermuda Green



Cool Cobalt Blue



Tuff-Wall Medium Beige



Cool Leaf Green



Cool Hemlock Green



Cool Imperial Blue



Tuff-Wall Light Gray



*walls*

Cool Granite Gray



Cool Old Town Gray\*



Cool Colonial Red



Cool Dark Bronze



Cool Zinc Gray\*



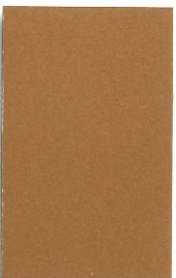
Cool Bright Red



Cool Weathered Copper



Cool Copper Penny\*



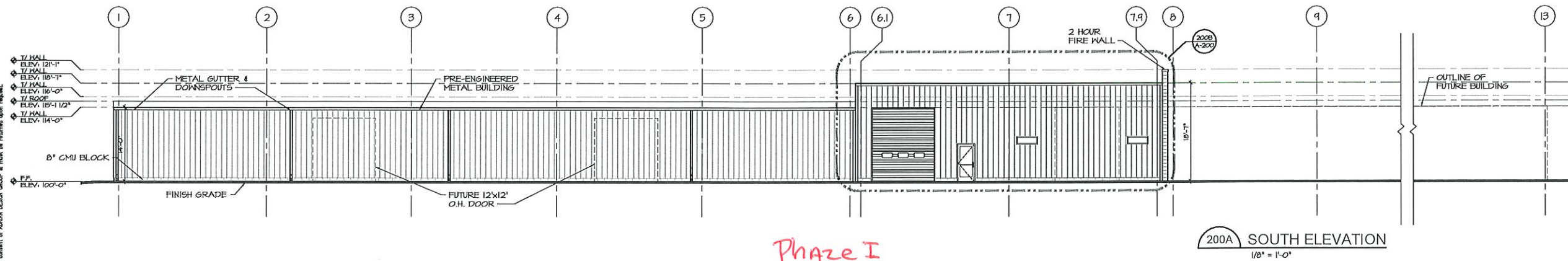
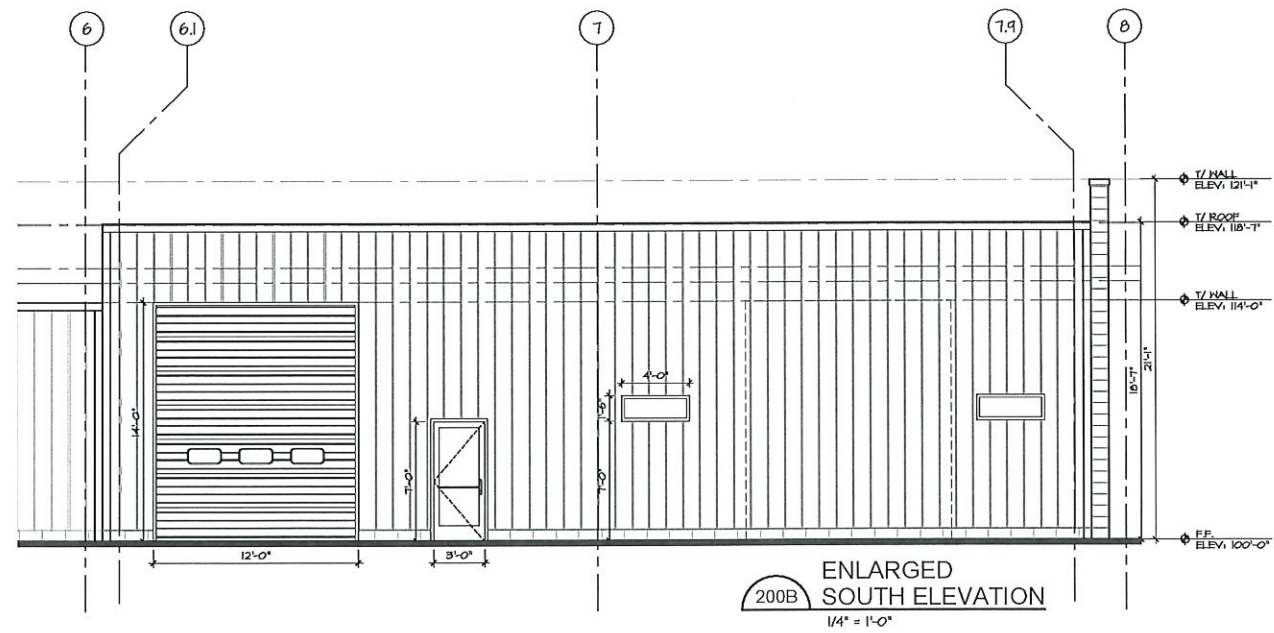
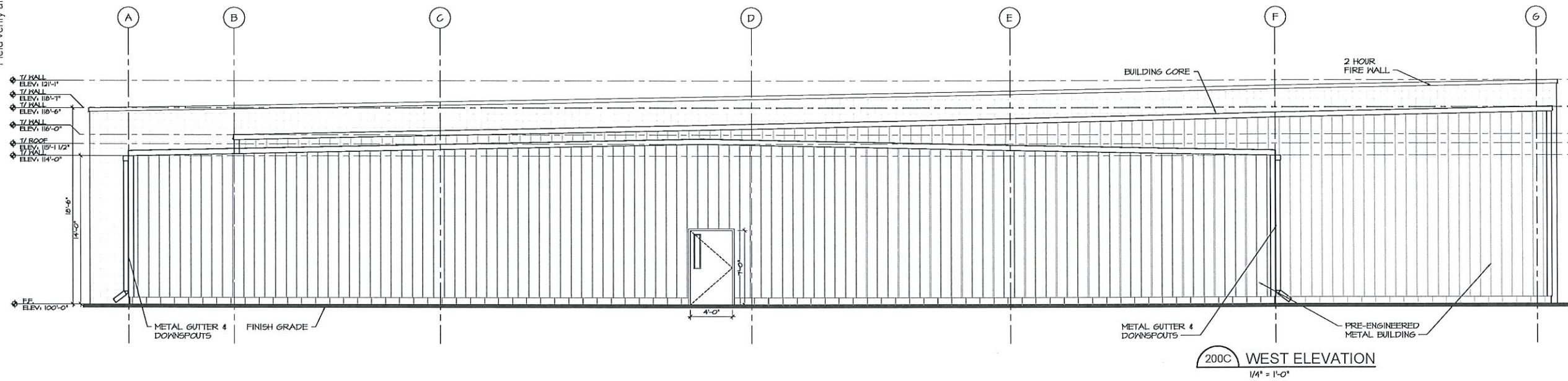
Cool Metallic Silver\*



\* Non-stocked colors may require minimum quantity order plus additional material procurement lead-time.



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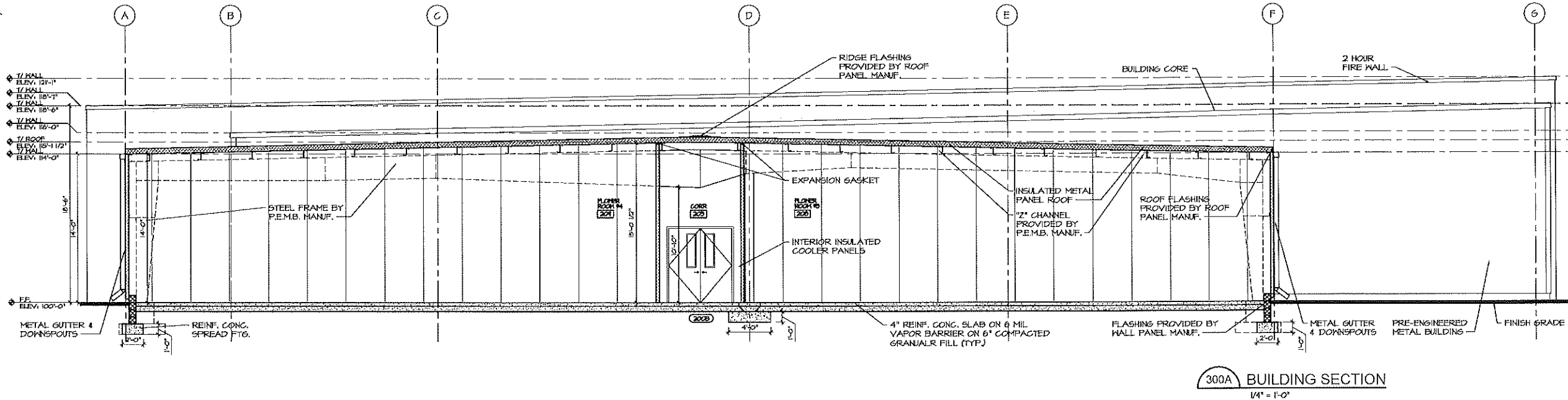


## Phase I

[illegible]



Field verify all dimensions



ISSUED:	
DATE	DESIGNED FOR
1-22-20	OTHER REVIEW
REVISIONS:	
NO.	DATE
ADG	
Adrian Design Group, PLC	
126 E. Church Street, Adrian, MI 48221	
ph. (517) 265-2700	
www.adriandesigngroup.com	
PROJECT TITLE	
BCC Agriculture	
SHEET TITLE	
Building Sections	
PROJECT NUMBER	
19.023	
DATE	SCALE
10-31-19	As Noted
DESIGNED BY	SHEET NUMBER
ADD, SP	A-300
APPROVED BY	
M. Nicklowitz	



January 20, 2021

Planning Commission  
City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

Subject: **Highland Park Site Plan Review.** Approximately 12.15 acres, located on the south side of Krouse Road/ South Street. Zoned I-1, Light Industrial.

Attention: Mr. Nathan Henne, City Manager

Dear Planning Commissioners:

At your request, we have completed our review of the above site plan build a new marijuana growing facility along Krouse Road/South Street. The site development will include the construction of a new, nearly 23,000 sf building, 22 parking spaces, new landscaping and will be accessed from Krouse Road/South Street. The property is currently zoned I-1, Light Industrial, where this use is a permitted land use.

The opinions in this report are based on a review of the site plan submitted by the applicant and conformance to ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, additional information provided by the applicant, and your own findings based on ordinance standards as part of your deliberation.

## REVIEW COMMENTS

*Section 36-390* of the City of Owosso Zoning Ordinance lists the submittal requirements for site plan review. Based on our review of the proposal, discussions with Mr. Nathan Henne, City Manager, meetings with the applicant and a visit to the site, we offer the following comments for your consideration:

- 1. Information items.** The site plan meets the informational requirements of the ordinance.



**2. 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
<b>Highland Park – Krouse Rd/South Street (I-1)</b>			
<b>Front Yard Building Setback</b>	40 ft.	62 ft.	In compliance
<b>Side Yard Building Setback</b>	20	94 ft. and 100 ft.	In compliance
<b>Rear Yard Building Setback</b>	0 ft.	288 ft.	In compliance
<b>Maximum Building Height</b>	40 ft.	20 ft.	In compliance

**3. 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 approval**

**4. Building Height.** The proposed building complies with the maximum building height.

**5. Mechanical Units.** No new mechanical units are proposed on the plan. **The applicant will need to verify this to ensure compliance.**

**6. Dumpster.** The proposed dumpster meets ordinance requirements.

**7. Parking Lot Requirements.** The parking lot meets dimensional requirements, and number of spaces required for this use.

**8. Landscaping.** **A Landscaping plan has not been provided. The applicant will need to submit a landscaping plan for final approval.**

**9. Lighting.** **A lighting plan has not been submitted. Any proposed lighting must demonstrate photometrics at the property line as well as indicate that new lighting will be shielded and fixed at 90-degree angle towards the ground.**

**9. 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 Highland Park 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 including an appropriate landscaping and lighting plan.
2. Use of materials consistent with the ordinance that are acceptable to the Planning Commission;

and,

3. Review and approval by the appropriate city departments, consultants, and agencies.

If you have any further questions, please contact us at 810-734-0000.

Sincerely,

**CIB Planning**



Justin Sprague  
Vice President

P2021-001



# LOT SPLITS DO NOT REQUIRE PC APPROVAL. THIS IS ADDITIONAL INFORMATION RELATED TO THE SITE PLAN REVIEW.

## APPLICATION TO DIVIDE PLATTED CITY LOTS

Application Fee:  
Single - \$225  
Multiple - \$225 each +  
\$35/resulting lot

485<sup>00</sup>

*The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council.*

### Step-By-Step Guide

1. Staff will assist the applicant by explaining the parcel split process, provide site information, review the application and inform that a survey may be required
  2. Applicant submits application with fee
  3. Departmental review of application
  4. Staff prepares memo for next City Council meeting
  5. Send notice to applicant with the date of the City Council meeting
  6. City Clerk notifies the Building Department and Assessor of Council approval or denial
  7. Final approval or denial notice sent to applicant
- Requests for parcel splits can only be approved if the request meets the requirements of the Zoning Ordinance. The resulting split cannot create a parcel that does not meet the minimum dimensional requirements for the district (street frontage and parcel area). If there are structures on the parcel they must meet the side yard and/or rear yard setback as applicable.
  - It is the owner's responsibility to verify that there are no issues/objections to the request by any persons, firms, or corporations having a legal or equitable interest in the land. **The City does not conduct a title search for the property.**
  - If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor to update their Homestead Exemption.
  - The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.
  - **ALL DELINQUENT TAXES/SPECIAL ASSESSMENTS/LIENS MUST BE PAID ON ANY PARCEL BEFORE THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.**

### Applicant Information

Name:	Highland Park North LLC (Tom Beste - member)
Affiliation if Not Owner:	
Address:	1111 Telegraph Rd Carleton MI 48117
Phone:	734-790-1683 c tombeste@gmail.com

### Land Division Information

Parcel Address:	Parcel Number:
W. South & Krouse St	78-050-549-000-002-00

### Proposed Use

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Other
--------------------------------------	-------------------------------------	--	--	--------------------------------

Describe the division being proposed

Divide 2 lots with frontage on Krouse Rd leaving  
a 60' Access For Future Road & utilities.

Affidavit and Permissions:

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information provided on the application is correct
- I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer or imply build ability or compliance with any applicable statute, law, building code, deed restriction, or property right
- I agree to comply with the conditions and regulations provided with this parcel division
- I understand that the land division application may take up to 30 days to be processed
- I understand that property tax bills may be issued using the parent parcel(s) and I agree to have the tax bills and other city of Owosso liens charged/billed during this period paid by the appropriate party
- I understand that if property is being conveyed between the parties, requested land division will only take place on city records after recording of deed
- **Divisions require all taxes, special assessments and outstanding invoices be paid in full before the division can be processed**

Applicant Signature



Highland Park North LLC

Date

12-27-2020

City of Owosso Lot Split Ordinance Sec. 30-5. - Lot division.

The division of a lot in a recorded plat is prohibited, unless approved following application to the city council. The application shall be filed with the city clerk and shall state the reasons for the proposed division. The city council may request review and comment by the city planning commission. The division to be approved by the city council shall have the suitability of the land for building purposes approved by the city zoning administrator, who may require submission of a professionally prepared boundary survey report. No building permit shall be issued, nor any building construction commenced, prior to the city council's approval. No lot in a recorded plat shall be divided into more than four (4) parts, and the resulting lots shall be not less in area than permitted by the city zoning ordinance. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form. (Ord. No. 456, § 1, 12-19-88)

**ASSESSOR TO ATTACH LOT SPLIT FORM WITH CURRENT AND NEW  
DESCRIPTIONS, ASSESSED AND TAXABLE VALUES**



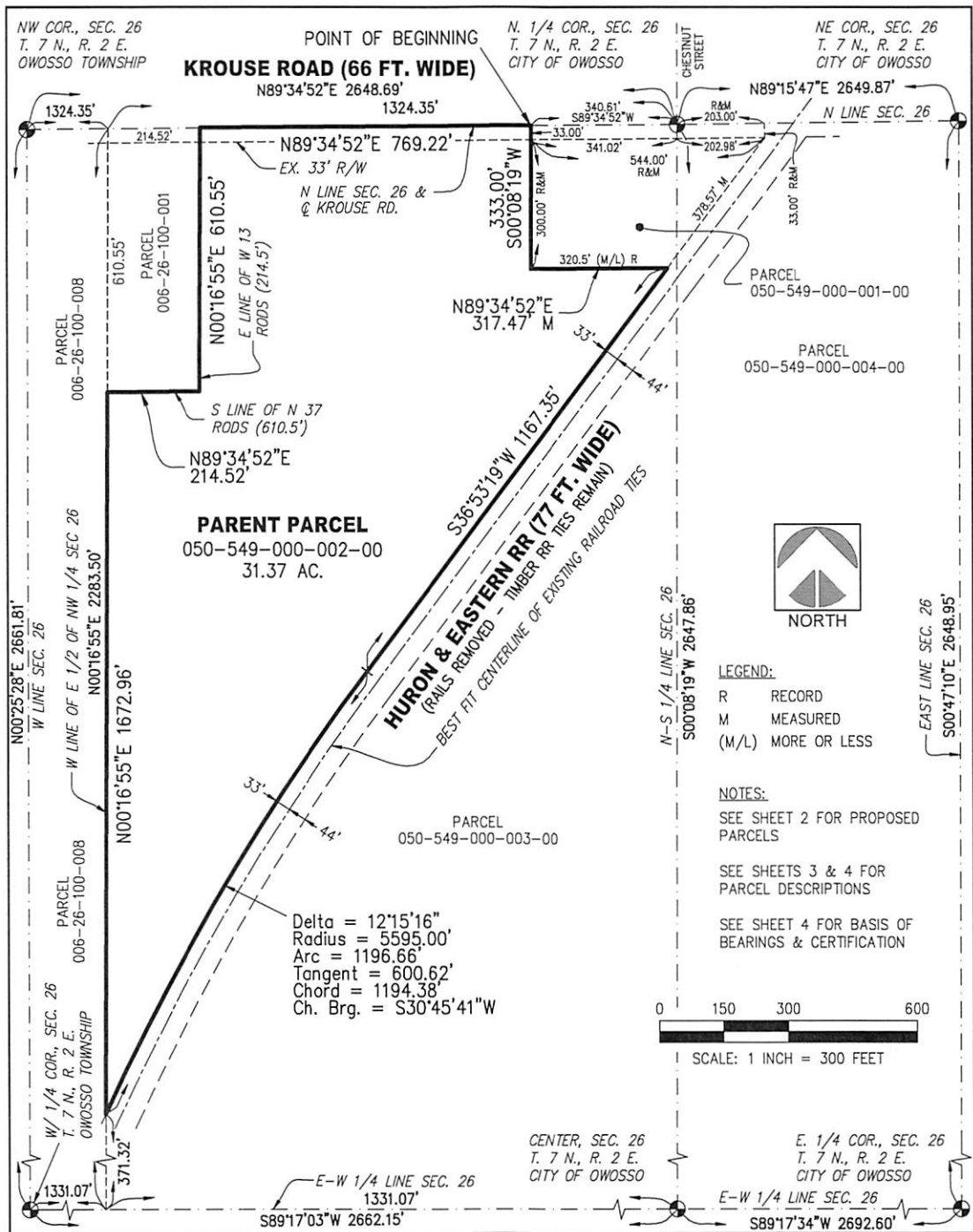
**City of Owosso Division of Platted City Lots Departmental Review**

<b>1. Building Official Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: <u>NO ISSUES</u>		
Signature: <u>Email, dated 01/19/2021 from Brad Hissong</u>		
<b>2. Assessor Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
County Drain Office Special Assessments: <u>none</u>	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
County Treasurer's Office Delinquent Taxes: <u>none</u>	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Comments:		
Signature: <u>Michelle Damb 1-5-2021</u>		
<b>3. Treasurer Tax Information:</b>	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Special Assessments: <u>none</u>	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Comments: <u>Check with county drain office for Owosso Drain assessment.</u>		
Signature: <u>Katherine Jegan</u>		
<b>4. Community Development Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: <u>None</u>		
Signature: <u>N.H. He</u>		
<b>5. Public Utilities Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		
<b>6. Engineering Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: <u>No public utility issues</u>		
Signature: <u>Clayton Wehmer</u>		
<b>7. Zoning Administrator Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		

Date for City Council Review:	2/01/2021	Date notice sent to applicant:	
City Council action:	<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with attached conditions
Date results sent to applicant:			

#### Building Department Checklist

Application Reviewed	<input checked="" type="checkbox"/>
Fee paid	<input checked="" type="checkbox"/>
Return all materials to Building Department	<input checked="" type="checkbox"/>
Send copy of application to applicant with date of Council Meeting	<input type="checkbox"/>
Prepare memo and submit with original application to Clerk's Office	<input type="checkbox"/>
After Council approval or denial, notify applicant with copy of completed application	<input type="checkbox"/>
Notify Assessor of approval or denial	<input type="checkbox"/>
Scan to BS&A file and file hard copy	<input type="checkbox"/>
Staff Initials	



**The UMLOR Group**  
 LAND DEVELOPMENT SERVICES

**CERTIFIED SURVEY - PARENT PARCEL**

FOR: HIGHLAND PARK NORTH LLC  
 SEC. 26, CITY OF OWOSSO, SHIAWASSEE CO., MICHIGAN

The Umlor Group  
 49287 West Road  
 Wixom, Michigan 48393  
 Tel. (248) 773-7656  
 Fax. (866) 690-4307

DRAWN BY: SA  
 CHKD BY: TL  
 DATE: 1/9/2021  
 SHT. NO.: 1 OF 4







Parent Parcel

Part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 340.61 feet to the **Point of Beginning**; thence South 00 degrees 08 minutes 19 seconds West 333.00 feet; thence North 89 degrees 34 minutes 52 seconds East 317.47 feet; thence South 36 degrees 53 minutes 19 seconds West, along the Northwestern right-of-way of the Huron and Eastern Railroad (77 feet wide), 1167.35 feet to the beginning of a curve concave to the southeast having a radius of 5,595.00 feet; thence southwesterly, along the arc of said curve and continuing along said northwesterly right-of-way of the Huron and Eastern Railroad, 1196.66 feet, through a central angle of 12 degrees 15 minutes 16 seconds (chord bears South 30 degrees 45 minutes 41 seconds West 1194.38 feet); thence North 00 degrees 16 minutes 55 seconds East, along the West line of the East half of the Northwest 1/4 of section 26, 1672.96 feet; thence North 89 degrees 34 minutes 52 seconds East 214.52 feet; thence North 00 degrees 16 minutes 55 seconds East 610.55 feet; thence North 89 degrees 34 minutes 52 seconds East, along the North line of said Section 26 and the centerline of Krouse Road (AKA South Street) 769.22 feet to the **Point of Beginning**. Subject to the rights of the public over the Northerly 33 feet thereof as occupied by Krouse Road (AKA South Street) and containing 31.37 acres.

Proposed Parcel 1


Part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 340.61 feet; thence South 00 degrees 08 minutes 19 seconds West 60.00 feet to the **Point of Beginning**; thence continuing South 00 degrees 08 minutes 19 seconds West 273.00 feet; thence North 89 degrees 34 minutes 52 seconds East 317.47 feet; thence South 36 degrees 53 minutes 19 seconds West, along the Northwestern right-of-way of the Huron and Eastern Railroad (77 feet wide), 348.90 feet; thence South 89 degrees 34 minutes 52 seconds West 457.37 feet; thence North 00 degrees 25 minutes 08 seconds West 550.50 feet; thence North 89 degrees 34 minutes 52 seconds East 354.03 feet to the **Point of Beginning**. Contains 5.80 acres.

Proposed Parcel 2

Part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 340.61 feet; thence South 00 degrees 08 minutes 19 seconds West 60.00 feet; thence South 89 degrees 34 minutes 52 seconds West 414.03 feet to the **Point of Beginning**; thence South 00 degrees 25 minutes 08 seconds East 550.50 feet; thence South 89 degrees 34 minutes 52 seconds West 362.08 feet; thence North 00 degrees 16 minutes 55 seconds East 550.54 feet; thence North 89 degrees 34 minutes 52 seconds East 355.34 feet to the **Point of Beginning**. Contains 4.53 acres.

 <div>The <b>UMLOR</b> Group LAND DEVELOPMENT SERVICES</div>	CERTIFIED SURVEY – DESCRIPTIONS	
	FOR: HIGHLAND PARK NORTH LLC SEC. 26, CITY OF OWOSSO, SHIAWASSEE CO., MICHIGAN	
	The Umlor Group 49287 West Road Wixom, Michigan 48393 Tel. (248) 773-7656 Fax. (866) 690-4307	DRAWN BY: SA CHKD BY: TL DATE: 1/9/2021 SHT. NO.: 3 OF 4

Proposed Parcel 3

Part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 340.61 feet; thence South 00 degrees 08 minutes 19 seconds West 60.00 feet; thence South 89 degrees 34 minutes 52 seconds West 354.03 feet to the **Point of Beginning**; thence South 00 degrees 25 minutes 08 seconds East 550.50 feet thence North 89 degrees 34 minutes 52 seconds East 457.37 feet; thence South 36 degrees 53 minutes 19 seconds West, along the Northwestern right-of-way of the Huron and Eastern Railroad (77 feet wide), 818.44 feet to the beginning of a curve concave to the southeast having a radius of 5,595.00 feet; thence southwesterly, along the arc of said curve and continuing along said northwesterly right-of-way of the Huron and Eastern Railroad, 1196.66 feet, through a central angle of 12 degrees 15 minutes 16 seconds (chord bears South 30 degrees 45 minutes 41 seconds West 1194.38 feet); thence North 00 degrees 16 minutes 55 seconds East, along the West line of the East half of the Northwest 1/4 of section 26, 1672.96 feet; thence North 89 degrees 34 minutes 52 seconds East 576.59 feet; thence North 00 degrees 25 minutes 08 seconds West 550.50 feet; thence North 89 degrees 34 minutes 52 seconds East 60.00 feet to the **Point of Beginning**. Contains 19.98 acres.

Right-of-Way Parcel

Part of the East 1/2 of the Northwest 1/4 of Section 26, Township 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as follows:

Commencing at the North 1/4 Corner of Section 26, Town 7 North, Range 2 East; thence South 89 degrees 34 minutes 52 seconds West, along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 340.61 feet to the **Point of Beginning**; thence South 00 degrees 08 minutes 19 seconds West 60.00 feet; thence South 89 degrees 34 minutes 52 seconds West 769.37 feet; thence North 00 degrees 16 minutes 55 seconds East 60.01 feet; thence North 89 degrees 34 minutes 52 seconds East, along the North line of Section 26, also the centerline of Krouse Road (66 feet wide – AKA South Street), 769.22 feet to the **Point of Beginning**. Contains 1.06 acres.

Basis of Bearings


Bearings hereon are shown relative to the Michigan State Plane Coordinate System, South Zone, NAD83 2011

Certification

I, Wes Lee O. Umlor, Professional Surveyor, hereby certify that I have surveyed and mapped the herein described parcels of land; that the ratio of closure of the unadjusted field observations is noted and within the accepted limits; and that I have fully complied with the regulations of Act 132, PA 1970.



Error of Closure: 1/10000+

 <div>The <b>UMLOR</b> Group LAND DEVELOPMENT SERVICES</div>	CERTIFIED SURVEY – DESCRIPTIONS	
	FOR: HIGHLAND PARK NORTH LLC SEC. 26, CITY OF OWOSSO, SHIAWASSEE CO., MICHIGAN	
	The Umlor Group 49287 West Road Wixom, Michigan 48393 Tel. (248) 773-7656 Fax. (866) 690-4307	DRAWN BY: SA
		CHKD BY: TL
		DATE: 1/9/2021
		SHT. NO.: 4 OF 4



# **2020 PLANNING COMMISSION ANNUAL REPORT**

## **PLANNING COMMISSION:**

### **1. Membership**

<b>MEMBER</b>	<b>TITLE</b>	<b>TERM EXPIRES</b>
WILLIAM WASCHER	Chair	06-30-2021
FRANCIS LIVINGSTON	Vice Chair	06-30-2021
JANAE FEAR	Secretary	06-30-2021
TARA JENKINS	Commissioner	06-30-2022
DANIEL LAW	Council Rep	11-09-2024
TADD MORRIS	Commissioner	06-30-2023
LINDA ROBERTSON	Commissioner	06-30-2022
THOMAS TAYLOR	ZBA Rep. Commissioner	06-30-2023
PETE YERIAN	Commissioner	06-30-2022

### **2. Attendance**

	<b>Wascher</b>	<b>Fear</b>	<b>Jenkins</b>	<b>Law</b>	<b>Livingston</b>	<b>Morris</b>	<b>Robertson</b>	<b>Taylor</b>	<b>Yerian</b>
<b>Jan</b>	X	X					X		X
<b>Feb</b>	X	X	X	X	X		X	X	
<b>Mar</b>	NO MEETING								
<b>Apr</b>	NO MEETING								
<b>May</b>	X	X		X	X			X	
<b>Jun</b>	X	X		X	X	Appointed	X	X	X
<b>Jul</b>	X	X		X	X	X		X	X
<b>Aug</b>	X	X	X	X	X	X	X	X	X
<b>Sept</b>	NO QUORUM								
<b>Oct</b>	NO MEETING								
<b>Nov</b>	X	X		X	X	X		X	X
<b>Dec</b>	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.

<b>Meeting Date</b>	<b>Agenda Items</b>
January 27	<ul style="list-style-type: none"><li>• Site Plan Review 1107 W Main St - new car wash Approved</li><li>• Recreational Marijuana Discussion</li><li>• 2020-2026 CIP Reviewed and Approved</li></ul>
February 24	<ul style="list-style-type: none"><li>• Rezoning request 425/429 Hamblin R-2 to I-1- Not approved</li><li>• 2019 Planning Commission Annual Report</li></ul>

	Reviewed and Approved
March 30	<ul style="list-style-type: none"> <li>Meeting cancelled</li> </ul>
April 27	<ul style="list-style-type: none"> <li>Meeting cancelled</li> </ul>
May 26	<ul style="list-style-type: none"> <li>Rezoning request N. Washington St. RM-2 to RM-2 with PUD Overlay Approved</li> </ul>
June 29	<ul style="list-style-type: none"> <li>Rezoning request 715 S. Washington St. R-2 to B-1 Approved</li> </ul>
July 27	<ul style="list-style-type: none"> <li>Master Plan Draft Reviewed</li> </ul>
August 24	<ul style="list-style-type: none"> <li>Chickens To allow in the city Not approved</li> </ul>
September 28	<ul style="list-style-type: none"> <li>No Quorum</li> </ul>
October 26	<ul style="list-style-type: none"> <li>Meeting cancelled</li> </ul>
November 23	<ul style="list-style-type: none"> <li>Site Plan Review Washington St Project Public Hearing Approved</li> <li>Rezoning request 210 Monroe St I-1 to R-2 Approved</li> <li>Master Plan Survey Results Reviewed Approved Master Plan Draft and to forward to City Council for 63-day review period</li> <li>Site Plan Review Hospital parking lot Approved</li> </ul>
December 9	<ul style="list-style-type: none"> <li>Meeting cancelled</li> </ul>

#### 4. Master Plan Review

CIB Planning, Inc. of Fenton, Michigan has worked with City Officials and the Planning Commission to present a draft of the Master Plan. This draft has been forwarded to City Council for review and approval of the 63-day review period.

#### 5. Zoning Ordinance Amendments

a. Zoning ordinance: No changes

b. Rezoning Requests:

Address	Rezoning Request	Status
N. Washington St.	RM-2 to RM-2 with PUD Overlay	Approved
715 S. Washington St.	R-2 to B-1	Approved
210 Monroe St.	I-1 to R-2	Approved

## **ZONING BOARD OF APPEALS**

### **1. Membership:**

<b>MEMBER</b>	<b>TITLE</b>	<b>TERM EXPIRES</b>
RANDY HORTON	Chair	6-20-2023
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	No Meeting						
Jun	X			X	X	X	
Jul	No Meeting						
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.

<b>Meeting Date</b>	<b>Agenda Items</b>
January 21	Cancelled due to lack of agenda items
February 18	Cancelled due to lack of agenda items
March 17	Cancelled due to lack of agenda items
April 21	Cancelled due to lack of agenda items
May 19	Cancelled due to lack of agenda items
June 16	<ul style="list-style-type: none"><li>• Dimensional Variance Request 615 N. Park St Accessory structure closer than 3' to property line and height over 14' Approved</li><li>• Dimensional Variance Request 507 Gilbert St. Accessory structure closer than 3' to property line Approved</li></ul>

July 21	Cancelled due to lack of agenda items
August 18	Cancelled due to lack of agenda items
September 15	Cancelled due to lack of agenda items
October 20	Cancelled due to lack of agenda items
November 17	Cancelled due to lack of agenda items
December 15	Cancelled due to lack of agenda items

## **TRAINING**

None held in 2020

## **JOINT MEETINGS**

None held in 2020

## **REDEVELOPMENT READY COMMUNITIES:**

	<b>Report of Findings</b>	<b>Progress Report</b>	<b>Progress Report</b>
<b>Criteria</b>	<b>August 1, 2017</b>	<b>October 1, 2018</b>	<b>December 2020</b>
<b>Best Practice 1.1: The Plans</b>			
The governing body has adopted a master plan in the past five years.	N	N	In 63-day public review period
The governing body has adopted a downtown plan.	N	N	In 63-day public review period
The governing body has adopted a corridor plan.			
The governing body has adopted a capital improvements plan.	N	N	Y (Feb. 2020)
<b>Best Practice 1.2: Public Participation</b>			
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
<b>Best Practice 2.1: Zoning Regulations</b>			
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
<b>Best Practice 3.1: Development Review Policy and Procedures</b>			
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
<b>Best Practice 3.2: Guide to Development</b>			
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
<b>Best Practice 4.1: Recruitment and Orientation</b>			
The community sets expectations for board and commission positions.	N	N	Y: Complete & on website



The community provides orientation packets to all appointed and elected members of development related boards and commissions.	N	N	Y: Complete & on website
<b>Best Practice 4.2: Education and Training</b>			
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	Y
The community shares information between the governing body, boards, commissions and staff.	N	N	Currently planning a joint meeting
<b>Best Practice 5.1: Redevelopment Ready Sites</b>			
The community identifies and prioritizes redevelopment sites.	N	N	Included in the new Master Plan
The community gathers preliminary background information for prioritized redevelopment sites.	N	N	N
The community has development a vision for the priority redevelopment sites.	N	N	N
The community identifies available resources and incentives for prioritized redevelopment sites.	N	N	N
A property information package for the prioritized redevelopment site(s) is assembled.	N	N	N
Prioritized redevelopment sites are actively marketed.	N	N	N
<b>Best Practice 6.1: Economic Development Strategy</b>			
The community has approved an economic development strategy.	N	N	Included in the new Master Plan
The community annually reviews the economic development strategy.	N	N	N
<b>Best Practice 6.2: Marketing and Promotion</b>			
The community has developed a marketing strategy.	N	N	N
The community has an updated, user-friendly municipal website.	N	N	N