



**CITY OF OWOSSO PLANNING COMMISSION**  
**Regular (VIRTUAL) Meeting**  
Monday, April 26, 2021 at 6:30 p.m.  
**AGENDA**

City of Owosso is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86790063318?pwd=aFN5SFFpSFJPZGgyZld2bHhxZ3crdz09>

**Meeting ID: 867 9006 3318**

**Passcode: 249774**

One tap mobile

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+1 669 900 9128 US (San Jose)

Meeting ID: 867 9006 3318

Passcode: 249774

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA – April 26, 2021

APPROVAL OF MINUTES – March 22, 2021

**PUBLIC HEARINGS:**

**1. Master Plan**

**OLD BUSINESS:** None

**NEW BUSINESS:**

**1. Resolution of Adoption – Master Plan**

OTHER BOARD BUSINESS

PUBLIC COMMENTS AND COMMUNICATIONS:

ADJOURNMENT

**Next regular meeting will be on Monday, May 24, 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, March 22, 2021 – 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, Robertson, Taylor, Yerian

**MEMBERS ABSENT:** Commissioner Jenkins

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

**APPROVAL OF AGENDA:  
MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER ROBERTSON TO APPROVE THE AGENDA FOR March 22, 2021.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:  
MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER MORRIS TO APPROVE THE MINUTES FOR THE February 22, 2021 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARINGS:** NONE  
**OLD BUSINESS:** NONE

**NEW BUSINESS:**

**SITE PLAN REVIEW – 113 W MAIN STREET – GILBERT’S HARDWARE GARDEN CENTER ADDITION**

The request is to add an attached 3,800 square foot accessory structure for a garden center. The structure will be 38’ X 70’ and will be attached to the east side of the existing building.

Justin Sprague, City Planner with CIB Planning submitted the following:

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>113 W. Main Street (B-3 ZONING)</b>			
Front Yard Building Setback	0 ft.	10 ft.	In compliance

Side Yard Building Setback	0 ft.	5 ft.	In compliance
Rear Yard Building Setback	0 ft.	20 ft.	In compliance
Maximum Building Height	35 ft.	25 ft. +-	In compliance, but must be clearly shown and verifiable on the site plan

3. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. The structure will be primarily steel and tempered glass according to plans, which is acceptable per the Zoning Ordinance.
4. **Building Height.** The proposed building complies with the maximum building height.
5. **Mechanical Units.** No new mechanical units are proposed on the plan as shown. If new mechanical units are proposed, they must be indicated on the plan as well as the proposed screening.
6. **Dumpster.** The proposed dumpster enclosure appears to be moving on the plan as a result of a new canopy. The new location and screening will need to be clarified by the applicant for Planning Commission approval, unless the location is remaining the same.
7. **Parking Lot Requirements.** While the applicant is removing 5-6 existing spaces to accommodate the building addition, the remaining space will still provide enough parking to meet the ordinance requirements, which is 21 spaces. The lot has 54 existing spaces remaining plus to accessible spaces.
8. **Landscaping.** The existing landscaping meets the ordinance requirements.
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 113 W. Main Street Site Plan for Gilbert’s Hardware to construct a new greenhouse building addition utilizing steel and glass materials, conditioned upon the following:

1. Submission of a revised site plan that satisfactorily addresses the items in this letter (dumpster enclosure and any proposed mechanical units), for administrative review and approval; and
2. Review and approval by the appropriate city departments (building, engineering...), consultants, and agencies prior to the issuance of a building permit.

Also present – Bill Gilbert, Gilbert’s Hardware and Scott Perrin, Perrin Construction

Additional notes regarding this project:

- Gilbert’s Hardware along with their contractor Perrin Construction will be adding new curb and gutter to Main Street along with 2 additional parking spaces on Main Street
- The parking lot behind Gilbert’s still has 2 entrances for traffic flow

- The new building will be open year round. There will be interior mechanical heaters, no air conditioning and the windows do open for air flow
- Winter months will be holiday items, seasonal necessities then Spring through Summer will be the garden center
- The building will have a new concrete floor and internal drainage
- 3' high brick around base of building, clear glass on the sides and diffused glass for the roof

**MOTION BY COMMISSIONER LAW SUPPORTED BY SECRETARY FEAR TO APPROVE THE SITE PLAN REVIEW FOR THE GARDEN CENTER ADDITION TO GILBERT'S HARDWARE AT 113 W MAIN STREET PENDING FINAL APPROVALS FROM THE APPROPRIATE DEPARTMENTS.**

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

**NAYS: NONE**

**RCV 8-0 MOTION CARRIED**

**OTHER BOARD BUSINESS:**

City Manager Nathan Henne asked the Commissioners if they would like to start meeting in person or continue via ZOOM. General consensus was to continue with ZOOM unless a larger scale project or multiple projects are submitted and/or the COVID rates have dropped.

**PUBLIC COMMENTS AND COMMUNICATIONS: NONE**

**ADJOURNMENT:**

**MOTION BY SECRETARY FEAR SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 6:54 P.M. UNTIL THE NEXT MEETING ON April 26, 2021.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary

**City of Owosso Planning Commission  
Update to the Master Plan  
Public Hearing**

The City of Owosso Planning Commission will conduct a Virtual Public Hearing on April 26, 2021 at 6:30 PM, for the purpose of hearing comments on the proposed City Master Plan.

The proposed Plan has been written and prepared by the Planning Commission and their consultants with input from multiple stakeholders including City leaders, local businesses, Owosso Schools, Economic Developers, and local agencies. The proposed Master Plan will replace the existing City of Owosso Master Plan. The Master Plan provides guidance to the Planning Commission and City Council in making future decisions related to planning and zoning matters.

Copies of the proposed Plan are available for review at City Hall during normal office hours. Those unable to attend the public hearing are invited to submit written comments to the Planning Commission, 301 W Main Street, Owosso, MI 48867. You may also contact City staff at 989-725-0535 or email [building@ci.owosso.mi.us](mailto:building@ci.owosso.mi.us).

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**CITY OF OWOSSO  
PLANNING COMMISSION  
RESOLUTION OF ADOPTION  
MASTER PLAN UPDATE**

**WHEREAS**, Michigan Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act, provides for the preparation of a Master Plan for the physical development of the municipality, with the general purpose of guiding and accomplishing development of the municipality and its environs that is coordinated, adjusted, harmonious, efficient and economical; considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development; will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare; includes, among other things, promotion of or adequate provision for 1 or more of the following: 1) system of transportation to lessen congestion on streets; 2) safety from fire and other dangers; 3) light and air; 4) healthful and convenient distribution of population; 5) good civic design and arrangement and wise and efficient expenditure of public funds; 6) public utilities such as sewage disposal and water supply and other public improvements; 7) recreation; and 8) the use of resources in accordance with their character and adaptability; and

**WHEREAS**, development of a future land use plan is pivotal in accommodating development in an organized manner while retaining its unique characteristics and promoting economic development; and

**WHEREAS**, the updated Master Plan is needed to address the documented public health, safety and welfare concerns with un-managed growth and an incompatible mixture of land uses; and

**WHEREAS**, a Master Plan update was necessary to respond to changing land use conditions in the City, changes related to the desire to protect the City of Owosso's various neighborhoods, the need to provide a high quality of life for its residents, and offer residents and businesses the needed services and support to be successful; and

**WHEREAS**, a Master Plan is important to provide a sound basis for zoning, other related regulations, and community investments; and

**WHEREAS**, the planning process involved analysis of existing conditions and an analysis of the basic needs of the current and future population; and

**WHEREAS**, the planning process included a public hearing to allow opportunity for the public to comment and to respond to the draft plan; and

**WHEREAS**, the plan contains recommendations for future land use arrangement and density, neighborhoods, multi-modal transportation improvements, community facilities improvements, natural feature preservation, and specific sub-area plans to guide growth and development; and

**WHEREAS**, the plan includes implementation strategies and responsibility for completion of each recommendation to ensure the plan is able to be accomplished; and

**WHEREAS**, the City of Owosso complied with required plan development steps of notifying and involving surrounding communities and outside agencies; and

**WHEREAS**, the Owosso City Council has also asserted their right to also adopt the plan; and

**WHEREAS**, a public hearing was held on the Master Plan update amendment on April 26, 2021 to formally receive community input.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Owosso's Planning Commission adopts the City of Owosso's Master Plan, in accordance with Section 43 of Michigan Public Act 33 of 2008, as amended.

**MOTION BY:**

**SUPPORTED BY:**

**TO ADOPT THE CITY OF OWOSSO MASTER PLAN**

**YEAS:**

**NAYS:**

**RCV Motion Carried**

I, Janae Fear, Planning Commission Secretary, for the City of Owosso, Michigan do hereby certify the foregoing to be a true copy of a resolution duly adopted by the City of Owosso Planning Commission at the regular meeting held on the April 26, 2021.

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Janae Fear, Planning Commission Secretary