

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Monday, February 23, 2026 – 6:30 P.M.**

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

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew, Community Development Director

MEMBERS PRESENT: Commissioner Albertson, Secretary Fear, Chairman Livingston, Commissioner Ludington, Commissioner Osika, Vice-Chair Robertson

MEMBERS ABSENT: Commissioner Law, Commissioner Schlaack, Commissioner Taylor

OTHERS PRESENT: Tanya Buckelew, Community Development Director; Justin Sprague, OHM Advisors

APPROVAL OF AGENDA:
MOTION BY VICE-CHAIR ROBERTSON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR February 23, 2026.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER OSIKA SUPPORTED BY COMMISSIONER ALBERTSON TO APPROVE THE MINUTES FOR THE January 26, 2026 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARING:

1. 621 W OLIVER STREET, SHIAWASSEE DISTRICT LIBRARY

Chairman Livingston opened the Public Hearing at 6:33 p.m.
The following spoke in favor of the special land use permit:
Patrice Martin
Kim White
Leo Deason
Lona Oliver
Sarah Pettit
Public Hearing closed at 6:41 p.m.

Justin Sprague, OHM Advisors, explained the special land use process. He stated 95 parking spaces are required per the ordinance. But since only 9,500 square feet of the 18,000 square foot building will be utilized for public use, this reduces the parking requirement to 47. There are currently 63 spaces available.

If using trash cans becomes an issue, a dumpster with screening will be required.

If there is additional growth and expansion of the use of the building, additional parking spaces will be required.

MOTION BY COMMISSIONER OSIKA SUPPORTED BY VICE-CHAIR ROBERTSON TO APPROVE THE SPECIAL LAND USE AND SITE PLAN REVIEW FOR THE SHIAWASSEE DISTRICT LIBRARY TO UTILIZE

621 W OLIVER STREET AS A LIBRARY AND UPON MEETING THE REQUIREMENTS AS SET FORTH BY THE CITY PLANNER AS FOLLOWS:

1. The applicant has proven to the Planning Commission that adequate parking is provided and additional growth will require additional spaces.
2. The parking lot will be repaired/sealed to ensure longevity.
3. New parking lot LED fixtures will be shielded and directed downward.
4. Review and approval from applicable departments, agencies and consultants.
5. Add screening of fencing or plantings along the west side to shield headlights.
6. If using trash cans becomes an issue, then a dumpster and appropriate screening will be provided and approved administratively.

YEAS: COMMISSIONER OSIKA, VICE-CHAIR ROBERTSON, COMMISSIONER ALBERTSON, COMMISSIONER LUDINGTON, SECRETARY FEAR AND CHAIRMAN LIVINGSTON.

NAYS: NONE

RCV. MOTION CARRIED.

ITEMS OF BUSINESS:

1. 2025 ANNUAL PLANNING COMMISSION REPORT

Discussion held on the contents of the report. This report is part of the Redevelopment Ready Communities (RRC) requirements.

MOTION BY COMMISSIONER LUDINGTON SUPPORTED BY COMMISSIONER ALBERTSON TO APPROVE THE 2025 PLANNING COMMISSION ANNUAL REPORT AND REFER TO CITY COUNCIL FOR REVIEW AND APPROVAL.

YEAS ALL. MOTION CARRIED.

2. COMMUNITY IMPROVEMENT PLAN (CIP)

The report is not ready for this meeting.

MOTION BY COMMISSIONER OSIKA SUPPORTED BY COMMISSIONER ALBERTSON TO TABLE THIS REPORT UNTIL THE MARCH 23, 2026 MEETING.

YEAS ALL. MOTION CARRIED.

COMMENTS:

Tanya Buckelew has reached out to the owner of the Ada Street project for confirmation of a timeline to begin the project and awaiting a response to present to the Planning Commission.

ADJOURNMENT:

MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY SECRETARY FEAR TO ADJOURN AT 7:10 PM UNTIL THE NEXT MEETING ON MARCH 23, 2026.

YEAS ALL, MOTION CARRIED

Janae Fear, Secretary