

**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