

**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Monday, April 22, 2024 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited

**ROLL CALL:** Tanya Buckelew

**MEMBERS PRESENT:** Secretary Fear, Commissioner Law, Vice-Chair Livingston, Commissioners Martin, Robertson, Schlaack, Taylor, and Chairman Wascher

**MEMBERS ABSENT:** Commissioner Owens

**OTHERS PRESENT:** Tanya Buckelew, Planning & Building Director; Hannah Smith, CIB Planning

**APPROVAL OF AGENDA:**  
**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE AGENDA FOR April 22, 2024.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**  
**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE March 25, 2024 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARING:** None

**SITE PLAN REVIEW:**  
**1. SITE PLAN REVIEW FOR FOR WASHINGTON PARK**

Hannah Smith, CIB Planning, outlined the review from the City Planner Justin Sprague, noting two items will, if approved, require waivers from the Planning Commission.

1. Parking Spaces – 34 are required and 32 are proposed
2. Driveway Spacing – 130' is required and 87' is proposed

The plan is to build a multi-family residential development, consisting of two, eight-unit apartments building, one building roughly 4,785 square feet and the other roughly 5,000 square feet. Parking would be internal to the property, located behind the development, to be accessed from both N. Washington Street and W. Wesley Drive. Site improvements to include landscaping, leaving the wetlands on the west side of the property undisturbed. The property is zoned RM, Multi-Family Residential and this use is permitted.

**Review Comments**

1. **Information items.** The site plan generally meets the informational requirements of the ordinance.
2. **Proposed uses.** Development of two, eight-unit, two-story multi-family apartment buildings as permitted by the City of Owosso Ordinance.
3. **Area and Bulk.** The proposed site was reviewed in accordance with Section 38-87, as described in the following table.

	<b>Required</b>	<b>Provided</b>	<b>Comments</b>
<b>Washington Park (RM Zoning) Building 1 (Units 1 – 8)</b>			
Front yard building setback	10 ft.	10 ft.	In compliance
Side yard setback	5 ft.	5 ft.	In compliance
Rear yard building setback	20 ft.	20 ft.	In compliance
Maximum building height	2 stories (35 ft.)	2 stories	In compliance
<b>Washington Park (FM Zoning) Building 2 (Units 9 – 16)</b>			
Front yard building setback	10 ft.	10 ft.	In compliance
Side yard setback	5 ft.	5 ft.	In compliance
Rear yard building setback	20 ft.	20 ft.	In compliance
Maximum building height	2 stories (35 ft.)	2 stories	In compliance

4. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. While the proposed building materials appear to meet the ordinance standards, materials have not been submitted demonstrating that they are consistent with the City of Owosso Zoning Ordinance.
5. **Building Height.** The proposed building complies with the maximum building height.
6. **Mechanical Units.** The Zoning Ordinance requires that all exterior mechanical equipment be screened. The applicant appears to show 16 A/C units, one at the rear of each apartment unit, to be screened by shrubs.
7. **Dumpster.** The proposed dumpster enclosure is a concrete pad with concrete block walls. The gate is not specified on the site plan. Per the City of Owosso Zoning Ordinance, Section 38-63, “the enclosure shall be constructed of brick or decorative concrete block material, consistent with the building materials of the principal building”. The gate must be made of vinyl or other high-quality material. Applicant also needs to provide dimensions of the dumpster enclosure on the plan.
8. **Site Lighting.** Proposed lighting is in compliance with the Zoning Ordinance.
9. **Parking Lot Requirements.** The parking requirements for multiple-family residential units is 2.0 spaces per unit with two bedrooms and 2.5 spaces per unit with three or more bedrooms. The applicant proposes 3, 3-bedroom units and 13, 2-bedroom units which would require 33.5 parking spaces. The applicant is proposing 30, 9’ x 20’ parking spaces and 2 barrier-free parking spaces for a total of 32.
10. **Landscaping.** The landscaping plan is in compliance with the ordinance.
11. **Driveway Spacing.** Section 38-206 of the Zoning Ordinance requires a separation of 130-feet from other driveways on the same side of the street. The proposed Washington Street driveway will only be 87-feet north of an existing driveway and does not meet the requirements of this section of the ordinance. Section 38-201(4) however gives the Planning Commission the ability to provide a waiver of this requirement if specific conditions apply. The applicant will need to demonstrate that the following conditions are met for the site to be eligible for a waiver to be approved by the Planning Commission.
  - a. Size of the parcel is insufficient to meet the dimensional standards.

- b. The spacing of existing, adjacent driveways or environmental constraints prohibit adherence to the access standards at a reasonable cost.
  - c. The use will generate less than 500 total vehicle trips per day or less than 75 total vehicle trips in the peak hour of travel on the adjacent street, based on the most recent rates developed by the Institute of Transportation Engineers (ITE).
  - d. There are no other reasonable means of access.
12. **Other Approvals.** The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

**Based upon the above comments, we recommend approval of the Washington 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;
- 2. That the Planning Commission determines if the number of parking spaces is acceptable and approves a waiver for the fewer number of parking spaces;
- 3. That building materials are provided to determine compliance with the ordinance;
- 4. That the dumpster enclosure materials are acceptable and that the plans be revised to include enclosure dimensions;
- 5. That the Planning Commission determines if a the site is eligible for a waiver from Section 38-206 for driveway spacing;
- 6. Review and approval by the appropriate city departments, consultants, and agencies prior to issuance of a building permit.

David Christian, DC Engineering, followed with additional comments on the site plan. Thirty-two parking spaces would be sufficient, as this is low rent housing and not expecting a lot of traffic. Same with driveway spacing. A recent traffic study was performed with the results of 114 trips per day – considered low volume. If the driveway were pushed any further north, it would eliminate the ability to construct the second building.

Commissioner Robertson left the meeting at 7:40 p.m.

**MOVED BY COMMISSIONER SCHLAACK SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE SITE PLAN REVIEW FOR WASHINGTON PARK TO ALLOW FOR TWO TOWNHOMES WITH EIGHT UNITS EACH, ANY REVISIONS TO THE SITE PLAN TO BE APPROVED ADMINISTRATIVELY BY APPROPRIATE CITY DEPARTMENTS PRIOR TO ISSUANCE OF A BUILDING PERMIT, TO APPROVE THE VARIANCES TO ALLOW FOR 32 PARKING SPACES INSTEAD OF 34 AND ALLOW THE DRIVEWAY WIDTH TO BE 87 FEET INSTEAD OF 130 FEET.**

**YEAS: COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONERS SCHLAACK, TAYLOR, SECRETARY FEAR AND CHAIRMAN WASCHER**  
**NAYS: NONE**  
**ABSTAINED: COMMISSIONER MARTIN**  
**RCV MOTION CARRIED**

**COMMISSIONER/CITIZEN COMMENTS:**

Discussions were held regarding drainage, the units proposed versus the previous Bailey Park project, what the buildings will look like and traffic.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER MARTIN SUPPORTED BY VICE-CHAIR LIVINGSTON TO ADJOURN AT 7:15 PM UNTIL THE NEXT MEETING ON MAY 28, 2024.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**