

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, JUNE 26, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Chairman Bill Wascher, Secretary Janae Fear, Commissioners Michelle Collison, Dan Law (arrived at 7:15 p.m.), Frank Livingston, Tom Taylor.

MEMBERS ABSENT: Vice-Chair Craig Weaver, Commissioners Tom Cook, Brent Smith.

OTHERS PRESENT: Amber Coe and Guest – 1000 State St.

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR JUNE 26, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE MAY 22, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from May 22, 2017.
3. Special use permit application – 1000 State St.
4. Section 38-380 Off-street parking requirements
5. Citizen participation plan updating

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARING:

1. SPECIAL USE PERMIT 1000 STATE ST – Amber Coe, owner, presented her plan for a special use permit. She is currently licensed to operate a child care center in her home for up to six children. She wishes to expand that license to provide care for up to 12 children. This is classified as a group day care home. Her hours of operation are Monday – Friday 7:00 a.m. – 5:30 p.m. There are 2 issues that would need to be resolved for issuance. 1. The play area is only 800 square feet and needs to be a minimum of 900 square foot. Ms. Coe is currently working on expanding the play area. 2. The play area needs to be moved 8 feet from the side yard fence. Ms. Coe says that is feasible to do.

MOTION BY COMMISSIONER TAYLOR AND SUPPORTED BY COMMISSION COLLISON TO APPROVE THE APPLICATION FOR SPECIAL USE PERMIT FOR 1000 STATE STREET, PARCEL # 050-114-001-020-00 AS APPLIED AND ATTACHED HERETO IN PLANS SUBMITTED MAY 26, 2017 BASED ON THE FOLLOWING CRITERIA:

APPLICANT MUST MEET 2 REQUIREMENTS:

- 1. INCREASE PLAY AREA TO 900 SQUARE FEET**
- 2. MOVE PLAY AREA 8 FEET FROM SIDE YARD FENCE**

GENERAL STANDARDS

The planning commission shall review each application for the purpose of determining that each proposed use meets the following standards and in addition, shall find adequate evidence that each use on its proposed location will:

- a. Be harmonious with and in accordance with the general principals and objectives of the mid-county land use plan and other approved planning documents of the city.
HAS BEEN MET
- b. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.
HAS BEEN MET
- c. Not be hazardous or disturbing to existing or future uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
HAS BEEN MET
- d. Be served adequately by essential public facility and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facility and schools.
HAS BEEN MET
- e. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property, or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
HAS BEEN MET
- f. Be necessary to meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and be necessary to insure compliance with the standards.
HAS BEEN MET
- g. Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.
HAS BEEN MET

ROLL CALL VOTE:

AYES: COMMISSIONERS COLLISON, FEAR, LIVINGSTON, TAYLOR AND CHAIRPERSON WASCHER.

NAYS: NONE

MOTION PASSED

SITE PLAN REVIEW: NONE

BUSINESS ITEMS:

1. Review of Section 38-380 (12)e.
 - The Owosso Zoning Board of Appeals is requesting the review and potential revision of off-street parking requirements for industrial districts.
 - Two requests have come up in the past two years to request a variance for off-street parking in an industrial area. The ordinance may be somewhat outdated as to the requirements based on either number of employees or usable floor space. With today's technology, employers may have less employees and more automation.
 - Commissioner Fear suggested leaving it as is for now due to only 2 situations has come up.
 - Ms. Montenegro will look into getting similar updated language for the next meeting, for the Planning Commission to review and see if there is a need to proceed with changes.
2. Citizen participation plan. Review of current citizen participation plan.
 - The City of Owosso is interested in applying to the MEDC under the Redevelopment Ready Communities Program to become certified as a Redevelopment Ready Community (RRC) and receive assistance from the program in promoting sites within the community.
 - Ms. Montenegro originally wrote a plan back in 2014. Community Development Block Grants (CDBG) require a citizen participation plan to receive monies through the program.
 - The Redevelopment Ready Communities program also requires the plan. Ms. Montenegro presented an update to the 2014 version to the State MEDC. A couple of additions will be added and Ms. Montenegro will present the plan again to the Planning Commission for approval. After which, the plan will be presented to the City Council for approval. The City will then have to complete the steps laid out from the MEDC to become certified in the Redevelopment Ready Communities program, which could take 1-2 years to complete.
 - Ways to reach the public by social media and a survey and evaluation would both be good tools to add to the plan. Ms. Montenegro will look at other communities for additional ideas for the plan.
 - In addition, the Master Plan is due to be updated.

ITEMS OF DISCUSSION:

Marijuana discussion regarding the changes coming in December. Council needs to set dates for Medical Marijuana Workshops to inform public of what is coming and get a general census of what the public wants.

COMMISSIONER/PUBLIC COMMENT: NONE

ADJOURNMENT:

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO
ADJOURN AT 7:30 P.M. UNTIL THE NEXT MEETING ON JULY 24, 2017.**

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary