

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, AUGUST 26, 2019 – 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:** Chairman Wascher, Commissioners Adams, Jenkins, Law, Taylor and Yerian
- MEMBERS ABSENT:** Vice-Chair Livingston, Secretary Fear and Commissioner Kirkland
- OTHERS PRESENT:** City Manager Nathan Henne, Justin Sprague, CIB Planning, Randy Woodworth, Rick Hebert

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE AGENDA FOR AUGUST 26, 2019 WITH THE FOLLOWING CHANGES: OLD BUSINESS 1 – SIGN ORDINANCE IS TABLED UNTIL THE SEPTEMBER 23, 2019 MEETING AND NEW BUSINESS 2 – RECREATIONAL MARIJUANA PUBLIC HEARING IS REMOVED.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE JULY 22, 2019 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARINGS: NONE

OLD BUSINESS:

1. Sign Ordinance Review – tabled until the September 23, 2019 meeting

NEW BUSINESS:

1. **Site Plan Review – 501 W Main Street (116 S. M-52)**

Randy Woodworth and Rick Hebert were present to discuss the plans for this building/location. It is currently a car wash. The building would stay intact and the renovations would allow for 2 rental retail spaces with a drive thru and would keep the automatic car wash that exists on the west side of the property. The site plan presented is preliminary as the possible renters have not been formally agreed upon.

Discussion was held between the Commissioners and the Developers as to more specific details regarding the site plan. A main concern discussed was the EFIS/DRYVIT being used as it exceeds the allowed percentage in the ordinance.

Sec. 38-397.-Commercial design requirements.

(b) *Building materials.*

(1) Durable building materials which provide an attractive, quality appearance must be utilized.

(2) The predominant building materials (fifty (50) percent or more of the face) should be quality materials such as earth-toned brick, native stone, and tinted/textured concrete masonry units and/or glass products.

(3) Other materials such as smooth-faced concrete block, EFIS panels, or pre-fabricated corrugated steel panels should only be used as accents and not dominate the building exterior of the structure.

The amount of EFIS may change depending on the businesses that come. This would also have to be administratively approved. Zoning Board of Appeals is an option, if the developer desires to stay with this percentage of EFIS.

CIB Planners had the following review comments:

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
501 W Main/116 S M-52 (B-4 Zoning)			
Front Yard Building Setback	15 ft.	18 ft.	In compliance
Side Yard Building Setback	0	7 ft.	In compliance
Rear Yard Building Setback	10 ft.	38 ft.	In compliance
Maximum Building Height	30 ft.	17 ft.	In compliance

3. Building Design & Materials. The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. The predominant material for the new building will be concrete block and EFIS/DRYVIT with metal panel accents along the top of the building. We believe this does not meet the intent of the ordinance to materials that provide an attractive and quality appearance. We would like to see a decorative mason unit such as brick or other mason material instead of CMU block and a significant reduction of the amount of EFIS being utilized. EFIS should only be utilized as an accent material.
4. Building Height. The proposed building complies with the maximum building height.
5. Mechanical Units. No new mechanical units are proposed
6. Dumpster. A dumpster already exists on site and will not be changing.
7. Parking Lot Requirements. The applicant is adding 12 parking spaces which is in compliance with the ordinance, but they have not provided a loading space, which is required for buildings exceeding 1,400 sf. Additionally, it is not clear what the vehicle stacking patterns will be on site for both the remaining car wash and the drive through window for the new proposed tenant space. We believe the applicant should provide this information to ensure there will be no vehicular conflicts on site, and that emergency vehicles such as fire trucks will still have access to and be able to circulate the site.
8. Landscaping. The applicant has prepared an acceptable landscape plan.
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 501 W. Main/116 S. M-52 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. Use of materials consistent with the ordinance that are acceptable to the Planning Commission;
3. The addition of a loading space as well as vehicular stacking patterns to ensure there will be no vehicular conflicts on the site and that emergency vehicles will have full access to the site; and
4. Review and approval by the appropriate city departments, consultants, and agencies

MOTION BY COMMISSIONER YERIAN, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN FOR 501 W MAIN STREET (116 S. M-52) WITH THE FOLLOWING CONDITIONS AND THE UNDERSTANDING THIS SITE PLAN IS PRELIMINARY AND CHANGES MAY OCCUR DEPENDING ON THE TYPE OF BUSINESSES THAT WILL RENT OUT SPACE:

1. Dumpster Location – signage “Exit Only” unless garbage truck or delivery truck
2. Fire Department to review entrance of emergency vehicles
3. Employee entrance/exit door on the south side of the building: change the door to open on a left hinge to enable employees to see traffic before exiting
4. Installation of 6 bollards on the north side of the building, 2 near the dumpster and add bollards to the south side of the building
5. Possible removal of the vacuums could produce parallel parking
6. Submission of a revised site plan for administrative/department head review and approval

**YEAS: COMMISSIONERS JENKINS, LAW AND YERIAN
NAYS: COMMISSIONER TAYLOR AND CHAIRMAN WASCHER
ABSTAINED: COMMISSIONER ADAMS (DUE TO A FINANCIAL CONFLICT OF INTEREST)
RCV VOTE MOTION CARRIED WITH A 3-2 VOTE.**

2. Set Public Hearing for Recreational Marijuana Discussion – removed from the agenda
3. Set Public Hearing for the Administrative Site Plan Review and Sign Ordinance Amendments

MOTION BY COMMISSIONER LAW, SUPPORTED BY COMMISSIONER ADAMS TO SET THE PUBLIC HEARING FOR THE ADMINISTRATIVE SITE PLAN REVIEW AND SIGN ORDINANCE AMENDMENTS FOR SEPTEMBER 23, 2019 AND PUBLISH NOTICE AT LEAST 15 DAYS PRIOR TO THE MEETING.

YEAS ALL, MOTION CARRIED.

4. Master Plan Update

The heart of the plan is being drafted now. In addition to compiling the demographics. Justin Sprague is drafting the Economic Development chapter. Hopefully by late September into October, the first rough draft will be available.

OTHER BOARD BUSINESS: NONE

PUBLIC COMMENTS AND COMMUNICATIONS:

City Manager Henne reported that recreational marijuana will start with city council, as the council will determine to lift the moratorium and whether to opt in or out. If the council chooses to opt in, it will be referred to the Planning Commission to develop the ordinance to establish the rules for the city.

ADJOURNMENT

MOTION BY COMMISSIONER LAW, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 7:30 P.M. UNTIL THE NEXT MEETING ON SEPTEMBER 23, 2019.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary