

# **PLANNING & ZONING DEVELOPMENT GUIDE**

This document is intended to be used as an informational source for  
municipal employees, citizens, developers and elected officials.  
Rev. 12/2023

# TABLE OF CONTENTS

❖ Introduction	3
❖ Zoning Map	3
❖ Zoning Districts	4
❖ Making a Zoning Inquiry	8
❖ Concept Meeting	8
❖ Planning Commission	9
❖ Site Plan Review	10
❖ Rezoning	12
❖ Special Land Use	14
❖ Zoning Board of Appeals	17
❖ Historical District	19
❖ Forms and Documents Link	20
❖ Possible Incentives and Programs	21
❖ Addition Contact Information	23

## ❖ INTRODUCTION

The purpose of this document is to serve as a guide to City residents, business owners and other decision makers. Although this document provides detailed information on a number of the City's processes, it is best to contact City staff directly before filing an application.

The City of Owosso is governed by ordinances and plans that propose the orderly development of land, capital improvements and concentration of different land uses. The City is granted these privileges under State's Municipal Planning Act, Public Act 207 of 1921. In general, planning and zoning are closely related and regulate development. Zoning controls the intensity and type of development allowed in specific areas of the City.

Many residents and developers find it helpful to meet with City staff prior to purchasing a property or submitting permits to make improvements to one's property. Meeting with staff will provide guidance on applicable City zoning codes and/or State building codes required for the proposed modifications or improvements. Before changes can take place, a site plan or other approval process may be required by the Planning Commission or a variance may be required from the Board of Appeals. City staff acts as the liaison between residents and the City Planning Commission and Board of Appeals.

Community Development and Building staff can be reached at (989) 725-0535.

## ❖ ZONING MAP

Follow this link [Zoning Map](#)



# ZONING DISTRICTS

The City of Owosso is divided up into 15 zoning districts. Each district allows a variety of land uses and applicable regulations. Each of the zoning districts is briefly described below. For a complete description and regulations for each district, please refer to the [City's Zoning Ordinance](#).

## **1) R-1 ONE-FAMILY RESIDENTIAL DISTRICT**

The R-1 one-family residential districts are designed to be the most restrictive of the residential districts. The intent of this article is to provide for an environment of predominantly low-density, one-family detached dwellings along with other residentially related facilities that serve the residents in the district. Principal uses permitted include one family detached dwellings, publicly owned buildings, schools, bed and breakfasts, and family day care homes. Principal uses permitted subject to special conditions include churches, utility and public service buildings, private noncommercial recreational areas, golf courses, institutions of higher learning, cemeteries, hospitals, attached one-family dwelling units, private clubs, conversion of schools or churches to office uses.

## **2) R-2 TWO-FAMILY RESIDENTIAL DISTRICT**

The R-2 two-family residential districts are designed to afford a transition of use in existing housing areas by permitting new construction or conversion of existing structures between adjacent residential and commercial, office, thoroughfares or other uses which would affect residential character. This district also recognizes the existence of older residential areas of the city where larger houses have been or can be converted from single-family to two-family residences in order to extend the economic life of these structures and allow the owners to justify the expenditures for repairs and modernization. Principal uses permitted include one family detached dwellings, two-family dwellings, bed and breakfasts, and family day care. Uses permitted by issuance of a special use permit include adult foster care group homes, child or adult day care, conversion of schools or churches to office uses, group day care home.

## **3) RT ATTACHED ONE-FAMILY RESIDENTIAL DISTRICT**

The R-T attached one-family residential district is designed to permit flexibility in the layout and design of single-family units while at the same time maintaining the density of the R-1 one-family residential district so that it is consistent with the plan for single-family areas. The district is specifically intended to prohibit multiple-family buildings where entry to individual dwelling units is from an interior common area or where individual dwelling units are attached in any way other than by their sidewalls. Principal uses permitted include one-family attached dwellings (townhouses) not less than 3 units, bed and breakfasts, family day care homes. Principal uses permitted subject to special conditions include one-family detached dwelling units and less than three one-family attached dwelling units.

## **4) RM-1 MULTIPLE-FAMILY RESIDENTIAL DISTRICT—LOW RISE**

The RM-1 multiple-family residential districts are designed to provide sites for multiple-family dwelling structures, and related uses, which will generally serve as zones of transition between the nonresidential districts and lower density one-family districts. The multiple-family district is further provided to serve the needs for the apartment type of unit in the city. Uses permitted include uses permitted in R-2, multiple-family dwellings, bed and breakfasts, family day care

home, foster family group homes, and foster family homes. Uses permitted after special land use approval include: housing for the elderly and convalescent homes, adult foster care small group home, child or adult care center, private clubs, conversion of schools or churches to office uses, group day care home.

**5) RM-2 MULTIPLE-FAMILY RESIDENTIAL DISTRICT—HIGH RISE**

The RM-2 multiple-family residential districts (high-rise) are designed to provide sites for high density multiple dwelling structures adjacent to high traffic generators commonly found in the proximity of central business districts and areas abutting major thoroughfares. The district is further designed to provide for the convenience needs of persons living in the apartments with central services. This district is further designed to provide a zone of transition between these major thoroughfares and high traffic generators and other residential districts through the requirements of lower coverage that, in turn, will result in more open space. Uses permitted include all principal uses permitted in an RM-1, multiple-family dwelling structures in excess of 2 stories, retail and service uses accessory to principal use, bed and breakfasts, family day care home, foster family group homes, foster family homes. Uses permitted after special land use approval include: adult foster care small group home, child or adult care center, private clubs, conversion of schools or churches to office uses, group day care home.

**6) OS-1 OFFICE SERVICE DISTRICT**

The OS-1 districts are designed to accommodate uses such as offices, banks, and personal services that can serve as transitional areas between residential and commercial districts and to provide a transition between major thoroughfares and residential districts. Permitted uses include office, professional service, human care facilities, banking institutions, personal service facilities, photograph or interior design studios, parking lots, churches, residential structures existing prior to 2012. Uses permitted after special land use approval include accessory uses to principal uses, mortuary establishments, publicly owned buildings, one, two or multiple residential units within an office building.

**7) B-1 LOCAL BUSINESS DISTRICT**

The B-1 local business districts are designed to meet the day-to-day convenience shopping and service needs of persons residing in adjacent residential areas. Permitted uses include retail, personal service, office, dry cleaners, banking institutions, professional services, parking, residential structures existing prior to 2012, marijuana provisioning center. Uses permitted after special land use approval include gas stations, publicly owned buildings, mortuary establishments, one, 2 or multiple residential units within a business building.

**8) B-2 PLANNED SHOPPING CENTER DISTRICT**

The B-2 planned shopping center districts are designed to cater to the needs of a larger consumer population than is served by the local business districts, and are generally characterized by an integrated or planned cluster of establishments served by a common parking area and generating large volumes of vehicular and pedestrian traffic. Uses permitted include: all retail or service business uses permitted in an B-1 district, retail businesses, office, private clubs, restaurants without drive-ins, theaters, business schools, marijuana provisioning center, residential structures existing prior to 2012. Uses permitted after special land use approval include: open air retail sales of plants, recreational space for children, indoor recreational uses, automobile service centers, publicly owned buildings.

**9) B-3 CENTRAL BUSINESS DISTRICT**

The B-3 central business district is designed to provide for office buildings and the great variety of retail stores and related activities that occupy the prime retail frontage by serving the comparison, convenience and service needs of the entire municipal area as well as a substantial area of the adjacent and surrounding residential developments beyond the limits of the municipality. The district regulations are designed to promote convenient pedestrian shopping and stability of retail development by encouraging a continuous retail frontage and by prohibiting automobile related services and nonretail uses that tend to break up such continuity. Uses permitted include all retail or service business uses permitted in a B-2 district, office, and showrooms for trades, newspaper offices, indoor storage facilities, hotels, residential structures existing prior to 2012, marijuana provisioning center. Uses permitted after special land use approval include one, two and multiple family residential dwelling units, upper floor commercial recreation operations.

**10) B-4 GENERAL BUSINESS DISTRICT**

The B-4 general business districts are designed to provide sites for more diversified business types that would often be incompatible with the pedestrian movement to the local planned shopping center or central business districts. Uses permitted include: all retail or service business uses permitted in an B-1, B-2 and B-3 district, mortuary establishments, interior recreational uses, publicly owned buildings, trade businesses, residential structures existing prior to 2012, marijuana provisioning center, gas stations, car sales, motel, drive-in businesses, veterinary hospitals, nurseries, auto washes, bus station, public buildings, one, two and multiple family dwellings. Uses permitted after special land use approval include ground floor residential.

**11) I-1 LIGHT INDUSTRIAL DISTRICT**

The I-1 light industrial districts are designed to primarily accommodate wholesale activities, warehouses and industrial operations whose external, physical effects are restricted to the area of the district and in no manner affect in a detrimental way any of the surrounding districts. Uses permitted include research and design businesses, manufacturing of certain products, warehousing, laboratories, dry cleaning plants, public utilities, utility yards/plants, building material storage facilities, municipal plants, commercial kennel, greenhouses, marijuana provisioning centers, marijuana growing and processing centers, residential structures existing prior to 2012. Uses permitted after special land use approval include auto engine and repair, lumber and planing mills, metal plating, businesses with outdoor storage requirements.

**12) I-2 GENERAL INDUSTRIAL DISTRICT**

General industrial districts are designed primarily for manufacturing, assembling, and fabrication activities including large scale or specialized industrial operations, whose external physical effects will be felt to some degree by surrounding districts. The I-2 districts are so structured as to permit the manufacturing, processing and composing of semi-finished or finished products from raw materials as well as from previously prepared material. Uses permitted include uses permitted in the I-1 district, heating and power plants, gasoline storage, railroad yards, junkyards with conditions, foundry operations. Uses permitted after special land use approval include grain elevators, production of certain products detailed in the ordinance.

**13) P-1 VEHICULAR PARKING DISTRICT**

The P-1 vehicular parking districts are intended to permit the establishment of areas to be used solely for off-street parking of private passenger vehicles as a use incidental to a principal use. These districts will generally be provided by petition or request to serve a use district that has developed without adequate off-street parking facilities.

**14) C-OS CONSERVATION-OPEN SPACE DISTRICT**

The C-OS conservation/open space districts are intended to permit maintenance and management of natural areas, to protect lands under public ownership, under permanent conservation organization or of high public value due either to their uniqueness or to their potential hazards to the public. Uses permitted include farms not less than 5 acres, forestry, natural areas, public outdoor recreation facilities over 1 acre, storm water management facilities, water supply facilities. Uses permitted after special land use approval include park structures, service roads, parking lots, private recreation area, plant nurseries.

**15) PUD PLANNED UNIT DEVELOPMENT DISTRICT**

The purpose of this district is to permit flexibility in the regulation of land development; to encourage innovation in land use and variety in design, layout and type of structures constructed; to achieve economy and efficiency in the use of land, natural resources, energy and the provision of public services and utilities; to encourage provision of usable open space and protection of natural features; to provide adequate housing, employment and shopping opportunities particularly suited to the needs of the residents of the city; and to encourage the use, reuse and improvement of existing sites and buildings which will be developed in a compatible way with surrounding uses but where the uniform regulations contained in other zoning districts do not provide adequate protections and safeguards for the site or surrounding area. The district is intended to accommodate developments with one (1) or more land uses, sites with unusual topography or unique settings within the community or sites that exhibit difficult or costly development problems or any combination of these factors. This zoning district shall not be allowed where this zoning classification is sought primarily to avoid the imposition of standards and requirements of other zoning classifications or other city regulations rather than to achieve the stated purposes above.

## ❖ **MAKING A ZONING INQUIRY**

Prior to purchasing property, beginning construction or opening a business, it is very important to verify zoning of the property. The City can help determine what the property in question is zoned and what zoning requirements you may need to meet. In order to provide accurate information; please have the following information when contacting the City:

- Address of the property
- What your intended use of the property is?
- Will you be occupying an existing structure or constructing a new structure?
- Approximate square footage you will be occupying or constructing?
- Will you be making any structural changes to the building?

## ❖ **CONCEPT MEETING**

Are you interested in developing a project within the City of Owosso? The City of Owosso staff is happy to hold a Conceptual Review Meeting with parties interested in investing in the community. To schedule a Conceptual Review Meeting, please submit a letter detailing your proposal and a set of concept plans to the Community Development staff.

Staff will schedule a meeting with you once the items have been received. During this meeting, City staff will provide you with the following:

1. Feedback on your proposal,
2. Discuss any applicable zoning regulations,
3. Walk you through the approval process for your proposal,
4. Provide you with copies of all applicable documents and
5. Discuss any potential incentives, if available.





## PLANNING COMMISSION

- Comprised of nine (9) members from community
- Reviews and approves Site Plans, requests for Special Uses, makes recommendations to City Council on rezoning requests and ordinance amendments
- Adopts the City's Master Plan and Capital Improvements Plan
- Meets the fourth Monday of each month at 6:30 P.M. in the City Council Chambers at City Hall
- All applications and associated fees must be filed in advance and coordinated with City staff
- List of meeting dates:

<b>2024 Meeting Date</b>	<b>Submittal Deadline</b>	<b>2024 Meeting Date</b>	<b>Submittal Deadline</b>
<b>January 22</b>	December 28, 2023	<b>July 22</b>	June 28
<b>February 26</b>	February 1	<b>August 26</b>	August 1
<b>March 25</b>	March 1	<b>September 23</b>	August 29
<b>April 22</b>	March 28	<b>October 28</b>	October 3
<b>May 28</b>	May 3	<b>November 25</b>	November 1
<b>June 24</b>	May 30	<b>December 9*</b>	November 14

\* changed due to the holiday



## SITE PLAN REVIEW

The Planning Commission reviews and approves or denies site plans.

Per Section 38-390 of the City Zoning Ordinance, a site plan shall be required for the following:

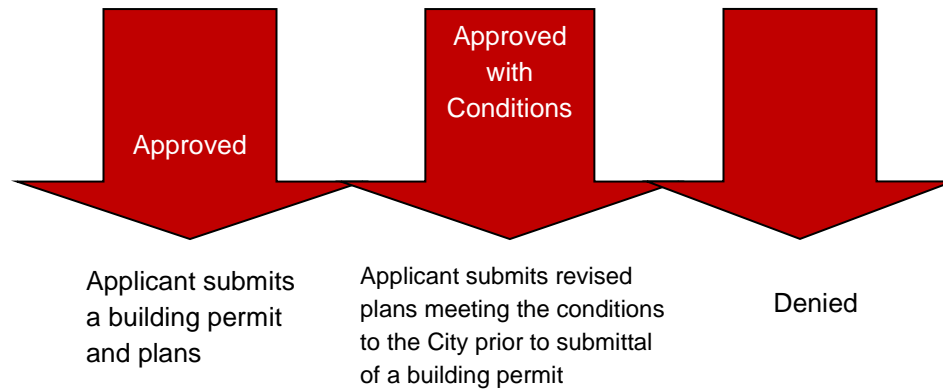
- a. Any use or development for which the submission of a site plan is required by any provision of this chapter;
- b. Any development, except single-family and two-family residential, for which off-street parking areas are provided as required in 38-380, off-street parking requirements;
- c. Any use in an RM-1, RM-2, OS-1, B-1, B-2, B-3, B-4, I-1, I-2, P-1 or PUD district;
- d. Any use except single or two-family residential which lies contiguous to a major thoroughfare or collector street;
- e. All residentially related uses permitted in single-family districts such as, but not limited to, churches, schools, colleges, institutions, and public facilities;
- f. Accessory buildings or building additions that require additional off-street parking.

[Site Plan Review Application](#)

## SITE PLAN REVIEW PROCESS

The timeline provided is approximate and depends on the response time of the applicant.

	<b>Step 1</b>	Conduct a conceptual meeting with City staff to determine if site plan approval is necessary
	<b>Step 2</b>	Submit the site plan application, 1 set of plans and associated fees to City staff.
	<b>Step 3</b>	City staff review the application and related documents for completeness. Plans are forwarded to staff for an internal review process
	<b>Step 4</b>	City staff provides applicant with list of requested revisions
	<b>Step 5</b>	Applicant submits 1 set of revised site plan drawings and a PDF version to the City for placement on the next available Planning Commission Agenda
	<b>Step 6</b>	City staff develops and sends out a meeting agenda and packet to the Planning Commission members
	<b>Step 7</b>	Planning Commission reviews the site plan and makes a decision





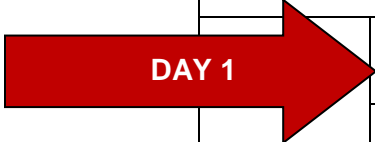
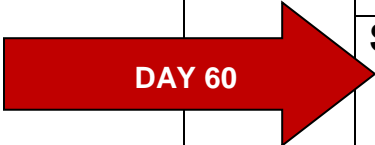
## REZONING

The Planning Commission hears and makes recommendations to City Council on rezoning requests. Per Section 38-552 of the City Zoning Ordinance the application procedure of a rezoning is as follows: An amendment to this article or the official zoning map, except those initiated by the city, shall be initiated by submission of a completed application form and fee.

The following information shall accompany the application form:

1. A legal description and street address of the subject property, with a map identifying the subject property in relation to surrounding properties.
2. The name and address of the owner of the subject site, and a statement of the applicant's interest in the subject site if not the owner in fee simple title.
3. The existing and proposed zoning district designation of the subject property.
4. The land use classification for the subject site as illustrated on the city's master plan.
5. For of an amendment to this article, other than an amendment to the official zoning map, a general description of the proposed amendment and rationale for the change shall accompany the application form.
6. A written description of how the requested rezoning meets the amendment criteria of this article

[Rezoning Application](#)

<b>REZONING PROCESS</b>		
The timeline provided is approximate and depends on the response time of the applicant.		
	<b>Step 1</b>	Conduct a conceptual meeting with City staff to determine if a rezoning is necessary
	<b>Step 2</b>	Submit the rezoning application, related documents and associated fees to City staff
	<b>Step 3</b>	City staff review the application and related documents for completeness and requests additional information, if necessary.
	<b>Step 4</b>	City staff will place the public hearing on the Planning Commission agenda. City staff will send out and publish the required public notice with the newspaper meeting the State requirements.
	<b>Step 5</b>	Planning Commission will conduct the public hearing and make a recommendation to City Council to approve, approve with conditions, deny or table the rezoning request based on their findings that identify and evaluate all factors relevant to the petition
	<b>Step 6</b>	Upon receiving a recommendation and finding from the Planning Commission, City Council will hold a first reading of the rezoning request
		<b>Step 7</b>

## ❖ SPECIAL LAND USE

The Planning Commission hears and makes decisions on requests for special land uses.

Section 38-452 of the City Zoning Ordinance details the Special Land Use permit procedures.

Section 38-453 details the basis for determination which is used by Planning Commission and City Council during the review and decision making process.

It shall be up to the applicant to provide evidence that meets the following standards and any others outlined in the zoning ordinance:

- 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;
- 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;
- 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;
- Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools;
- 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

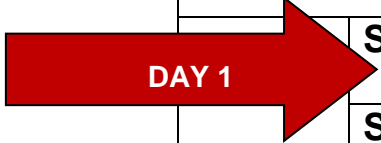
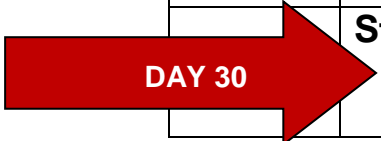
of excessive production of traffic, noise, smoke, fumes, glare or odors;

- 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 these standards;
- Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.

[Special Land Use Application](#)

## SPECIAL LAND USE PROCESS

The timeline provided is approximate and depends on the response time of the applicant.

<b>DAY 1</b> 	<b>Step 1</b>	Conduct a conceptual meeting with City staff to determine if a special land use is necessary
	<b>Step 2</b>	Submit the special land use application, related documents and associated fees to City staff
	<b>Step 3</b>	City staff review the application and related documents for completeness and requests additional information, if necessary.
	<b>Step 4</b>	City staff provides applicant with list of requested revisions
	<b>Step 5</b>	Applicant submits 3 sets of revised drawings and a PDF version to the City for placement on the next available Planning Commission Agenda
	<b>Step 6</b>	Public hearing is scheduled and proper notification will be done
	<b>Step 7</b>	City staff develops and sends out a meeting agenda and packet to the Planning Commission members
	<b>Step 8</b>	Planning Commission reviews the site plan and makes a recommendation based on the basis for determination listed in Section 38-453 of the City Zoning Ordinance
	<b>DAY 30</b> 	<b>Step 9</b>



## ❖ ZONING BOARD OF APPEALS (ZBA)



- Comprised of five (5) members and two (2) alternate members from community
- Considers requests for variances from the strict application of the City’s Zoning and Sign Ordinance
- Applications to the Zoning Board of Appeals require a 300 foot mailing and a public notice published within the local newspaper
- Meets, as needed, the third Tuesday of each month at 9:30 A.M. in the City Council Chambers at City Hall
- All applications and associated fees must be filed in advance and coordinated with City staff

### [Variance Request-ZBA Application](#)

<b>2024 Meeting Date</b>	<b>Submittal Deadline</b>	<b>2024 Meeting Date</b>	<b>Submittal Deadline</b>
<b>January 16</b>	December 21, 2023	<b>July 16</b>	June 21
<b>February 20</b>	January 26	<b>August 20</b>	July 26
<b>March 19</b>	February 23	<b>September 17</b>	August 23
<b>April 16</b>	March 22	<b>October 15</b>	September 20
<b>May 21</b>	April 26	<b>November 19</b>	October 25
<b>June 18</b>	May 24	<b>December 17</b>	November 22

### ZONING BOARD OF APPEALS PROCESS

The timeline provided is approximate and depends on the response time of the applicant.

	<b>Step 1</b>	Conduct a conceptual meeting with City staff to determine if a variance is necessary
	<b>Step 2</b>	Submit the Zoning Board of Appeals application, related documents and associated fees to City staff
	<b>Step 3</b>	City staff review the application and related documents for completeness and requests additional information, if necessary
	<b>Step 4</b>	City staff will send out and publish the required public notice with the newspaper
	<b>Step 5</b>	City staff develops and sends out a meeting agenda and packet to the Planning Commission members
	<b>Step 6</b>	Applicant attends the public hearing and a decision to approve or deny the request is made



# HISTORICAL DISTRICT

- Formed in the fall of 2010
- Regulatory commission responsible for reviewing all applications for exterior work that is completed in within the Downtown Historic District Commission (HDC) boundaries
- Comprised of seven members that use the Secretary of the Interiors Guidelines to review permits for work
- The historic designation also permits contributing structures within the district to seek additional funding assistance on redevelopment projects through the State of Michigan
- As of 2015, this district is on the National Register of Historic Places

[Historic District Commission Application](#)

[Downtown Historic District Map](#)

[Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

## ❖ **FORMS AND DOCUMENTS**

Follow this link to the City of Owosso's website page for additional applications, forms and documents

**[City of Owosso Forms and Documents](#)**



# POSSIBLE INCENTIVES AND PROGRAMS

## Façade Improvement Grants:

The City partners with the MEDC to distribute CDBG funds for façade improvements that meet the following:

- Must be located in the DDA district
- Must meet Secretary of Interior Standards
- Requires a **minimum** match of 25% from individual grant participant
- Must abide by 5-year restricted resale and reuse provision policy
- Must enter into escrow agreement with the city of Owosso
- Funding – Minimum of \$30,000; Maximum \$200,000 per individual façade grant award

## Brownfield Redevelopment Authority:

The purpose of the Brownfield Authority is to redevelop contaminated and obsolete sites within the city of Owosso under Public Act 381 of 1996. This authority has the power to approve brownfield plans for specific sites and projects within the city. This designation allows the OBRA to collect taxes on new property tax increase increments to pay off eligible expenses onsite over time. Such a designation can also make the site eligible for other state incentives. The OBRA has been successful at redeveloping contaminated and functionally obsolete sites and putting them into use; creating jobs, tax revenue, and ameliorating blight.

## Downtown Rental Rehabilitation:

The Downtown Rental Rehabilitation program provides grant funding to assist downtown

property owners with the creation of or rehabilitation of affordable rental units above commercial space in the downtown.

Grants are available for the rehabilitation of existing units and the creation of new units and are specific to individual projects

The property owner must invest a minimum of 25% of the total project cost

Rental units must be rented to low-to-moderate income individuals and the rent must meet affordability guidelines as determined by HUD

The grant assistance is provided as a 5-year forgivable lien on the property if all compliance is followed

### **MEDC**

There are many programs through the MEDC that may apply to your development.

The following link will provide information on those programs:

<https://www.miplace.org/programs/>

Other incentives and programs, in addition to those above, maybe available.

It is imperative that discussions with City staff occur prior to assuming your project meets the requirements for any of the incentives or programs.



## ADDITIONAL CONTACT INFORMATION

City of Owosso Main Street and DDA

(989) 725-0571

[downtownowosso@gmail.com](mailto:downtownowosso@gmail.com)

Shiawassee Economic Development Partnership

Justin Horvath

President/CEO

[jhorvath@sedpweb.org](mailto:jhorvath@sedpweb.org)

(989) 725-9241

Brent Jones

Vice President

[bjones@sedpweb.org](mailto:bjones@sedpweb.org)

Shiawassee Regional Chamber of Commerce

(989) 723-5149

[customerservice@shiawasseechamber.org](mailto:customerservice@shiawasseechamber.org)

Michigan Small Business Development Center (SBDC)

(989) 723-5149

[cpeterson@shiawasseechamber.org](mailto:cpeterson@shiawasseechamber.org)