



**2023
PLANNING COMMISSION
ANNUAL REPORT**

Planning Commission Membership		
Member	Title	Term Expires
William Wascher	Chair	06/30/2024
Francis Livingston	Vice Chair	06/30/2024
Janae Fear	Secretary	06/30/2024
Daniel Law	Council Representative	11/12/2024
Allen Martin	Commissioner	06/30/2026
Christopher Owens	Commissioner	06/30/2025
Linda Robertson	Commissioner	06/30/2025
Stephen Schlaack	Commissioner	06/30/2025
Thomas Taylor	ZBA Representative	06/30/2026

Planning Commission Attendance (X = Present)									
	Wascher	Fear	Livingston	Law	Martin	Owens	Robertson	Schlaack	Taylor
Jan	X	X	X		X	N/A		X	X
Feb	No meeting – lack of a quorum								
Mar	X		X	X	X	Appointed		X	X
Apr	X		X	X	X	X	X	X	
May	No meeting – lack of agenda items								
June	No meeting – lack of agenda items								
July	X	X	X					X	X
Aug	X		X	X	X	X	X	X	X
Sept	No meeting – lack of agenda items								
Oct	No meeting – lack of agenda items								
Nov	X	X	X		X			X	X
Dec	No meeting – lack of agenda items								

Planning Commission Meetings (4th Monday of each month at 6:30 pm)			
Meeting Date	Agenda Items	Purpose	Action
Jan. 23	Zoning Ordinance	Review and discussion	N/A
	2022 Planning Commission Report	Review	Approved
Feb. 27	No meeting – lack of a quorum		
Mar. 27	2023-2029 Capital Improvement Plan (CIP)	Review	Approved
April 24	200 S Washington	Site Plan Review	Approved
	Planning Commission By-Law Amendments	Review	Approved
May 22	No meeting – lack of agenda items		
June 26	No meeting – lack of agenda items		
July 24	Zoning Ordinance	Review	N/A
Aug. 28	Zoning Ordinance	Public Hearing	Approved
Sept. 25	No meeting – lack of agenda items		
Oct. 23	No meeting – lack of agenda items		
Nov. 27	Zoning Ordinance Map	Public Hearing	Approved
	Zoning Ordinance	Review and discussion	N/A
Dec. 11	No meeting – lack of agenda items		

Master Plan Review

The Master Plan was adopted in June of 2021. Following the plan's adoption, the City hired a consultant to lead City Council and staff through three strategic planning sessions centered on the Master Plan. One of the outcomes from these sessions was staff correlating Council agenda items with Master Plan Goals. Each agenda item now clearly states which Master Plan goals it will work towards. This keeps the Master Plan and the identified goals front and center as the City moves forward.

The City has made significant strides towards a new Zoning Ordinance and Map. Final adoption is expected at the March 4, 2024 City Council meeting.

The City has received Safe Routes to School funding to enhance walkable neighborhoods.

In the Summer of 2023, the City of Owosso received a grant to hire a fellow from the Cook Family Foundation. This fellow was tasked with tracking City Council's progress on implementing the Master Plan. It is the City's intention in 2024 to expand this tracking system to all boards and commissions. This information will provide a quantitative measurement of the City's Master Plan implementation. Preliminary results of Council's progress will be presented to Council and Planning Commission in Spring of 2024.

Master Plan Goals the City Continues to Promote:

Goal 1: Protect health, safety, and general wellbeing of the community

Goal 2: Provide excellent customer service to residents and investors

Goal 3: Maintain fiscal responsibility and sustainability

Goal 4: Identify, preserve and enhance the community's character

Goal 5: Increase quality of life and quality of place for all

Goal 6: Boost local economy

Goal 7: Strengthen public and private partnerships

Economic Development Strategy Review

The Economic Development Strategy was adopted as part of the Master Plan in June of 2021.

Steps the City has taken towards achieving economic development goals include:

- **Continuing to work toward Redevelopment Ready Community Certification**
- **The City will adopt a new Zoning Ordinance in March of 2024**
- **The City continues to employ 2 code enforcement staff members for the health, safety and blight issues that arise**
- **The City continues to maintain an online Guide to Development**
- **The City continues to partner with the Shiawassee Economic Development**
- **The City has been awarded multiple grants for exterior repairs to upgrade homes**

Zoning Ordinance Amendments

- a. Zoning Ordinance: Final adoption will be at the March 4, 2024 by the City Council
- b. Rezoning Requests: No requests received

Zoning Board of Appeals Membership		
Member	Title	Term Expires
Matthew Grubb	Chair	06/30/2024
Justin Horvath	Vice Chair	06/30/2026
Thomas Taylor	Secretary	06/30/2024
Robert Teich	Alternate	06/30/2025
Charles Suchanek	Alternate	06/30/2026

Zoning Board of Appeals Attendance (X = Present)					
	Grubb	Horvath	Taylor	Teich	Suchanek
Jan	No meeting – lack of agenda items				
Feb	No meeting – lack of agenda items				
Mar	No meeting – lack of agenda items				
Apr	X		X	X	X
May	No meeting – lack of agenda items				
June	No meeting – lack of agenda items				
July	No meeting – lack of agenda items				
Aug	No meeting – lack of agenda items				
Sept	No meeting – lack of agenda items				
Oct	No meeting – lack of agenda items				
Nov	No meeting – lack of agenda items				
Dec	No meeting – lack of agenda items				

Zoning Board of Appeals Meetings (3rd Tuesday of each month at 9:30 am)			
Meeting Date	Agenda Items	Purpose	Action
Jan. 17	No meeting – lack of agenda items		
Feb. 21	No meeting – lack of agenda items		
Mar. 21	No meeting – lack of agenda items		
April 18	1306 Stinson – Dimensional Variance	Public Hearing	Approved
May 16	No meeting – lack of agenda items		
June 20	No meeting – lack of agenda items		
July 18	No meeting – lack of agenda items		
Aug. 15	No meeting – lack of agenda items		
Sept. 19	No meeting – lack of agenda items		
Oct. 17	No meeting – lack of agenda items		
Nov. 21	No meeting – lack of agenda items		
Dec. 11	No meeting – lack of agenda items		

Training

Planning Commission meetings for Zoning Ordinance rewrite workshops

Joint Meetings

The annual joint meeting with City Council, Planning Commission, Downtown Development Authority and Staff was held in March of 2023 for the budget workshop.

Public Participation Plan

The City's Public Participation Plan was updated in March of 2022.

In 2022, the City approved an updated the Parks and Recreation Master Plan. This planning process followed recommendations laid out in the Participation Plan. The Parks and Recreation Commission held numerous public meetings to gather public feedback. They held public meetings in City parks to gain knowledge on the state of the City parks. Staff conducted a presentation to the Owosso Rotary Club regarding the plan and reached out directly to key stakeholders for feedback. There was also a public survey.

The City continues to live stream the Council meetings.

The City's social media presence includes Facebook, Instagram and Twitter.

The City continues to use an email-marketing platform to send out monthly newsletters, bid notifications, employment opportunities, and emergency alerts. The mailing list has grown to over 400 individuals.

Staff continues to use traditional methods of communication as well, such as newspaper postings, mailing letters, and using door hangers when applicable.

Survey Review and Development Process Assessment

This section of the annual report is for the Commission to discuss and review the development process. Some helpful questions to cover include:

- Did the Commission receive any surveys regarding the development process?
- Is there anything the Commission can do to receive more surveys?
- Are there changes the Commission can make to address concerns mentioned in the surveys?
- How does the Commission feel the process is working?

As of December 2023, the forms have been reviewed by staff and updated in terms of readability and process flow. Now having one dedicated employee to complete the review process, there seems to be fewer issues in communication and obtaining the appropriate department feedback required for the Planning Commission. This in turn puts a full packet together for the Planning Commission members to make educated decisions.

Redevelopment Ready Communities

Based on feedback from communities and partners, the MEDC redesigned the Redevelopment Ready Communities (RRC) program in February 2021. The new program has two paths, the Essentials Path and the Certified Path. Owosso has selected the Certified Path, which will have more requirements but will also offer enhanced benefits to the community.

The largest task to complete prior to RRC certification is the updated Zoning Ordinance.

Additionally the City needs to complete a Marketing Plan, host joint meetings, clearly document the internal review process, update its Board and Commission recruitment process, and complete a training strategy for Boards and Commissions.