

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Monday, March 24, 2025 – 6:30 P.M.**

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

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew, Planning & Building Director

MEMBERS PRESENT: Secretary Fear, Commissioner Law, Chairman Livingston,
Commissioners Albertson, Ludington and Osika

MEMBERS ABSENT: Vice-Chair Robertson, Commissioners Schlaack and Taylor

OTHERS PRESENT: Tanya Buckelew, Planning & Building Director; Justin Sprague, CIB
Planning; Nathan Henne, City Manager and Mayor Teich

APPROVAL OF AGENDA:

**MOTION BY COMMISSIONER OSIKA, SUPPORTED BY COMMISSIONER LUDINGTON TO
APPROVE THE AGENDA FOR March 24, 2025.**

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

**MOTION BY COMMISSIONER LAW SUPPORTED BY SECRETARY FEAR TO APPROVE THE
MINUTES FOR THE December 9, 2024 MEETING.**

YEAS ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

1. ANNUAL PLANNING COMMISSION REPORT 2024:

Discussion held on the contents of the report. This report is part of the Redevelopment Ready Communities (RRC) requirements.

**MOTION BY COMMISSIONER OSIKA SUPPORTED BY SECRETARY FEAR TO APPROVE
THE 2024 PLANNING COMMISSION ANNUAL REPORT AND REFER TO CITY COUNCIL
FOR REVIEW AND APPROVAL.**

YEAS ALL. MOTION CARRIED.

2. CAPITAL IMPROVEMENT PLAN (CIP) 2025-2031:

Discussion held on the contents of the report as presented by City Manager Nathan Henne. The plan requires approval from both the Planning Commission and City Council prior to the budget process.

**MOTION BY COMMISSIONER LUDINGTON SUPPORTED BY COMMISSIONER OSIKA TO
APPROVE THE 2025-2031 CAPITAL IMPROVEMENT PLAN (CIP) AND REFER TO CITY
COUNCIL FOR REVIEW AND APPROVAL.**

YEAS ALL. MOTION CARRIED.

3. COMMISSIONER TRAINING:

2025 Planning Commissioner training was presented by Justin Sprague of CIB Planning. Mr. Sprague covered various areas of planning and zoning including – Roles & Responsibilities of the Commissioners, Regulating Authorities, Duties, Tools to Do the Job, Master Plan, Zoning Ordinance including Site Plan Reviews, Special Land Uses, PUD's, Non-conforming and Rezoning.

ADJOURNMENT:

**MOTION BY COMMISSIONER LAW SUPPORTED BY COMMISSIONER LUDINGTON TO
ADJOURN AT 7:35 PM UNTIL THE NEXT MEETING ON APRIL 28, 2025.**

YEAS ALL, MOTION CARRIED

Janae Fear, Secretary