

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
Monday, May 23, 2022 – 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:** Recording Secretary Molly Hier

**MEMBERS PRESENT:** Secretary Fear, Vice-Chair Livingston, Commissioners Taylor, Law and Chairman Wascher

**MEMBERS ABSENT:** Commissioners Jenkins, Morris, Robertson, Schlaack

**OTHERS PRESENT:** Tanya Buckelew, Planning & Building Director & Justin Sprague, CIB Planning

**APPROVAL OF AGENDA:  
MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR May 23, 2022.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:  
MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE March 28, 2022 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**ELECTION OF OFFICERS: (DUE JULY 2022)**

**SITE PLAN REVIEWS:**

**1. 701 S CHESTNUT ST**

Develop 16, 1,250-square feet storage spaces in 4 buildings on the property. The site development will include the updating to an existing building, will utilize 9 existing parking spaces and add the proposed new buildings. The property is currently zoned I-1, Light Industrial, where this use is a permitted land use.

**JUSTIN SPRAGUE, CIB PLANNING, OFFERED THE FOLLOWING REVIEW:**

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.

<b>701 S Chestnut State Street (I-1 Zoning)</b>	<b>Required</b>	<b>Provided</b>	<b>Comments</b>
<b>Front Yard Building Setback</b>	40 ft.	95 ft.	In compliance
<b>Side Yard Building Setback</b>	20 ft.	20' & 20'	In compliance
<b>Rear Yard Building Setback</b>	50 ft.	100 ft.	In compliance
<b>Maximum Building Height</b>	40 ft.	16 ft.	In compliance

3. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. **The proposed building materials are acceptable for the I-1 District**
4. **Building Height.** The proposed building complies with the maximum building height.
5. **Mechanical Units.** No new mechanical units are proposed on the plan.
6. **Dumpster.** The proposed dumpster meets ordinance requirements.
7. **Parking Lot Requirements.** This requirement has been met.
8. **Landscaping.** **It does not appear that any new landscaping is proposed.**
9. **Buffering.** Per Section 38.389, a buffering wall of durable and high-quality materials is required along the property line separating the industrial district from the residential district. **The site plan does not show any type of buffering wall or fence or a landscaped alternate screening type which is required along the eastern property line where the property is abutting residential.**
10. **Lighting.** Site lighting appears to meet the ordinance standards. **It is noted that all new lighting should be shielded and fixed at 90-degree angles toward the ground, not at a 45 degree or other degree angle from the pole or building.**
11. **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 701 S Chestnut Site Plan, conditioned upon the following:**

1. Addition of a screening wall, fence or Planning Commission approved landscaping materials to satisfy buffering requirements of the Zoning Ordinance;
2. Clarification if any new landscaping is proposed;
3. That all light fixtures are fixed in a 90 degree to the ground, downward facing position; and
4. Review and approval by the appropriate city departments, consultants, and agencies

#### **ADDITIONAL COMMENTS:**

Justin Sprague stated the updated plan incorporate the proposed landscaping and posed the question to the Planning Commission if the suggested screening of staggered evergreen trees is enough buffering in their opinion.

Secretary Fear and Commissioner Taylor inquired as to what kind of evergreen would be used; exact species is unknown currently. Justin will send a list of acceptable species to the property owner, the review of trees can be done administratively.

Commissioner Law asked if outdoor storage is planned and if so trees would not be enough of a buffer. Mr. Gregorika stated that outdoor storage is not planned at this time.

Chairman Wascher confirmed there is not to be any additional water at the property other than in the existing building that will be used as an office.

Mr. Gregorika confirmed he has spoken with nearby property owners and the Drain Commissioner who have no issues with the development.

**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN REVIEW FOR 701 S CHESTNUT STREET FOR THE ADDITION OF 16 INDOOR STORAGE UNITS (1,250 SQUARE FEET STORAGE SPACES IN FOUR (4) BUILDINGS) WITH FURTHER APPROVAL REQUIRED BY THE SHIAWASSEE COUNTY DRAIN COMMISSION FOR**

ANY WATER RUNOFF FROM THE PROPERTY BE TIED IN UNDERGROUND TO THE DRAIN AND TREE SPECIES USED AS BUFFERING WILL BE REVIEWED ADMINSTRATIVELY.

YEAS: SECRETARY FEAR, COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR AND CHAIRMAN WASCHER  
 NAYS: NONE  
 RCV: 5-0 MOTION CARRIED

**2. 1015 S WASHINGTON ST**

Add a 2,520 square foot warehouse to an existing building used for commercial purposes. The site development will include the warehouse addition, add new parking spaces and paving a new driveway. The property is currently zoned B-4, General Business, where this use is a permitted land use.

**JUSTIN SPRAGUE, CIB PLANNING OFFERED THE FOLLOWING:**

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.

<b>1015 S. Washington Street (B4 Zoning)</b>	<b>Required</b>	<b>Provided</b>	<b>Comments</b>
<b>Front Yard Building Setback</b>	15 ft.	- ft.	In compliance, but not provided on plan
<b>Side Yard Building Setback</b>	-	10 ft.	In compliance
<b>Rear Yard Building Setback</b>	10 ft.	10+ ft.	In compliance, but not shown on plan
<b>Maximum Building Height</b>	35 ft.	- ft.	Appears in compliance, but not shown on plan

3. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. **The proposed building materials are acceptable for the B-4 District**
4. **Building Height.** **The proposed building plan does not show the maximum building height and must be shown on the plan to demonstrate compliance.**
5. **Mechanical Units.** No new mechanical units are proposed on the plan.
6. **Dumpster.** **The site plan does not identify a dumpster location or any required screening. If a dumpster is proposed, the location and screening and truck circulation routes must be shown on the plan.**
7. **Parking Lot Requirements.** **The proposed expansion will require a total of 5 spaces and 6 have been provided, however none of the proposed spaces are shown as barrier free. At least one space should be dedicated to barrier free access.**
8. **Landscaping.** **It does not appear that any new landscaping is proposed.**
9. **Buffering.** Per Section 38.389, a buffering wall of durable and high-quality materials is required along the property line separating the industrial district from the residential district. **The site plan does not show any type of buffering wall or fence or a landscaped alternate screening type which is required along the eastern property line where the property is abutting residential**

10. **Lighting.** The site plan does not indicate any proposed lighting. **It is noted that all new lighting should be shielded and fixed at 90-degree angles toward the ground, not at a 45 degree or other degree angle from the pole or building.**
11. **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 1015 S Washington Street Site Plan, conditioned upon the following:**

1. An updated site plan with all dimensions shown on the plan including exact setback distances and building height;
2. Identification of proposed dumpster location, screening and truck routes for unloading the dumpster if one is proposed;
3. Dedication of one parking space for barrier free use;
4. Addition of a screening wall, fence or Planning Commission approved landscaping materials to satisfy buffering requirements of the Zoning Ordinance;
5. Clarification if any new landscaping is proposed;
6. That all light fixtures are fixed in a 90 degree to the ground, downward facing position; and
7. Final administrative review and approval of the updated site plan by the appropriate city departments, consultants, and agencies.

**ADDITIONAL COMMENTS:**

Chairman Wascher asked about the amount of traffic at the business due to the small size of the parking lot and the proposal of 6 parking spaces making the area tighter.

Business owner Travis Yaklin stated there would be almost no traffic other than the three delivery vehicles that will be pulling through the lift door in the loading/unloading zone.

Additionally, Mr. Yaklin made note that the existing shed will be removed from the property.

Justin Sprague clarified the number of parking spaces proposed (6) is required by the current ordinance.

Secretary Fear confirmed with Justin that the required parking spaces of a business would be addressed in the new Zoning Ordinance and will be reduced.

Additionally, Secretary Fear asked about the height of the new building; 18ft, existing building is 14ft.

Chairman Wascher confirmed the following: no boundary survey is required, exact setbacks to be provided in revised plans and there will not be any lighting in the newly proposed parking lot, only those attached to the building.

**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN REVIEW FOR 1015 S. WASHINGTON STREET FOR THE ADDITION OF A 2,520 SQUARE FOOT WAREHOUSE PROVIDED THE CONDITIONS/REQUIREMENTS FROM THE CITY PLANNER AND CITY ENGINEER ARE MET UNDER FURTHER ADMINISTRATIVE REVIEW.**

**YEAS: COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR, SECRETARY FEAR AND CHAIRMAN WASCHER**  
**NAYS: NONE**  
**RCV: 5-0 MOTION CARRIED**

**ITEMS OF BUSINESS: NONE**

**COMMISSIONER/CITIZEN COMMENTS:**

Secretary Fear asked for a status on the Matthews Building demolition.

Tanya Buckelew explained the remaining brick wall is load bearing and was an unexpected find by the demo crew; a temporary plan is being put in place to stabilize the wall until the property owners of the Matthews Building and their Architect can figure out how the wall can be safely removed without threatening the integrity of the remaining riverside building.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY VICE-CHAIR LIVINGSTON TO  
ADJOURN AT 7:25 PM UNTIL THE NEXT MEETING ON JUNE 27, 2022.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**