

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Monday, July 25, 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, Commissioner Law, Vice-Chair Livingston, Commissioners Martin, Taylor and Chairman Wascher

MEMBERS ABSENT: Commissioners Jenkins and Robertson

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

APPROVAL OF AGENDA:
MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE AGENDA FOR July 25, 2022.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE May 23, 2022 MEETING.

YEAS ALL. MOTION CARRIED.

ELECTION OF OFFICERS:

MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY SECRETARY FEAR TO ELECT WILLIAM WASCHER AS CHAIRMAN, FRANK LIVINGSTON AS VICE-CHAIRMAN, JANA FEAR AS SECRETARY.

YEAS ALL. MOTION CARRIED.

SITE PLAN REVIEWS:

1. 702 W MAIN ST

Site plan to develop a new parking lot for St. Paul's Church. The site consists of an entire block and previously was home to a school and a few other buildings that have been torn down. The new parking lot will provide 129 new parking spaces with 9 barrier free spaces. The property is currently zoned B-4, General Business, where this use is a permitted land use.

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 |
|------------------------------------|----------|----------|---------------|
| 111 N. Howell (B-4 Zoning) | | | |
| Front Yard Building Setback | 15 ft. | 15 ft. | In compliance |

3. **Dumpster.** The proposed dumpster meets ordinance requirements.
4. **Parking Lot Requirements.** This requirement has been met.
5. **Landscaping.** New landscaping is proposed in the parking lot islands as well as along Main. Plant materials are compliant with the ordinance.
6. **Buffering.** The ordinance requires a 4'6" buffering wall where the parking lot abuts residential areas, which are to the north of the site. Per the ordinance, the Planning Commission could recommend another form of screening such as landscaping or dense shrubs to shield vehicle lights from the residential areas.
7. **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.
8. **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 St. Paul Church Parking Lot Site Plan, conditioned upon the following:**

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

ADDITIONAL COMMENTS:

Justin Sprague, CIB Planning advised the required buffering is 4' 6" and would like to see additional buffering along the residential areas on Bradley Street. Allowable shrubbery options were discussed.

Terry Dumond, Director of Maintenance for St. Paul Church advised the Commission that the parking lots off Main Street and Bradley Street will be sold off.

Chairman Wascher asked if the driveway approach off Main Street and the existing garage in the newly planned parking lot will be kept and Terry stated they would be, the garage will be storage for all the maintenance equipment.

A dog-eared cedar fence is the proposed buffer along the Southside of the parking lot, the Commission agreed they would like shrubbery added as well.

MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN REVIEW FOR 702 W MAIN STREET FOR THE CREATION OF A NEW PARKING LOT, WITH THE STIPULATIONS OF LANDSCAPING ADDED TO THE FENCE ALONG BRADLEY STREET AND ANY OTHER FURTHER DEPARTMENT REQUIREMENTS WILL BE APPROVED ADMINISTRATIVELY.

YEAS: SECRETARY FEAR, COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER MARTIN, TAYLOR AND CHAIRMAN WASCHER
NAYS: NONE
RCV: 6-0 MOTION CARRIED

ITEMS OF BUSINESS: NONE

COMMISSIONER/CITIZEN COMMENTS:

Secretary Fear asked for a status on the proposed development at 715 S. Washington Street.

Tanya Buckelew explained she believes the inflation we've seen this year has been the cause for delay at 715 S. Washington and the proposed Habitat for Humanity homes.

An update on the Matthews Building was also provided, the building department is waiting on the architectural report on how the remaining brick wall will be removed before anything else can be done at the site.

Commissioner Law invited everyone to the Shiawassee Conservation Association second annual Firefighter Memorial Dinner on July 30, 2022 from 3:00 – 11:00 pm. This event is public.

ADJOURNMENT:

MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY SECRETARY FEAR TO ADJOURN AT 7:06 PM UNTIL THE NEXT MEETING ON AUGUST 22, 2022.

YEAS ALL, MOTION CARRIED

Janae Fear, Secretary