

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Monday, October 28, 2024 – 6:30 P.M.

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

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew

MEMBERS PRESENT: Secretary Fear, Commissioner Law, Vice-Chair Livingston, Commissioners Martin, Owens, Robertson, Schlaack and Taylor

MEMBERS ABSENT: None

OTHERS PRESENT: Tanya Buckelew, Planning & Building Director; Hannah Smith, CIB Planning

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER MARTIN, SUPPORTED BY COMMISSIONER ROBERTSON TO APPROVE THE AGENDA FOR October 28, 2024.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER SCHLAACK SUPPORTED BY COMMISSIONER MARTIN TO APPROVE THE MINUTES FOR THE April 22, 2024 MEETING.

YEAS ALL. MOTION CARRIED.

ELECTION OF OFFICERS:

MOTION BY SECRETARY FEAR SUPPORTED BY COMMISSIONER MARTIN TO ELECT FRANK LIVINGSTON AT CHAIRMAN, LINDA ROBERTSON AS VICE-CHAIR AND JANA FEAR AS SECRETARY.

YEAS ALL. MOTION CARRIED.

SITE PLAN REVIEW:

1. SITE PLAN REVIEW FOR 900 ADA AND 901 N SHIAWASSEE

The Architect for the project, Jed Dingens, stated this is for 2 quad plexes on the 2 separate lots. Four units at approximately 900 square feet each and four units at approximately 1,300 square feet. Easements are required and will be registered with the County, for the shared access to the parking lots and drainage system. MDOT has approved the plan. Mr. Dingens presented the exterior plan and color scheme.

Hannah Smith, CIB Planning, outlined the review from the City Planner Justin Sprague, noting the recommendation is to approve the site plan with conditions that further administrative review is required before permits would be issued.

Building design and materials were presented at the meeting and are consistent with the ordinance.

Mechanical units are proposed to be screened by white vinyl fencing.

MOTION BY COMMISSIONER SCHLAACK SUPPORTED BY SECRETARY FEAR TO APPROVE THE SITE PLAN REVIEW FOR 900 ADA STREET AND 901 N SHIAWASSEE STREET CONDITIONED UPON THE FOLLOWING:

1. **Submission of a revised site plan that satisfactorily addresses the items for administrative review and approval**
2. **That building materials are provided to determine compliance with the ordinance**
3. **That the applicant show on the plan the location and method of screening for any and all proposed exterior mechanical equipment associated with the site development and operation**
4. **That the landscaping plan be revised if additional landscaping will be utilized as a method of screening any proposed mechanical equipment**
5. **That the access and utility maintenance easement must be approved by the City as a condition of final approval**
6. **That the proposed screening wall materials are provided and approved by the Planning Commission and**
7. **Review and approval by the appropriate city departments, consultants and agencies (MDOT) prior to issuance of a building permit**

**YEAS: SECRETARY FEAR, COMMISSIONERS LAW, MARTIN, OWENS,
SCHLAACK, TAYLOR**

NAYS: VICE-CHAIR ROBERTSON, CHAIRMAN LIVINGSTON

**RCV 6-2
MOTION CARRIED**

COMMISSIONER/CITIZEN COMMENTS:

ADJOURNMENT:

MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY SECRETARY FEAR TO ADJOURN AT 7:20 PM UNTIL THE NEXT MEETING ON NOVEMBER 25, 2024.

YEAS ALL, MOTION CARRIED

Janae Fear, Secretary