**MINUTES**

**SPECIAL MEETING OF THE OWOSSO PLANNING COMMISSION**

**COUNCIL CHAMBERS, CITY HALL**

**MONDAY, AUGUST 8 , 2016 – 7:00 P.M.**

**CALL TO ORDER:** Chairperson Bill Wascher called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited.

**ROLL CALL:** Roll call was taken by Deputy City Clerk, Roxane Cramer.

**MEMBERS PRESENT:** Chairman Bill Wascher, Vice-Chair Craig Weaver , Commissioners Michelle Collison, Tom Cook, Janae Fear , Brent Smith and Tom Taylor.

**MEMBERS ABSENT:** Commissioners Frank Livingston and Michael O’Leary.

**OTHERS PRESENT:** Julie Wright and Scott Perrin from Perrin Construction; Susan Montenegro, Assistant City Manager/Community Development Director; Tyler Leppanen, Assistant Community Development Director; Members from the American Legion.

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER COLLISON, TO APPROVE THE AGENDA FOR AUGUST 8, 2016, WITH THE FOLLOWING CHANGE: REMOVE THE MINUTES FROM THE JULY 25, 2016 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

July 25, 2016- This item was removed from the agenda.

**COMMUNICATIONS:**

1. Staff memorandum.

2. Site Plan application - 201 E. Mason.

3. Staff site plan report – 201 E. Mason.

**COMMISSIONER/PUBLIC COMMENTS**

None.

**PUBLIC HEARINGS:**

None.

**SITE PLAN REVIEW:**

1. **201 E. Mason – American Legion**

Ms. Montenegro explained that the American Legion Hall wants to add a patio on the northwest corner of the building.

Ms. Wright, from Perrin Construction, explained in detail the plan to commissioners. They are seeking approval for a patio with brick columns that match the building, and a black steel gate to enclose a patio seating area. There is also a plan to install a canopy over the exit at the northwest corner.

Commissioner Taylor questioned the how much grass was planned between the patio and the sidewalk. His concern was whether there would be enough grass to absorb rain water runoff. Ms. Wright explained they will slope it toward the grass and the canopy will be tied into the existing roof drain. Commissioner Taylor asked if the city had a formula for the water runoff. Ms. Montenegro explained that she didn’t know of a formula but said that the city engineer was also concerned about the water run off collecting on the sidewalk. She said the city engineer had asked if they had considered putting a drain in the patio area for underground drainage. Ms. Montenegro suggested that they discuss the rain water runoff with the city engineer.

Motion by Commissioner taylor, supported by Commissioner collison that the Owosso Planning Commission hereby approves the site plan review of 201 e. mason street – american legion, to allow the addition of an outside patio with covered seating on the northwest corner contingent upon direction and approval by the city engineer on rain water runoff.

Roll Call Vote:

AYES: Commissioner Taylor, Vice Chair Weaver, Commissioners Cook, Collison, Smith, Fear, and Chairman Wascher.

NAYS: None.

ABSENT: Commissioners Livingston and O’Leary.

**BUSINESS ITEMS:**

1. None.

**ITEMS OF DISCUSSION:**

1. None.

**COMMISSIONER/PUBLIC COMMENTS:**

Commissioner Fear announced that she is running for city council.

Chairman Wascher shared that he did not appreciate the signage at Qdoba being left up for closure of a lane when it was not closed. Ms. Montenegro said she would contact them about it.

Vice Chair Weaver did comment that the lots at Osborn Lakes had been mowed.

Chairman Wascher welcomed Tom Cook to the Planning Commission.

Ms. Montenegro said they have two site plan reviews for the next meeting, the old Dollar General Building and the Sheridan Auction Service pole barn.

Commissioner Taylor pointed out the landscaping at the Dollar General Store is now dead and doesn’t look good. Ms. Montenegro stated they can be made to replant and she will contact them.

Commissioner Taylor asked if the commission should be looking at more detail in the landscaping for future reference. Ms. Montenegro said the site plan review does talk about landscaping.

Ms. Montenegro reported that Tyler Leppanen has been working on “Request for Proposals” what it would cost to get the ordinances updated. Mr. Leppanen explained he will have more information at the next meeting. He has also been working on making the sign ordinance applicable for the City of Owosso.

Commissioner Cook asked if neighbors have to be notified for site plan reviews. Ms. Montenegro explained they do not have to be notified for site plan review but for rezoning it is a 300 foot radius around the property and a15 day notice in advance. He asked if the neighbors would be notified for the Sheridan site plan review. Ms. Montenegro said she would reach out to the neighbors.

Commissioner Fear reported on a discussion at the last city council meeting. She stated the discussion was regarding a change to the ordinance of parking of recreational vehicles. She asked if this should have been referred to planning commission. Ms. Montenegro explained that they requested it be brought for review to the next regular city council meeting.

Commissioner Fear also reported there was another ordinance discussed at the city council meeting. She asked Mr. Leppanen to explain that one.

Mr Leppanen reported on the ordinance request from John & Rebecca Langtry. They requested that a garage be allowed to remain standing to store their lawn equipment to take care of their rental homes in that area. The house had burnt and Mr. Leppanen believes the Langtry’s insurance company told them they need to demolish the house. The city denied their request of leaving the garage standing because it would be an accessory building without a residence and the city ordinance does not allow that. They went to the zoning board of appeals for a variance. The ZBA also denied it. The owners went to city council to see if they could overturn the ZBA’s decision. Ms. Montenegro explained that the ZBA is a “quasi” judicial board and their ruling stands.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER COOK, SUPPORTED BY VICE CHAIR WEAVER TO ADJOURN AT 7:39 P.M. UNTIL THE NEXT MEETING ON AUGUST 22, 2016.**

**YEAS ALL, MOTION CARRIED.**

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 Janae Fear, Secretary

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