

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, OCTOBER 24, 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: Chairperson Bill Wascher, Vice-Chair Weaver, Secretary Fear, Commissioners Michelle Collison, Tom Cook, Frank Livingston, Mike O’Leary Brent Smith (left at 7:34 p.m.) and Tom Taylor.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mark Agnew from Agnew Signs; Brad Hissong, Building Inspector; Susan Montenegro, Assistant City Manager/ Director of Community Development.

APPROVAL OF AGENDA:
**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY VICE-CHAIR WEAVER TO APPROVE THE AGENDA FOR OCTOBER 24, 2016 WITH THE FOLLOWING CHANGES.
ADD A DISCUSSION REGARDING CHANGING THE MEETING TIME FROM 7 P.M. - 6 P.M.
YEAS ALL. MOTION CARRIED.**

APPROVAL OF MINUTES:
**MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER LIVINGSTON TO APPROVE THE MINUTES FOR THE SEPTEMBER 26, 2016 MEETING.
YEAS ALL. MOTION CARRIED.**

- COMMUNICATIONS:**
1. Staff memorandum
 2. PC minutes for September 26, 2016.
 3. Rezoning request application for 828 E. Main Street.
 4. Owosso sign ordinance – as revised.
 6. Accessory buildings ordinance.

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARINGS:

Rezoning request for 828 E. Main Street (Qdoba site) - Ms. Montenegro reported that Southwind Restaurants has purchased the lot directly to the west of their site at 910 E. Main. They want the lot to be

rezoned from R-1 to B – 4 in order to match the rest of the property they have purchased. They plan to tear down the house that is on the property and extend the planned parking lot.

**MOTION BY COMMISSIONER LIVINGSTON TO APPROVE THE REZONING REQUEST FROM R-1 TO B-4 OF 828 EAST MAIN STREET, SUPPORTED BY COMMISSIONER COOK.
YEAS ALL, MOTION CARRIED.**

SITE PLAN REVIEW:

828 E. Main, revised Qdoba site plan – Ms. Montenegro explained that this is their revised site plan. They are moving the dumpster and traffic will come off Main Street. She also explained that the Utilities and engineering approved the revised plan but the building inspector noted that according to the Michigan Building Code requires them to add another barrier free parking space. Mr. Hissong, building official, recommended the extra barrier free parking space be placed in the center of the parking spaces in front of the building. Commissioners inquired about the drainage and how that might affect the next door neighbor. Ms. Montenegro stated that the city engineer has been onsite and very aware of the drainage. Chairperson Wascher asked about grading, which was not included on the site plan.

**MOTION BY VICE-CHAIR WEAVER TO APPROVE THE SITE PLAN REVIEW FOR 828 E. MAIN STREET, WITH THE REQUIREMENT THEY CONTINUE TO WORK WITH THE CITY ENGINEER ON DRAINAGE ISSUES, SUPPORTED BY COMMISSIONER LIVINGSTON.
YEAS ALL, MOTION CARRIED.**

BUSINESS ITEMS:

Elections of Officers

**COMMISSIONER TAYLOR MADE A MOTION TO NOMINATE THE CURRENT SLATE OF OFFICERS THROUGH JUNE 30, 2017, WITH WILLIAM WASCHER AS CHAIRPERSON, CRAIG WEAVER AS VICE-CHAIRPERSON AND JANA FEAR AS SECRETARY; COMMISSIONER LIVINGSTON SECONDED THE MOTION.
YEAS ALL, MOTION CARRIED.**

Commissioner Smith left at this time (7:34 p.m.)

ITEMS OF DISCUSSION:

Sign Ordinance Updating

Ms. Montenegro explained that she invited local sign companies to this meeting for their input and thoughts on the revision of the current sign ordinance. Mark Agnew from Agnew Signs was the only person in the audience from a sign business. Commissioner Cook noted that Wolverine Sign had been not been notified.

Ms. Montenegro stated she thought the planning commission should add inflatable signs to the discussion because one was used in two locations during Oktoberfest. These are relatively new but have the potential for increased use due to their mobility and reusable features.

Commissioners had a lengthy discussion about the revised sign ordinance, including inflatable signs.

During the sign ordinance discussion Mr. Agnew shared, as a sign maker, stated the new ordinance should have a definition of what an inflatable sign is. The ordinance must also regulate the height and type of motor used to inflate the sign. Mr. Hissong, building official, stated the ordinance must address what happens when there is a loss of power and how big the fall zone is as well as where it is located. Suggestions were also made to limit how long inflatables can be left up, such as one week and the number of times per year a permit can be pulled for an inflatable.

Mr. Agnew also asked about specific portions of the proposed ordinance, such as the definition portion, that "message center" is not defined. A message center is basically an LED sign. Mr. Agnew asked the commission to look at the definition and language for LED signs in the current ordinance to see if it can be placed in the proposed sign ordinance. Commissioners thanked Mr. Agnew for his input. Mr. Agnew stated he was happy to help and work with them.

Accessory Buildings Ordinance

Ms. Montenegro explained that city council wanted the planning commission to look at this ordinance to determine if it is relevant for today or if it needs to be changed. Does the planning commission want to make a change in the ordinance and allow accessory buildings without a primary structure? Would this change fit Owosso today?

Commissioners had a lengthy discussion about the ordinance and a possible change with different types of scenarios. Mr. Hissong explained that allowing standalone accessory buildings could inadvertently allow businesses to operate in residential areas, which would not be the intent of the ordinance. Commissioners came to the conclusion that there doesn't need to be a change the ordinance.

Change in Meeting Time.

Discussion was held about the current meeting time of 7:00 p.m. and if the commission wanted to change the time. The parks and recreation commission used to meet at 6:00 p.m. prior to the planning commission meeting; however, they have since moved their meetings to the fourth Tuesday of the month.

**MOTION BY COMMISSIONER LIVINGSTON TO CHANGE THE MEETING TIME FROM 7 P.M. TO 6 P.M. SUPPORTED BY COMMISSIONER O'LEARY.COMMISSIONER LIVINGSTON AMENDED THE MOTION TO CHANGE THE MEETING TIME FROM 7 P.M. TO 6:30 P.M. SUPPORTED BY COMMISSIONER O'LEARY.
7 YEAS, 1 NAY, MOTION CARRIED.**

COMMISSIONER/PUBLIC COMMENT:

Commissioner Collison commented on the new paint color on the steps of the former Movie Museum. She also asked if it is located in the historical district. Ms. Montenegro reported that it is not located in the historical district.

ADJOURNMENT:

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON TO
ADJOURN AT 9:00 P.M. UNTIL THE NEXT MEETING ON NOVEMBER 28, 2016.
YEAS ALL, MOTION CARRIED.**

Janae Fear, Secretary

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