

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, DECEMBER 12, 2016 – 6:30 P.M.**

- CALL TO ORDER:** Chairperson Bill Wascher called the meeting to order at 6:34 p.m.
- PLEDGE OF ALLEGIANCE:** Recited by all.
- ROLL CALL:** Roll call was taken by Susan Montenegro, who clerked the meeting.
- MEMBERS PRESENT:** Chairperson Bill Wascher, Vice-Chair Craig Weaver, Secretary Janae Fear, Commissioners Michelle Collison, Brent Smith and Tom Taylor.
- MEMBERS ABSENT:** Tom Cook and Frank Livingston.
- OTHERS PRESENT:** Susan Montenegro, Assistant City Manager/ Director of Community Development.

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER COLLISON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR DECEMBER 12, 2016.
YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY VICE-CHAIR WEAVER SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE OCTOBER 24, 2016 MEETING.
YEAS ALL. MOTION CARRIED.

- COMMUNICATIONS:**
1. Staff memorandum
 2. PC minutes for October 24, 2016.
 3. Site plan application for 1400 E. Monroe Street.

COMMISSIONER/PUBLIC COMMENTS

Chairperson Wascher noticed construction around town happening. Ms. Montenegro spoke about the Qdoba site, Cargill groundbreaking ceremony and that water main and sewer lines are in from Chipman to King and to the railroad line. Washer asked about old Sugar Beet building that is still standing. Ms. Montenegro stated this has two active businesses in them. Also shared Fisher Ready Mix will have an access drive off of the new public road that is being put in to the Cargill site.

New eye doctor office project earth work has started. Lincoln School project is now under way as well. Meeting was delayed until 7pm in case Tri-Mer or Spicer were confused on the start time. Ms. Montenegro shared staff is still working on tweaking language in the proposed sign ordinance before bringing back to planning commission.

Chairman Wascher asked if Tri-Mer needs to go to ZBA for setback and if they are on the December schedule, Ms. Montenegro confirmed they are on the agenda for December.

PUBLIC HEARINGS:

None.

SITE PLAN REVIEW:

1400 E. Monroe Street – Tri-Mer Corporation. No one from Spicer Group or Tri-Mer Corporation was present for the meeting to present the site plan. Ms. Montenegro gave an overview of the site plan and that Tri-Mer Corporation would like to add additional office space to the north side of their current building. Ms. Montenegro also stated the plan included an additional parking lot with nine (9) spaces. The addition will be for office space and the furthest northeasterly portion of the addition appears to be in the 30' side yard setback, which will require Tri-Mer Corporation to obtain a variance in order to build and is on the December 20th agenda. Ms. Montenegro also stated the new parking lot not only extends into the 30' required side yard setback but also extends into property owned by Consumer's Energy.

Staff has addressed the following items/issues in their staff report:

Planning Background

Tri-Mer Corporation is seeking to expand their office area by adding additional office space to the north side of their building. The build out is approximately 2444 square feet, measuring 120' x 19.2'. The buildout will take up part of the existing parking so the current lot will be reconfigured, adding an additional nine (9) spaces. The current parking lot on site appears to be within the Consumers Energy owned property. Please provide evidence of an agreement to use Consumers property.

The northeast corner of the buildout appears to be in the setback, please confirm and correct. The setback off Monroe Street is 30' from the Consumers Energy property line. The setback must be adhered to or must go to Zoning Board of Appeals for a variance.

Utilities

City Utilities Director reviewed the site plans and offers the following comments:

Sanitary Sewer Requirements:

- Service lateral from sewer main to property line 6-inch. Material shall be SDR-26 PVC ASTM D3034. Minimum grade is 1%.
- Service lead from building to property line shall be 4-inch minimum. Material shall be SDR-26 PVC ASTM D3034 or SCH80 PVC ASTM D1785. Minimum grade 1% or approved variance.

Water Connection Requirements:

- None provided on drawings. Please provide domestic water line and fire water line for review.

Engineering

City Engineer reviewed the site plans and offers the following comments:

- The proposed parking lot expansion appears to be outside City right-of-way of Monroe Street. It is inside property owned by Consumers Energy. See attachment. City recommends the developer advise whether Consumers Energy has been contacted and approve the changes.
- The building's downspouts will be connected to a storm drain that empties in front of future building and onto lawn area. The invert elevation of the proposed outlet is lower than existing ground. The developer should explain how this may work without building a swale area to receive the storm drainage. City recommends a swale area sized to receive the storm runoff.
- Public utility work appears as minor; no water service changes are proposed. Sanitary sewer alterations are to connect to existing service well outside road area; Utilities Director to comment further.
- The parking lot expansion may affect ADA guidelines; city Building Official to comment further.

Building

City Building Official reviewed the site plans and offers the following comments:

- The proposed parking lot expansion appears to be outside City right-of-way off Monroe Street. It is inside property owned by Consumers Energy. Building Official recommends the developer submit approval from consumers for these changes.
- The parking spaces are sized and laid out as allowed by City Ordinance; the number of spaces is consistent with City requirements. State of Michigan Barrier Free law applies for Barrier Free Parking – See Below.

The parking lot expansion does effect the requirements for Barrier Free Parking; Table 1106.1 Section 1106 Table 1106.1 requires parking lots with 51 to 75 total spaces to have a minimum of (3) three Barrier Free Parking Spaces, plan as draw reflects one Barrier Free Space. PLEASE NOTE: for every 6 accessible spaces required at least (1) one shall be Van Accessible.

Commissioner Taylor asked if Consumer's Energy had any say on the proposed addition/parking lot because it appears to be on their property. Chairman Wascher asked if staff had contacted Consumers. Ms. Montenegro stated she asked Tri-Mer to verify and provide documentation that Tri-Mer could legally build a parking lot on Consumer's property, which they did in the form of an easement agreement. Commissioner Smith asked if staff ever reviews title work when site plans are brought in. Ms. Montenegro stated staff does not unless there is a question of ownership in which the applicant has to prove they can legally build.

Commissioners discussed the site plan and asked if anything in the staff report was enough to hold up approval. Ms. Montenegro stated no. Chairman Wascher noted that things could be handled in house by staff such as water and parking concerns.

MOTION BY COMMISSIONER SMITH, SECONDED BY VICE-CHAIR WEAVER, TO APPROVE SITE PLAN CONTINGENT UPON TRI-MER/SPICER GROUP TO WORK WITH STAFF TO RESOLVE ISSUES LISTED IN THE STAFF REPORT. COMMISSIONER TAYLOR STATED HE WAS NOT COMFORTABLE TO GIVE PLANNING COMMISSION APPROVAL ON THE SITE PLAN WITHOUT FIRST OBTAINING A VARIANCE FROM THE ZONING BOARD OF APPEALS.

ROLL CALL VOTE:

AYES: COMMISSIONERS FEAR, COLLISON, CHAIRPERSON WASCHER, VICE-CHAIR WEAVER, COMMISSIONER SMITH.

NAYS: COMMISSIONER TAYLOR.

MOTION PASSED.

BUSINESS ITEMS:

None.

ITEMS OF DISCUSSION:

None.

COMMISSIONER/PUBLIC COMMENT:

Commissioner Fear asked if the city was going to get out and plow again.

ADJOURNMENT:

MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER COLLISON TO ADJOURN AT 7:08 P.M. UNTIL THE NEXT MEETING ON JANUARY 23, 2017.

YEAS ALL, MOTION CARRIED.

Janae Fear, Secretary

skm