

**MINUTES
SPECIAL MEETING OF THE OWOSSO PLANNING COMMISSION
JANUARY 29, 2007**

The meeting was called to order by Chairperson Wascher at 7:00 p.m.

Roll call was taken by Building Official, John F. Archer.

Members Present: Michael Bruff, Gary Burk, Tracy Butcher, William Wascher, Gregg Guetschow, Linda Robertson, Frank Livingston, and Cheryl Voss.

Members Absent: Ronald Baker, John C. M. Davis, and Robert Teich. One vacant position.

Minutes: The minutes of the January 22, 2007 meeting will be considered for approval at the next regular meeting of the Commission.

Public/Commissioner Comments: None

Public Hearings. Site Plan Review—Woodard Station

Phil Hathaway, Community Development Director, recapped the meeting of January 22, 2007 regarding Woodard's Station's preliminary site plan review and the corrections noted for the final site plan review. The hearing would have the two advertised public comment periods—one at 7:00 p.m. and the other at 7:30 p.m.

Chairman Wascher asked for public comment. There was none. The hearing was closed and the meeting proceeded to the developer's response to the findings from the Planning Commission's November 22, 2007 presentation of the site plan.

Scott Bosgraaf responded to the Community Development Director's required letter report of the necessary site plan changes and stated there was not sufficient time for actual changes to be completed on the maps prior to this special meeting. Mr. Bosgraaf noted that a verbal agreement has been reached with Valley Lumber and Owosso Iron and Metal to install vegetative screening on their properties.

Phil Hathaway outlined all the required components of a motion to recommend the site plan to the City Council with the added explanation that the site plan and supplemental letter are incorporated into the zoning amendment to the PUD District:

- 1) The site plan upgrades are to be reflected in the developer's supplemental letter and/or maps as pertinent to the upgrades.
- 2) The ballast and bulb wattage of the unshielded parking lot light fixtures shall not cause glare onto city streets or adjoining properties.
- 3) The parking lot entrance curb radii will be increased to a 20' radius; and the east curb on the west entrance to the drive-up window will be increased to a 5' radius.
- 4) The curbs in the right-of-way shall have a gutter pan. The straight back curbs on-site are acceptable.
- 5) The apparent encroachment of the parking lots (both east and west lots) into Cass Street will be removed from the Cass Street right-of-way.
- 6) A water line easement from Elm Street to Cass Street as plotted on the site plan shall be provided prior to issuance of occupancy permits for the main structure.
- 7) Updated site plan shall be issued prior to the Council public hearing on February 20th to include:
 - a) Location of snow storage in the notes or on the map.
 - b) Reduced legal description eliminating the metes and bounds description that overstates the PUD area.
 - c) Sizing of on-site storm drains and gradients to be indicated and approved by City Engineer.

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- d) Correct the cross-section of the catch basin to show a 2- sump.
 - e) Curbing and site grading elevation changes shall show control of parking lot water away from the neighborhood at the northwest corner and directed to storm drains.
 - f) Plans to have a professional seal stamped onto them and signed—three sets.
 - g) Fire hydrants to be symbolized larger than existing to emphasize their locations.
- 8) The Supplemental Regulations letter shall be updated:
- a) To correct the density calculations and conclusions.
 - b) To correct the inconsistencies in the parking demand on pages 2 and 4.

The public hearing was re-opened by Commissioner Wascher at 7:30 p.m. and he asked for public comment. There were no comments.

Motion by Mayor Robertson, with support from Commissioner Livingston to recommend the final site plan to the City Council for incorporation into the PUD zoning amendment with: 1) no requirement for a development agreement; 2) the above 8-point corrections and upgrades list, and; the modifications to the parking and density standards of comparable zoning districts.

Ayes: All
Nays: None. Motion carried.

ADJOURNMENT:

Motion to Adjourn by Mayor Robertson with Support from Commissioner Bruff.
Ayes: All
Nays: None. Motion carried.

Adjournment at 7:35 p.m.

John F. Archer, Recording Secretary.