

## REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION

March 24, 2008

The meeting was called to order by Chairman Wascher at 7:31p.m.

Roll Call was taken by Anita Kimbrough, Assessing Assistant.

**MEMBERS PRESENT:** Mike Bruff, Sandy Harvey, Terry Kemp, Dallas Lintner, Frank Livingston, and, Bill Wascher.

**MEMBERS ABSENT:** Tracy Butcher, Burton Fox, and Cheryl McCormick-Voss.

### **MINUTES:**

It was moved by Commissioner Livingston and supported by Commissioner Bruff to approve the minutes of the meeting of December 10, 2007 as presented.

YEAS: All, Motion Carried

NAYS: None

### **COMMISSIONER/CITIZEN COMMENTS:**

No citizen comments.

Commissioner Bruff requested an introduction to new members of the Commission and John Archer, Building Official provided a brief overview of the new member makeup of the Commission that now includes 1 councilperson and 8 at-large members. Mr. Archer then introduced new members Commissioner Harvey and Commissioner Kemp. Additionally, an introduction of Joe Fivas, City Manager and Brent Morgan, Community and Economic Development Coordinator was made to the Commission.

### **ITEMS OF BUSINESS:**

#### *I. ORGANIZATIONAL MEETING:*

A motion to keep the same elected officials until the July meeting and to continue to meet the fourth Monday of the month at 7:00pm was made by Commissioner Kemp and seconded by Commissioner Wascher.

AYES: All, Motion Carried.

NAYS: None

Mr. Archer also gave an explanation on how the secretarial duties are best left to a City staff member and there were no objections from the Commissioners.

John Archer gave a brief overview of the main duties of the Planning Commission that included:

1. Site Plan Review
2. Zoning
3. Findings of Fact
4. Determination of Permitted Uses
5. Reviews of Permitted Uses

Commissioner Harvey questioned whether there was a cost to the applicants for site plan reviews and Mr. Archer commented that there is no cost unless a special meeting is called. At that point, there may be some fees based on mailing costs and such. Commissioner Bruff inquired if the city staff will provide recommendations to the Commission after their review of the site plans. Mr. Archer replied that there

may be some recommendations based on certain building code specifications, but mainly the city staff will present to the Commission the issues and questions that need to be addressed. Commissioner Kemp asked if the recommendations from staff will be based on the official zoning, building codes, etc or if it will be a duty of the Commission to ensure all specifications are within proper boundaries. Mr. Archer answered that all the recommendations made will be within those needed specifications.

Commissioner Harvey inquired about the progress on the proposed Biodiesel facility, and Mr. Archer explained that those plans are on hold by the applicants at the moment.

Commissioner Bruff commented that in the past, the Planning Commission was responsible for the budgets and approval of the Park & Recreation projects and questioned whether this was still a duty of the Planning Commission now that there is a new Parks & Recreation Commission. Mr. Archer indicated that the only roll that the Planning Commission should have now for Parks & Recreation will be the site plan reviews.

Commissioner Wascher asked if the Planning Commission has the right to bring forward new or amended ordinances. Mr. Archer indicated that the Planning Commission does have that right, and that any desired ordinance reviews need to be referred to the City Council, who will then send it back to the Planning Commission for a public hearing.

John Archer asked if the commissioners would prefer assigned seats for the meetings, and all agreed that they have no preference in seating arrangements.

Mr. Archer inquired about still having a meeting if there was nothing on the agenda to discuss. Commissioner Bruff stated that with a light schedule, they can focus on review of the ordinances and Commissioner Lintner added that he would appreciate field trips to various sites to fill an empty agenda. Commissioner Lintner also informed the members that he is working with high school students on learning governmental workings, and he offered to invite them to meetings with empty agendas.

Commissioner Harvey noted that she wants the commissioners to keep an open mind with new projects for the City. She commented that often times the constraints on plans are very restrictive and may discourage development for the City.

Finally, Commissioner Harvey asked who is the legal council for the Planning Commission, and Mr. Archer noted that Commissioner Bruff is the legal spokesperson for the council. If a situation arises, Bill Brown, the City's legal council, may be invited as needed.

#### **ADJOURNMENT:**

It was moved by Commissioner Harvey and supported by Commissioner Livingston to adjourn the meeting at 8:45pm.

AYES: All, Motion Carried

NAYS: None

Anita Kimbrough  
Assessing Assistant