



**2024  
PLANNING COMMISSION  
ANNUAL REPORT**

<b>Planning Commission Membership</b>		
<b>Member</b>	<b>Title</b>	<b>Term Expires</b>
Francis Livingston	Chair	06/30/2027
Linda Robertson	Vice-Chair	06/30/2025
Janae Fear	Secretary	06/30/2026
Nicholas Albertson	Commissioner/Appointed 12/2024	06/30/2027
Daniel Law	Commissioner	06/30/2027
Carl Ludington	Council Representative/Appointed 12/2024	11/13/2028
Susan Osika	Commissioner	06/30/2026
Thomas Taylor	ZBA Representative	06/30/2026
Stephen Schlaack	Commissioner	06/30/2025

<b>Planning Commission Attendance (X = Present)</b>									
	<b>Wascher</b>	<b>Fear</b>	<b>Livingston</b>	<b>Law</b>	<b>Martin</b>	<b>Owens</b>	<b>Robertson</b>	<b>Schlaack</b>	<b>Taylor</b>
<b>Jan</b>	X	X	X		X			X	X
<b>Feb</b>	No meeting – lack of agenda items								
<b>Mar</b>	X		X	X	X	Appointed		X	X
<b>Apr</b>	X		X	X	X	X	X	X	
<b>May</b>	No meeting – lack of agenda items								
<b>June</b>	No meeting – lack of agenda items								
<b>July</b>	No meeting – lack of agenda items								
<b>Aug</b>	No meeting – lack of agenda items								
<b>Sept</b>	No meeting – lack of agenda items								
<b>Oct</b>	Resigned	X	X	X	X/Resigned	X	X	X	X
<b>Nov</b>	No meeting – lack of agenda items								
<b>Dec</b>		X	X	X		X/Resigned	X	X	X

<b>Planning Commission Meetings (4<sup>th</sup> Monday of each month at 6:30 pm)</b>			
<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Purpose</b>	<b>Action</b>
<b>Jan. 22</b>	Rezoning Request	900 Ada R-1 to OS-1	Failed
	Site Plan Review	900 Ada Upper Residential/Lower Medical Office	Tabled
	Medical Marijuana Ordinance	Remove medical licensing requirement	Discussion and referred to City Attorney
	Annual PC Report	Review	Approved
	Capital Improvement Plan (CIP)	Review	Approved
	Zoning Ordinance Rewrite	Review and Adopt	Approved
<b>Feb. 26</b>	No meeting – lack of agenda items		
<b>Mar. 25</b>	Site Plan Review	900 Ada and 901 N. Shiawassee	Tabled
<b>April 22</b>	Site Plan Review	Washington Park	Approved
<b>May 28</b>	No meeting – lack of agenda items		
<b>June 24</b>	No meeting – lack of agenda items		
<b>July 22</b>	No meeting – lack of agenda items		
<b>Aug. 26</b>	No meeting – lack of agenda items		
<b>Sept. 23</b>	No meeting – lack of agenda items		
<b>Oct. 28</b>	Site Plan Review	900 Ada and 901 N Shiawassee	Approved
<b>Nov. 25</b>	No meeting – lack of agenda items		
<b>Dec. 9</b>	Rezoning Request	108 N. Chipman CBD to I-1	Failed

## Master Plan Review

The Master Plan was adopted in June of 2021. Following the plan's adoption, the City hired a consultant to lead City Council and staff through three strategic planning sessions centered on the Master Plan. One of the outcomes from these sessions was staff correlating Council agenda items with Master Plan Goals. Each agenda item now clearly states which Master Plan goals it will work towards. This keeps the Master Plan and the identified goals front and center as the City moves forward.

The City adopted the new Zoning Ordinance and Map in March of 2024.

The City has received Safe Routes to School funding to enhance walkable neighborhoods.

In the Summer of 2023, the City of Owosso received a grant to hire a fellow from the Cook Family Foundation. This fellow was tasked with tracking City Council's progress on implementing the Master Plan. It is the City's intention in 2025 to expand this tracking system to all boards and commissions. This information will provide a quantitative measurement of the City's Master Plan implementation. Results of Council's progress have been presented to Council and used in a goal setting and planning workshop in January 2025.

### **Master Plan Goals the City Continues to Promote:**

*Goal 1: Protect health, safety, and general wellbeing of the community*

*Goal 2: Provide excellent customer service to residents and investors*

*Goal 3: Maintain fiscal responsibility and sustainability*

*Goal 4: Identify, preserve and enhance the community's character*

*Goal 5: Increase quality of life and quality of place for all*

*Goal 6: Boost local economy*

*Goal 7: Strengthen public and private partnerships*

## Economic Development Strategy Review

The Economic Development Strategy was adopted as part of the Master Plan in June of 2021.

### **Steps the City has taken towards achieving economic development goals include:**

- **Continuing to work toward Redevelopment Ready Community Certification**
- **The City adopted a new Zoning Ordinance in March of 2024**
- **The City continues to employ 2 code enforcement staff members for the health, safety and blight issues that arise**
- **The City continues to maintain an online Guide to Development**
- **The City continues to partner with the Shiawassee Economic Development**
- **The City has been awarded multiple grants for exterior repairs to upgrade homes**

## Zoning Ordinance Amendments

- a. Zoning Ordinance: Final adoption was in March of 2024 by the City Council
- b. Rezoning Requests: 2 requests were received. (1) The owner of 900 Ada pulled the request after the January 22, 2024 Planning Commission Meeting. (2) The request to rezone 108 N. Chipman failed to pass Planning Commission at the December 2024 meeting and City Council at the January 21, 2025 meeting.

<b>Zoning Board of Appeals Membership</b>		
<b>Member</b>	<b>Title</b>	<b>Term Expires</b>
Matthew Grubb	Chair	06/30/2027
Justin Horvath	Vice Chair	06/30/2026
Thomas Taylor	Secretary/Planning Commission Representative	06/30/2027
Robert Teich	Mayor/Board Member	06/30/2025
Charles Suchanek	Board Member	06/30/2026

<b>Zoning Board of Appeals Attendance (X = Present)</b>					
	<b>Grubb</b>	<b>Horvath</b>	<b>Taylor</b>	<b>Teich</b>	<b>Suchanek</b>
<b>Jan</b>	No meeting – lack of agenda items				
<b>Feb</b>	No meeting – lack of agenda items				
<b>Mar</b>	No meeting – lack of agenda items				
<b>Apr</b>	No meeting – lack of agenda items				
<b>May</b>	No meeting – lack of agenda items				
<b>June</b>	X	X		X	X
<b>July</b>	No meeting – lack of agenda items				
<b>Aug</b>	No meeting – lack of agenda items				
<b>Sept</b>	No meeting – lack of agenda items				
<b>Oct</b>	No meeting – lack of agenda items				
<b>Nov</b>	No meeting – lack of agenda items				
<b>Dec</b>	No meeting – lack of agenda items				

<b>Zoning Board of Appeals Meetings (3<sup>rd</sup> Tuesday of each month at 9:30 am)</b>			
<b>Meeting Date</b>	<b>Agenda Items</b>	<b>Purpose</b>	<b>Action</b>
<b>Jan. 17</b>	No meeting – lack of agenda items		
<b>Feb. 20</b>	No meeting – lack of agenda items		
<b>Mar. 19</b>	No meeting – lack of agenda items		
<b>April 16</b>	No meeting – lack of agenda items		
<b>May 21</b>	No meeting – lack of agenda items		
<b>June 18</b>	Dimensional Variance	Review and renew an expired variance for continuance	Approved
<b>July 16</b>	No meeting – lack of agenda items		
<b>Aug. 20</b>	No meeting – lack of agenda items		
<b>Sept. 17</b>	No meeting – lack of agenda items		
<b>Oct. 15</b>	No meeting – lack of agenda items		
<b>Nov. 19</b>	No meeting – lack of agenda items		
<b>Dec. 17</b>	No meeting – lack of agenda items		

### **Training**

Planning Commission and ZBA will be holding training sessions with CIB in early 2025. These training sessions will cover roles, responsibilities, regulating authorities, and duties of the boards.

### **Joint Meetings**

The annual joint meeting with City Council, Planning Commission, Downtown Development Authority and Staff was held in May of 2024 for the budget workshop.

### **Public Participation Plan**

The City's Public Participation Plan was updated in March of 2022.

In 2022, the City approved an updated the Parks and Recreation Master Plan. This planning process followed recommendations laid out in the Participation Plan. The Parks and Recreation Commission held numerous public meetings to gather public feedback. They held public meetings in City parks to gain knowledge on the state of the City parks. Staff conducted a presentation to the Owosso Rotary Club regarding the plan and reached out directly to key stakeholders for feedback. There was also a public survey.

The City continues to live stream the Council meetings.

The City's social media presence includes Facebook, Instagram and Twitter.

The City continues to use an email-marketing platform to send out monthly newsletters, bid notifications, employment opportunities, and emergency alerts. The mailing list has grown to over 400 individuals.

Staff continues to use traditional methods of communication as well, such as newspaper postings, mailing letters, and using door hangers when applicable.

### **Survey Review and Development Process Assessment**

This section of the annual report is for the Commission to discuss and review the development process. Some helpful questions to cover include:

- Did the Commission receive any surveys regarding the development process?
- Is there anything the Commission can do to receive more surveys?
- Are there changes the Commission can make to address concerns mentioned in the surveys?
- How does the Commission feel the process is working?

As of December 2023, the forms have been reviewed by staff and updated in terms of readability and process flow. Now having one dedicated employee to complete the review process, there seems to be fewer issues in communication and obtaining the appropriate department feedback required for the Planning Commission. This in turn puts a full packet together for the Planning Commission members to make educated decisions.

### **Redevelopment Ready Communities**

Based on feedback from communities and partners, the MEDC redesigned the Redevelopment Ready Communities (RRC) program in February 2021. The new program has two paths, the Essentials Path and the Certified Path. Owosso has selected the Certified Path, which will have more requirements but will also offer enhanced benefits to the community.

The largest task to complete prior to RRC certification is the updated Zoning Ordinance. The city's updated Zoning Ordinance is waiting for review from the RRC team.

Additionally the City needs to complete a Marketing Plan, clearly document the internal review process, update its Board and Commission recruitment process, and complete a training strategy for Boards and Commissions.