



**2022  
PLANNING COMMISSION  
ANNUAL REPORT**

# PLANNING COMMISSION

## 1. MEMBERSHIP

MEMBER	TITLE	TERM EXPIRES
William Wascher	Chair	06-30-2024
Francis Livingston	Vice Chair	06-30-2024
Janae Fear	Secretary	06-30-2024
Tara Jenkins	Commissioner	06-30-2025
Daniel Law	Council Rep	11-12-2024
Allan Martin	Commissioner	06-30-2023
Linda Robertson	Commissioner	06-30-2025
Stephen Schlaack	Commissioner	06-30-2025
Thomas Taylor	ZBA Rep.	06-30-2023

## 2. ATTENDANCE (X = PRESENT)

	Wascher	Fear	Jenkins	Law	Livingston	Martin	Robertson	Schlaack	Taylor
Jan	X	X		X	X	N/A	X	N/A	
Feb	X		X	X	X	N/A		N/A	
Mar	X	X		X	X	N/A	X	N/A	X
Apr	No Meeting – Lack of agenda items								
May	X	X		X	X	N/A		N/A	X
Jun	No Meeting – Lack of agenda items								
Jul	X	X		X	X	X appointed		N/A	X
Aug	X	X		X	X	X	X	appointed	X
Sept	No Meeting – Lack of agenda items								
Oct	No Meeting – Lack of agenda items								
Nov	X	X		X	X	X	X	X	X
Dec	No Meeting – Lack of agenda items								

## 3. MEETINGS (4<sup>th</sup> Monday of each month at 6:30 p.m.)

Meeting Date	Agenda Items		
January 24	<ul style="list-style-type: none"> <li>Rezoning</li> </ul>	701 S Chestnut St	Approved
	<ul style="list-style-type: none"> <li>2021 Planning Commission Report</li> </ul>	Review	Approved
	<ul style="list-style-type: none"> <li>2022-2028 Capital Improvement Plan (CIP)</li> </ul>	Review	Approved
	<ul style="list-style-type: none"> <li>Mobile Food Vending Draft Ordinance</li> </ul>	Review	No objections
February 21	<ul style="list-style-type: none"> <li>Citizen Participation Plan</li> </ul>	Review	Approved
	<ul style="list-style-type: none"> <li>Proposed amendment to the Zoning Ordinance to remove greenhouses from being allowed for marijuana</li> </ul>	Review	Approved to hold Public Hearing on 03/28/2022
March 22	<ul style="list-style-type: none"> <li>Proposed amendment to Zoning Ordinance to remove greenhouses from being allowed for marijuana</li> </ul>	Public Hearing	Approved and approved by City Council
April 25	<ul style="list-style-type: none"> <li>No Meeting</li> </ul>	Lack of agenda items	
May 23	<ul style="list-style-type: none"> <li>Site Plan Review – Addition of storage units</li> </ul>	701 S Chestnut St	Approved

	<ul style="list-style-type: none"> <li>Site Plan Review – Addition to building</li> </ul>	1015 S Washington St	Approved
June 27	<ul style="list-style-type: none"> <li>No Meeting</li> </ul>	Lack of agenda items	
July 25	<ul style="list-style-type: none"> <li>Site Plan Review – Parking lot</li> </ul>	702 W Main St	Approved
August 23	<ul style="list-style-type: none"> <li>Site Plan Review – Renovations former middle school for 50 apartments</li> </ul>	219 N Water	Approved
September 26	<ul style="list-style-type: none"> <li>No Meeting</li> </ul>	Lack of agenda items	
October 24	<ul style="list-style-type: none"> <li>No Meeting</li> </ul>	Lack of agenda items	
November 28	<ul style="list-style-type: none"> <li>Proposed text amendment to Zoning Ordinance to allow drive thrus at marijuana provisioning centers</li> </ul>	Public Hearing	Approved and approved by City Council
December 12	<ul style="list-style-type: none"> <li>No Meeting</li> </ul>	Lack of agenda items	

#### **4. MASTER PLAN REVIEW**

The Master Plan was adopted by the Planning Commission and the City Council in June 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 toward. This keeps the Master Plan and the identified goals front and center as the City moves forward.

Although it is too soon to assess Master Plan progress in-depth, the City has made several significant strides. CIB Planning was hired to assist with a Zoning Ordinance rewrite. Having the Zoning Ordinance aligned with the Master Plan will be instrumental in helping the City achieve its goals. We anticipate final adoption of the new Zoning Ordinance in Spring of 2023.

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

##### **Master Plan Goals:**

- 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

#### **5. ECONOMIC DEVELOPMENT STRATEGY REVIEW**

The Economic Development Strategy was adopted as part of the Master Plan by the Planning Commission and City Council in June 2021.

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

- Continuing to work toward Redevelopment Ready Community Certification
- The City is in the process of a Zoning Ordinance rewrite
- The City has hired a second code enforcement staff member
- The City has created and maintains an online Guide to Development
- The City continues to partner with the Shiawassee Economic Development Partnership

#### **6. ZONING ORDINANCE AMENDMENTS**

##### **a. Zoning Ordinance:**

June 2021 – the City contracted with CIB Planning to rewrite the zoning ordinance. This is about a 15-18 month process. We anticipate the final adoption in the Spring of 2023.

**b. Rezoning Requests:**

<b>Address:</b>	<b>Rezoning Request:</b>	<b>Status:</b>
701 S Chestnut St	R-1 to I-1	Approved

**ZONING BOARD OF APPEALS**

**1. MEMBERSHIP**

MEMBER	TITLE	TERM EXPIRES
Matthew Grubb	Chair	06-20-2024
Justin Horvath	Vice-Chair	06-30-2023
Thomas Taylor	Secretary	06-30-2024
Robert Teich	Alternate	06-30-2025
Charles Suchanek	Alternate	06-30-2023

**2. ATTENDANCE (X = PRESENT)**

	Grubb	Horvath	Taylor	Teich	Suchanek
<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>	X	N/A	X	X	N/A
<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 a quorum				
<b>Sept</b>	X			X	X
<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				

**3. MEETINGS (3<sup>RD</sup> Tuesday of each month at 9:30 a.m.)**

Meeting Date	Agenda Items		
January 18	No Meeting – Lack of agenda items		
February 15	No Meeting – Lack of agenda items		
March 16	No Meeting – Lack of agenda items		
April 20	Variance Request	Front yard setbacks	Approved
May 18	No Meeting – Lack of agenda items		
June 15	No Meeting – Lack of agenda items		
July 20	No Meeting – Lack of agenda items		
August 17	No Meeting – Lack of a quorum		
September 21	Variance Request	Drive thru setback	Approved
October 19	No Meeting – Lack of agenda items		
November 16	No Meeting – Lack of agenda items		
December 21	No Meeting – Lack of agenda items		

**TRAINING**

November and December 2022 – Zoning Ordinance rewrite workshops

**JOINT MEETINGS**

None held in 2022. Beginning in 2023, there will be an annual joint meeting held each February

## **PUBLIC PARTICIPATION PLAN**

The City's Public Participation Plan was adopted October 2017 and 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.

Following COVID-19, the City resumed in-person public meetings however the City has installed equipment in the Council Chambers so public meetings can be live streamed, offering a hybrid participation option of in-person and online.

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

In 2020, the City started using 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 2022, 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.

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