



CITY OF OWOSSO PLANNING COMMISSION
Regular Meeting
Monday, April 28, 2025 at 6:30 p.m.
AGENDA

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA – April 28, 2025**
- E. APPROVAL OF MINUTES – March 24, 2025**
- F. ELECTION OF OFFICERS – due July 2025**
- G. PUBLIC HEARINGS: None**
- H. SITE PLAN REVIEWS:**
 - 826 W. King Street, Memorial Healthcare**
 - 1. Parking Waiver**
 - 2. Site Plan Review**

(Master Plan Implementation Goals: 1.24, 1.25)
- I. ITEMS OF BUSINESS:**
- J. COMMISSIONER/CITIZEN COMMENTS:**
- K. ADJOURNMENT**

Next regular meeting will be on Tuesday, May 27, 2025 at 6:30 p.m.

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours' notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500. The City of Owosso website is: www.ci.owosso.mi.us

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Monday, March 24, 2025 – 6:30 P.M.

CALL TO ORDER: Chairman Livingston called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Tanya Buckelew, Planning & Building Director

MEMBERS PRESENT: Secretary Fear, Commissioner Law, Chairman Livingston, Commissioners Albertson, Ludington and Osika

MEMBERS ABSENT: Vice-Chair Robertson, Commissioners Schlaack and Taylor

OTHERS PRESENT: Tanya Buckelew, Planning & Building Director; Justin Sprague, CIB Planning; Nathan Henne, City Manager and Mayor Teich

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER OSIKA, SUPPORTED BY COMMISSIONER LUDINGTON TO APPROVE THE AGENDA FOR March 24, 2025.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LAW SUPPORTED BY SECRETARY FEAR TO APPROVE THE MINUTES FOR THE December 9, 2024 MEETING.

YEAS ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

1. ANNUAL PLANNING COMMISSION REPORT 2024:

Discussion held on the contents of the report. This report is part of the Redevelopment Ready Communities (RRC) requirements.

MOTION BY COMMISSIONER OSIKA SUPPORTED BY SECRETARY FEAR TO APPROVE THE 2024 PLANNING COMMISSION ANNUAL REPORT AND REFER TO CITY COUNCIL FOR REVIEW AND APPROVAL.

YEAS ALL. MOTION CARRIED.

2. CAPITAL IMPROVEMENT PLAN (CIP) 2025-2031:

Discussion held on the contents of the report as presented by City Manager Nathan Henne. The plan requires approval from both the Planning Commission and City Council prior to the budget process.

MOTION BY COMMISSIONER LUDINGTON SUPPORTED BY COMMISSIONER OSIKA TO APPROVE THE 2025-2031 CAPITAL IMPROVEMENT PLAN (CIP) AND REFER TO CITY COUNCIL FOR REVIEW AND APPROVAL.

YEAS ALL. MOTION CARRIED.

3. COMMISSIONER TRAINING:

2025 Planning Commissioner training was presented by Justin Sprague of CIB Planning. Mr. Sprague covered various areas of planning and zoning including – Roles & Responsibilities of the Commissioners, Regulating Authorities, Duties, Tools to Do the Job, Master Plan, Zoning Ordinance including Site Plan Reviews, Special Land Uses, PUD's, Non-conforming and Rezoning.

ADJOURNMENT:

MOTION BY COMMISSIONER LAW SUPPORTED BY COMMISSIONER LUDINGTON TO ADJOURN AT 7:35 PM UNTIL THE NEXT MEETING ON APRIL 28, 2025.

YEAS ALL, MOTION CARRIED

Janae Fear, Secretary

DRAFT

Rec'd 3/27/2025
P2025-003





SITE PLAN REVIEW APPLICATION
 City of Owosso
 301 W. Main Street, Owosso, MI 48867
 Phone: (989) 725.0535
 building@ci.owosso.mi.us

- Site plan required for all commercial, industrial and multi-family residential
- Refer to the City of Owosso Zoning Ordinance Chapter 38 Article XIII for additional information
- Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices (see last page for submittal deadlines)
- Submit one (1) copy of the site plan (meeting the requirements of Article XIII, site plan review) & digital copy
- Submit a digital copy of the site plan
- Payment of fees including escrow fees
- The Applicant must be present at the Planning Commission Meeting

Property Details:		
Name of Proposed Development: Memorial Healthcare - Additional Parking Facilities		
Property Street Address: 709 ADA Street (826 W. King Street)		
Legal Description of Property: See attached legal description		
Site Area (in acres):	Parcel ID #: 050-310-003-008-00	Zoning: COR - Corridor Business Dist
Ownership:		
Name: Memorial Healthcare (Charles Thompson)		
Address: 826 W. King Street, Owosso, MI 48867		
Telephone No: (989) 729-4567	Email: CThompson@memorialhealthcare.org	
Applicant:		
Applicant (If different from owner above):		
Address:		
Telephone No:	Email address:	
Interest in Property (potential buyer/lease holder/potential lessee/other):		
Architect/Surveyor/Engineer preparing site plan:		
Name: ROWE Professional Services Company - Douglas Scott, P.E.		
Address: 540 S. Saginaw, Suite 200, Flint, MI 48502		
Telephone No: (810) 869-5111	Email: Dscott@rowepsc.com	
Construction Proposed:		
<input type="checkbox"/> Residential	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Number of units
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	

Current use Medical / Hospital	Proposed use Medical / Hospital
Existing building(s) square footage N/A	Proposed building(s) square footage N/A

APPLICATION FEES:	
• Apartment/townhouse	\$575.00 + \$5.00/unit
• Commercial/Industrial	\$525.00 + \$50.00/acre
• Institutional (Schools, Public Services, Hospitals)	\$500.00 + \$40.00/acre
• Mobile home park	\$600.00 + \$5.00/unit
• Planned Unit Development/Mixed use development	\$575.00 + \$50.00/acre
• Preliminary site plan review	75% of site plan review fee
• Single family site condo (prelim or final)	\$700.00 + \$5.00/lot
• Site plan revision/review	75% of site plan review fee + any needed consulting fees determined by administration
• Site plan requiring review by city engineer	all costs by owner/applicant via escrow
• Special meetings with planner/engineer	all costs by owner/applicant via escrow
• Escrow Fee (Hourly rate for Staff/Consultant Involved)	\$1,500
❖ A cash deposit of \$1,500 shall be placed with the City of Owosso	
❖ The City will let the applicants know when additional funds are needed (typically when about 25% is remaining)	
❖ Should there be funds remaining in the account after completion of the project, the balance will be returned	
<ol style="list-style-type: none"> 1. The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided. 2. I understand that if my site plan is deemed incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until the requirements have been adequately met. 3. By signing this application, the applicant hereby grants full authority to the City of Owosso, its agents, employees, representatives, and/or appointees to enter upon the undersigned lands/parcels for the purposes of inspection and examination. 	
	3/21/2025
Signature of Applicant	Date
	3/21/2025
Signature of Deed/Title Holder	Date

SITE PLAN REVIEW CHECKLIST: Check the appropriate box. If item is marked as 'not provided', attach detailed explanation.	Provided	Not Provided
1. Site Plan <ul style="list-style-type: none"> ❖ Location Map ❖ Scale of not less than one (1) inch equals fifty (50) feet if subject property is less than three (3) acres and one (1) inch equals one hundred (100) feet if three (3) acres or more ❖ North point ❖ Scale and area of the site in acres and square feet ❖ Dates (including revision dates) 	X	
2. Property lines <ul style="list-style-type: none"> ❖ Dimensions of all lot and property lines, showing the relationship of the subject property to the abutting properties. ❖ Boundary of the property line outlined in solid line ❖ Required setbacks from property line and adjacent parcels 	X	
3. Zoning designation and uses <ul style="list-style-type: none"> ❖ Of subject property ❖ Of adjacent properties 	X	
4. Names and addresses <ul style="list-style-type: none"> ❖ Of the architect, planner, designer, engineer, or person responsible for the preparation of the site plan (including signature and seal) 	X	
5. Structures <ul style="list-style-type: none"> ❖ Location and layout of existing and proposed structures ❖ All existing structures within one hundred (100) feet to the subject property 	X	
6. Drives and parking areas <ul style="list-style-type: none"> ❖ Location and layout of existing and proposed drives and parking areas ❖ Number, location and layout of off-street parking spaces 	X	
7. Dumpsters <ul style="list-style-type: none"> ❖ Location ❖ Details of enclosure ❖ Trash removal plan 	N/A	
8. Elevations <ul style="list-style-type: none"> ❖ Architectural elevations of building (all facades) ❖ Identifying height, materials used and colors ❖ Parking lot areas ❖ Drives 	N/A	
9. Flood hazard area <ul style="list-style-type: none"> ❖ Elevation of the site in relation to the identified flood hazard area ❖ All proposed construction, reconstruction or demolition shall be in compliance with local, state and federal ordinance, laws or regulations 	X	
10. Floor plans <ul style="list-style-type: none"> ❖ Existing and proposed 	N/A	
11. Landscaping <ul style="list-style-type: none"> ❖ Existing walls, fences and screening – location and height ❖ Proposed walls, fences and screening – location and height ❖ Landscape plan indicating existing/proposed trees and plantings along frontage and on the site ❖ Notation of landscape maintenance agreement ❖ Notation of method of irrigation 	X	
12. Lighting <ul style="list-style-type: none"> ❖ Plan indicating existing/proposed light poles/fixtures on site, along site's frontage and any wall mounted lights 	X	
13. Mechanical Units <ul style="list-style-type: none"> ❖ Roof mounted equipment and screening ❖ Ground equipment and screening 	N/A	
14. Residential multi-family development <ul style="list-style-type: none"> ❖ Schedule indicating number of dwelling units, number of bedrooms, gross and usable floor area, parking provided, total area of paved and unpaved surfaces 	N/A	

SITE PLAN REVIEW CHECKLIST: Check the appropriate box. If item is marked as 'not provided', attach detailed explanation.	Provided	Not Provided
15. Right-of-ways ❖ Location and width of existing easements, alleys and drives ❖ Location and width of all public sidewalks along the front street right-of-way and on the site, with details	X	
16. Signs ❖ Location/type of existing ❖ Location/type of proposed	X	
17. Soil erosion and sedimentation control ❖ Permit from the local enforcing agency - Shiawassee County - on soil erosion and sedimentation control - IF the earth change activity involves more than one (1) acre or is within five hundred (500) feet of a lake or stream) ❖ Soil erosion and sedimentation control measures during construction	X	
18. Utilities ❖ Location and layout of existing and proposed ❖ Including but not limited to gas, water, sanitary sewer, electricity, telephone	X	
19. Water ❖ Direction of surface water drainage ❖ Grading plan ❖ Plans for storm water retention/detention on site	X	

Additional data deemed necessary to enable to completion of an adequate review might be required by the Planning Commission, City, and/or its Consultants.

<u>2025 Meeting Date</u>	<u>2025 Submittal Deadline</u>
January 27	January 2
February 24	January 30
March 24	February 27
April 28	April 3
May 27	May 2
June 23	May 29
July 28	July 3
August 25	July 31
September 22	August 28
October 27	October 2
November 24	October 31
December 8	November 13