

**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Monday, January 26, 2026 – 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 Bucklew, Planning & Building Director

**MEMBERS PRESENT:** Commissioner Albertson, Secretary Fear, Chairman Livingston, Commissioner Osika, Vice-Chair Robertson

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Tanya Bucklew, Planning & Building Director; Justin Sprague, OHM Advisors

**APPROVAL OF AGENDA:**

**MOTION BY VICE-CHAIR ROBERTSON, SUPPORTED BY COMMISSIONER OSIKA TO APPROVE THE AGENDA FOR January 26, 2026.**

YEAS ALL. MOTION CARRIED.

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER OSIKA SUPPORTED BY SECRETARY FEAR TO APPROVE THE MINUTES FOR THE April 28, 2025 MEETING.**

YEAS ALL. MOTION CARRIED.

**ELECTIONS OF OFFICERS:**

**MOTION BY SECRETARY FEAR AND SUPPORTED BY VICE-CHAIR ROBERTSON TO EXTEND THE 2024 TERMS UNTIL JULY OF 2026.**

YEAS ALL. MOTION CARRIED.

**SITE PLAN REVIEW:**

**1. 700 N SHIAWASSEE STREET – MEMORIAL HEALTHCARE:**

Site plan review for a daytime overflow parking lot, with sixty-two (62) parking spaces, for Memorial Healthcare employees. The Zoning Board of Appeals approved a variance to allow for an encroachment of five (5) feet into the front yard setback and to reduce the two-way aisle width from twenty-six (26) feet to twenty-four (24) feet on December 16, 2025.

Justin Sprague's comments included that a white vinyl fence will be installed along the east side of the parking lot, all lights must be at 90 degrees, this is a small lot – no islands are required and provided his recommendations for approval.

Charlie Thompson, Memorial Healthcare, discussed the need for additional parking, the incentive for employees to use this lot and the crosswalk and the public safety department will patrol the lot to ensure it is utilized for employee parking during the daytime hours.

Doug Scott, Rowe Professional Service, discussed the parking spots along 52 and the need for the 9' X 18' size and allow for overhang over the front bumper buffer, not the sidewalk. There will be dim lights during the nighttime. There have been discussions with MDOT to ensure the safe use of the crosswalk. And they will continue to maintain the monitoring wells in the lot for contamination levels.

Review Comments from Justin Sprague, OHM Advisors:

1. Information items. The site plan meets the informational requirements of the ordinance.
2. Parking. The site plan was reviewed against Article XV, Off-Street Parking and Loading Standards of the City of Owosso Zoning Ordinance. The applicant will utilize the existing two-way driveway onto King Street and the drive along M-52 will be constructed with a right-in/right-out flow of traffic for safety purposes.

	Required	Provided	Comments
Parking Setback (Front)	20'	15'	In compliance. Applicant was granted a dimensional variance for a 5' encroachment into the front yard setback.
Parking Space Dimension	9' X 20' (90 degree)	Parking spaces abutting N. Shiawassee are 9' X 18'	Partially in compliance. The Planning Commission should determine if the smaller parking spaces are permissible.
Two-Way Aisle Width	26'	24'-25'	In compliance. Applicant was granted a dimensional variance to allow a 24' wide, two-way drive aisle.
Curbs	Min 6"	6"	In compliance

3. Landscaping. The proposed landscape plan on Sheet 11 was reviewed in accordance with Article XVII, Landscape Standards and Tree Replacement, as described in the following table.

	Required	Provided	Comments
Greenbelt (required along public rights-of-way)	20' wide, 1 canopy tree + 6 shrubs per 30 linear feet of street frontage - 160' linear street frontage = 5 canopy trees + 27 shrubs	8 canopy trees + 32 shrubs	Potentially in compliance. The applicant used the calculations for a "Buffer A." The landscape plan may be revised with the calculations for greenbelts (as shown it exceeds the requirements); the greenbelt should extend to the frontage along W. King Street.
Parking Lot Landscaping	1 canopy tree per 8 parking spaces with 1/3 placed within parking lot islands	Not provided	Not in compliance. Parking lot landscaping was not included on the landscape plan.
Buffer Zone (along eastern property line)	Buffer A: 2 canopy trees and 4 shrubs per 20 linear feet including a wall, berm or combination as determined by the PC.	120 linear feet = 6 trees + 24 shrubs	Potentially in compliance. The applicant notes that number of canopy trees provided was reduced to provide proper spacing between trees to allow for growth; the Planning Commission should determine if this is sufficient.

4. Lighting. The site plan contains a photometric plan on Sheet 12. The plan demonstrates that intensity of light does not exceed ten (10) footcandles in the southwest corner of the site; the plan should be revised to meet the requirements of the ordinance. The applicant proposes a total of six (6) pole-mounted lights, mounted twenty (20) feet high. Details of the light fixture proposed were not included

on the plan; a note must be included on the revised plan acknowledging that all lighting will be fixed in a downward (90 degree) direction to prevent off-site glare.

5. Other Approvals. The proposed site plan must be reviewed and approved by the appropriate city departments, consultants and agencies.

**MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY COMMISSIONER OSIKA TO APPROVE THE SITE PLAN REVIEW TO ESTABLISH AN EMPLOYEE PARKING LOT FOR 700 N. SHIAWASSEE CONDITIONED UPON MEETING THE REQUIREMENTS AS SET FORTH BY THE CITY PLANNER AS FOLLOWS:**

1. A determination by the Planning Commission that 9' x 18' foot parking spaces are permissible - APPROVED.
2. A revised landscape plan with the calculations for greenbelts, and an extension of the greenbelt along the frontage on W King Street – WITH FURTHER ADMINISTRATIVE REVIEWS.
3. A revised landscape plan that includes the required parking lot landscaping – WITH FURTHER ADMINISTRATIVE REVIEWS.
4. A determination by the Planning Commission that the number of canopy trees included in the Buffer A along the eastern property line is sufficient - APPROVED.
5. A revised photometric plan in which the intensity of light does exceed ten (10) footcandles on the site – WITH FURTHER ADMINISTRATIVE REVIEWS.
6. The applicant should submit a revised site plan noting that light fixtures will be fixed and not adjustable, directed downward as required by the Ordinance – WITH FURTHER ADMINISTRATIVE REVIEWS.
7. That any conditions for variance approval as imposed by the Zoning Board of Appeals at their December 16, 2025, are required to be met; and
8. Review and approval by the appropriate city departments, consultants, and agencies prior to the issuance of a building permit is required.

**YEAS:** SECRETARY FEAR, COMMISSIONER OSIKA, VICE-CHAIR ROBERTSON, COMMISSIONER ALBERTSON AND CHAIRMAN LIVINGSTON.

**NAYS:** NONE

**RCV. MOTION CARRIED.**

**2. 640 N SHIAWASSEE STREET – MEMORIAL HEALTHCARE:**

Site plan review to demolish and rebuild a portion of the existing bus garage and develop additional parking facilities for a mobile medical unit and ambulance vehicles for Memorial Healthcare. The Zoning Board of Appeals approved a variance to allow for an encroachment of twenty-five (25) feet into the rear yard setback on December 16, 2025.

Justin Spragues comments included that a white vinyl fence will be installed along the east side of the lot, to the north of the existing/proposed building.

Charlie Thompson, Memorial Healthcare, discussed the building will be used to house the ambulance service and a mobile bus and included a lounge space for paramedics. The north portion of the existing building will be removed and rebuilt. This includes a new roof and siding with neutral colors similar to the NOW building. There will be a concrete parking lot with a wood privacy fence around the dumpsters. The access off of 52 will be closed and landscaping will be added.

Review Comments from Justin Sprague, OHM Advisors:

1. Information items. The site plan meets the informational requirements of the ordinance.

2. Area and Bulk. The proposed site was reviewed in accordance with Section 38-94, Area, Height, Bulk and Placement Regulations for the COR district and is described in the following table.

	Required	Provided	Comments
Front Yard Setback	25'	86'	In compliance
Side Yard Setback	0'	55' north 0' south	In compliance
Rear Yard Setback	25'	0'	In compliance. Applicant was granted a dimensional variance for a 25' encroachment into the rear yard setback.
Building Height	3 stories/35'	1 story	In compliance
Max Lot Coverage (building)	50%	16%	In compliance

3. Parking. The site plan was reviewed against Article XV, Off-Street Parking and Loading Standards of the City of Owosso Zoning Ordinance. The applicant will utilize the existing two-way driveway onto King Street.

	Required	Provided	Comments
Parking Setback (front)	20'	20'	In compliance
Parking Space Dimension	N/A	N/A	In compliance
Two-Way Aisle Width	Varies	40'	In compliance
Curbs	Min 6"	6"	In compliance

**MOTION BY COMMISSIONER OSIKA SUPPORTED BY COMMISSIONER ALBERTSON TO APPROVE THE SITE PLAN REVIEW TO DEMOLISH AND REBUILD A PORTION OF THE EXISTING BUS GARAGE AND DEVELOP ADDITIONAL PARKING FACILITIES FOR A MOBILE MEDICAL UNIT AND AMBULANCE SERVICES FOR MEMORIAL HEALTHCARE CONDITIONED UPON MEETING THE REQUIREMENTS AS SET FORTH BY THE CITY PLANNER AS FOLLOWS:**

1. The applicant should submit a revised site plan noting that light fixtures will be fixed and not adjustable, directed downward as required by the Ordinance – WITH FURTHER ADMINISTRATIVE REVIEWS.
2. The applicant should revise the calculations for greenbelts to include the correct number of trees and shrubs, and the greenbelt should extend to the frontage along W. King Street – WITH FURTHER ADMINISTRATIVE REVIEWS.
3. The Planning Commission determined that the proposed exterior building materials satisfy the requirements of Section 38-45, Non-Residential Design Requirements/Building Façade Design.
4. That any conditions for variance approval as imposed by the Zoning Board of Appeals at their December 16, 2025 meeting, are required to be met; and
5. Review and approval by the appropriate city departments, consultants, and agencies prior to the issuance of a building permit is required.

**YEAS:** COMMISSIONER OSIKA, VICE-CHAIR ROBERTSON, COMMISSIONER ALBERTSON, SECRETARY FEAR AND CHAIRMAN LIVINGSTON.

**NAYS:** NONE

**RCV. MOTION CARRIED.**

**ITEMS OF BUSINESS:**

**1. 2025 ANNUAL PLANNING COMMISSION REPORT**

This item was tabled until the February meeting due to it not being included in the packet.

**ADJOURNMENT:**

**MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY COMMISSIONER OSIKA TO ADJOURN AT 7:15 PM UNTIL THE NEXT MEETING ON FEBRUARY 23, 2026.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**

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