

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
Monday, April 28, 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:** Commissioner Albertson, Secretary Fear, Commissioner Law, Chairman Livingston, Commissioners Ludington and Osika, Vice-Chair Robertson, Commissioners Schlaack and Taylor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Tanya Buckelew, Planning & Building Director; Justin Sprague, CIB Planning

**APPROVAL OF AGENDA:**  
**MOTION BY COMMISSIONER OSIKA, SUPPORTED BY VICE-CHAIR ROBERTSON TO APPROVE THE AGENDA FOR April 28, 2025.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**  
**MOTION BY COMMISSIONER LUDINGTON SUPPORTED BY COMMISSIONER OSIKA TO APPROVE THE MINUTES FOR THE March 24, 2025 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**SITE PLAN REVIEW:**

**1. 826 W KING ST – MEMORIAL HEALTHCARE:**

Hospital Administrative Representative Charlie Thompson and Doug Scott, Rowe Professional Services presented the plan to add 34 additional parking spaces to the hospital campus.

Justin Sprague, CIB Planning had the following from his review letter –

Site Plan Review to develop additional parking facilities for Memorial Healthcare. The new parking will be located on the south side of the parcel, abutting King Street, and will provide 34 new parking spaces. The Zoning Board of Appeals approved a variance on April 15, 2025 to allow for a 15-foot encroachment into the required setback as a result of the unique conditions of the property.

Justin Sprague, CIB Planning, Review Letter

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 38-187, as described in the following table.

	Required	Provided	Comments
Parking Setback	20'	5'	In compliance, applicant received a variance for a 15' encroachment into the required 20' front yard setback
Parking Space Dimension	9' X 20'	9' X 20'	In compliance
Two-Way Aisle Width	26'	26'	In compliance
Curbs	Min 6"	6"	In compliance

3. Landscaping. The proposed landscape plan was reviewed in accordance with Section 28-316, as described in the following table.

	Required	Provided	Comments
Parking Lot Landscaping	N/A	N/A	In compliance, the overall site meets the requirements of the Ordinance.
Buffer Zone	N/A	20 shrubs	In compliance

4. Lighting. Plans submitted on March 27, 2025, include a photometric grid that appears to meet Ordinance requirements. While standards appear to be met, a note must be included on the plans acknowledging that all lighting must and will be fixed in a downward (90 degree) direction, which is not adjustable to ensure existing and future compliance with the ordinance.
5. Other Approvals. The proposed site plan must be reviewed and approved by the appropriate city departments, consultants and agencies.

Recommendation:

Approval of the site plan application for Memorial Healthcare to develop a new 34 space parking lot, conditioned upon the following:

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.
2. That the conditions for a variance approval as imposed by the Zoning Board of Appeals at their April 15, 2025 meeting, are required to be met; and
3. Review and approval by the appropriate city departments, consultants and agencies prior to the issuance of a building permit is required.

Discussion was held regarding the landscaping on the north side of the NOW building.

**MOTION BY COMMISSIONER TAYLOR TO TABLE THE SITE PLAN REVIEW UNTIL THE PREVIOUS LANDSCAPE ISSUE HAS BEEN RESOLVED.**

**NO SUPPORT**

Discussion held regarding the appropriate type of landscaping that should be along King Street to help block the headlights from the neighbors. Bushes were agreed upon and the type would be further reviewed and approved administratively.

**MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY SECRETARY FEAR TO APPROVE THE SITE PLAN REVIEW FOR ADDITIONAL PARKING OF 34 SPACES ALONG KING STREET AT MEMORIAL HEALTHCARE, CONDITIONED UPON MEETING THE REQUIREMENTS AS SET FORTH BY THE CITY PLANNER AND THE APPROPRIATE TYPE OF LANDSCAPING BUSHES WOULD BE PLANTED AND PROPERLY MAINTAINED ALONG THE SIDEWALK.**

**YEAS: COMMISSIONER ALBERTSON, SECRETARY FEAR, COMMISSIONERS LAW, LUDINGTON, OSIKA, SCHLAACK, TAYLOR, VICE-CHAIR ROBERTSON AND CHAIRMAN LIVINGSTON.**

**NAYS: NONE**

**RCV. MOTION CARRIED.**

**Commissioner/Citizen Comments:**

Discussion held regarding marijuana odor and recent enforcements have been effective.

Discussion held regarding housing, old middle school, Fifth Third bank building and the old Cervenny's façade.

Commissioner Schlaack stated he recently joined the Advisory Council for the North-South passenger rail and will provide regular updates to the board on the progress. And the Farmer's Market starts this weekend.

**ADJOURNMENT:**

**MOTION BY SECRETARY FEAR SUPPORTED BY VICE-CHAIR ROBERTSON TO ADJOURN AT 7:20 PM UNTIL THE NEXT MEETING ON MAY 27, 2025.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**