**MINUTES**

**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**

**COUNCIL CHAMBERS, CITY HALL**

**MONDAY, MARCH 28, 2016 – 7:00 P.M.**

**CALL TO ORDER:** Chairperson Bill Wascher called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited.

**ROLL CALL:** Roll call was taken by Recording Secretary Roxane Cramer.

**MEMBERS PRESENT:** Chairman Bill Wascher, Vice-Chair Craig Weaver, Commissioners Tom Taylor, Michelle Collison, Janae Fear, Frank Livingston and Garfield Warren.

**MEMBERS ABSENT:** Commissioners Mike O’Leary and Brent Smith.

**OTHERS PRESENT:** Susan Montenegro, Assistant City Manager and Director of Community Development.

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR MARCH 28, 2016.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR FEBRUARY 2, 2016 WITH THE FOLLOWING CHANGES: ADJOURNMENT TIME TO BE CORRECTED FROM 7:08 P.M. TO THE CORRECT TIME OF 9:08 P.M.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes for February 2, 2016
3. ROWE seminar invite
4. Current sign ordinance
5. City of New Baltimore, MI sign ordinance

**COMMISSIONER/PUBLIC COMMENTS**

None.

**PUBLIC HEARINGS:**

None.

**SITE PLAN REVIEW:**

None.

**BUSINESS ITEMS:**

None.

**ITEMS OF DISCUSSION:**

**1. Sign Ordinance Updating.**

Ms. Montenegro explained that while the city was in search of a new building official she was the person that was in charge of issuing permits for signs. While serving in this capacity she found the sign ordinance was difficult to navigate. She had supplied the commission with an example of the New Baltimore, Michigan Sign Ordinance and felt this was a much easier ordinance to understand. There was a lengthy discussion regarding this between the commissioners and Ms. Montenegro. Commissioners discussed how much they could change the ordinance. Ms. Montenegro gave an example of when General Dollar applied for their sign permit that is zoned B-1 district. In a B-1 district a sign can only be 100 square foot but in B-2, 3 and 4 zoned districts a sign can be 300-400 square foot. She also asked commissioners on the B-1, B-2, B-3 and B-4 if they had any idea why the 4 zoning districts. Commissioners stated they had inherited that zoning and therefore didn’t know why the 4 districts. The commissioners suggested contacting professional sign makers in the area to get some input from them. Ms. Montenegro asked the commissioners to look at different communities and look and the sign ordinance and either e-mail her or bring them back to the next meeting. Commissioners suggested looking at Grand Blanc, Grand Blanc Township, Rockford, Houghton, Grandville, Holland, Grand Haven, and Traverse City.

**COMMISSIONER/PUBLIC COMMENTS:**

Ms. Montenegro invited all commissioners to a free seminar offered by ROWE Engineering. The seminar topics will cover - Signs, Wedding Barns, Changes to the Right to Farm Act, and Adaptive Reuse of Obsolete Buildings.

Chairman Wascher questioned how Cargill is coming along. Ms. Montenegro explained it is coming along. The Brownfield will be amended to pay for the infrastructure to go in at the site. There will be meeting with Doug Scott, from ROWE, and building official to start going over the building plan and hope to close on the property in May. They can’t close until the Brownfield has been amended. The MEDC is looking at the numbers right now. Commissioner Fear questioned if they had a signed purchase agreement. Ms. Montenegro explained there will be an adjustment to the sale price because there is a small adjustment to the amount of property.

Vice Chair Weaver asked about the QDOBA property and when they are going to start on that. Ms. Montenegro said the DEQ has finished their review of the packet they were sent. They should be able to start within the next month or two. She said it is moving along but it is a slow process.

Ms. Montenegro encouraged the commissioners to stop in and meet the new Building Official, Keith Lussenden, with any questions or concerns they have for him.

Commissioner Fear questioned if the commission should be proactive and not reactive. She wanted to know if that is the way of commission. She questioned why all the houses were rezoned near the new Dollar General store except the one and why they didn’t rezone this lone house left on the block. Ms. Montenegro cautioned you have to be careful about rezoning because if you rezone and the house would burn down then they could not rebuild because it wouldn’t be zoned correctly.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER COLLISON TO ADJOURN AT 8:12 P.M. UNTIL THE NEXT MEETING ON APRIL 25, 2016.**

**YEAS ALL, MOTION CARRIED.**

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Janae Fear, Secretary

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