

**Village of Oxford - Council Chamber  
Planning Commission - Agenda  
22 W Burdick Street, Oxford, MI  
Tuesday, November 19, 2019 at 7:00 P.M.  
Tel: 248-628-2543**

1. Call to Order by Chair Douglas at 7:00pm
2. Respects to the Flag
3. Roll Call: Rose Bejma, Jack Curtis, Gary Douglas, Maureen Helmuth, Justin Ballard, Kelsey Cooke, Leslie Pielack
4. Approval of Agenda: November 19, 2019
5. Approval of Minutes: November 5, 2019
6. Correspondence: Rowe Engineering email Re: Valley Ridge storm sewer
7. Public Hearings:
8. Old Business:
  - a. **PC19-03 Site Plan Review Parcel ID # PO 04-26-304-010, 425 Glaspie -Bens' Building Company, TKMS Aggregate Hauler business expansion**
  - b. **Adult Use Marijuana Ordinance**
9. New Business: None.
10. Public Comment:
11. Consultant & Administration Comments:
12. Commissioner Comments:

Oxford Township Planning Commission Update- Jack Curtis:  
ZBA update- Rose Bejma:  
DDA update- Pete Scholz
13. Future Business: Council request for Planning Commission to review Zoning Ordinance of Tattoo Parlors to consider removing it from the Adult Business Category.
14. Adjournment:

**VILLAGE OF OXFORD  
PLANNING COMMISSION  
REGULAR MEETING MINUTES**

*Planning Commission Members: Rose Bejma, Jack Curtis, Kelsey Cooke, Gary Douglas,  
Maureen Helmuth, Justin Ballard, Leslie Pielack*

22 West Burdick Street  
Oxford, MI 48371

November 05, 2019

7:00 pm

**1. CALL TO ORDER**

Chairman Gary Douglas called the meeting to order at 7:00 p.m.

**2. RESPECTS TO THE FLAG**

**3. ROLL CALL:** Members Present- Ballard, Cooke, Curtis, Douglas, Pielack.

Absent: Bejma, Helmuth.

**MOTION:** by Curtis/Pielack to excuse the absence of commissioners Bejma and Helmuth. All present voting in favor. Motion carried.

Staff Present: Mario Ortega AICP, Tere Onica Recording Secretary.

**4. APPROVAL OF AGENDA: Meeting Agenda November 5, 2019**

**MOTION:** by Curtis/Pielack to amend the November 5, 2019 meeting agenda adding Public Comments after Old Business, Item (a) Village Ridge Condominium Site Plan Review #4. All present voting in favor. Motion carried.

**5. APPROVAL OF MEETING MINUTES: October 15, 2019 Regular Meeting.**

**MOTION:** by Curtis/Ballard to approve the October 15, 2019 Regular Meeting minutes. All present voting in favor. Motion carried.

**6. CORRESPONDENCE:** None.

**7. PUBLIC HEARING:** None.

**8. OLD BUSINESS:**

- a. **Village Ridge Condominium Site Plan Review #4:** McKenna reviewed site location and existing conditions, proposed use and project history as outlined in the McKenna letter dated October 30, 2019. Site Plan review comments included Use, Conda Lane Dedication, Dimensional Requirements, Building Heights, Off-Street Parking Requirements, Landscaping, Architecture, Signage, Exterior Lighting, amending the Master Deed and Bylaws. The following contingencies were noted by the McKenna planner for preliminary site plan approval:

1. A revised Exhibit B that removes Conda Lane from within the Village Ridge Condominium boundary;
2. A revised Exhibit B and associated Oakland County lot combination application combining the parcels back into one property prior to the issuance of a building permit;
3. Prior to installation the submittal of detail cut sheets for light fixtures which meet zoning ordinance standards and are shielded and directed downward.

In addition, Conda Lane was never officially vacated from the Village Ridge Condominium documents, but the owner has agreed to revise the documents accordingly. Revisions made

for 5 additional off-street parking spots met the standards for visitor parking; however, it was thought that there was not enough space and was without sidewalks or a pedestrian path for safety. There was also discussion on landscaping and replacement trees, proposed variety and size replacing mature trees 'like for like'. No landscaping plan has been provided and more specific detail is needed.

Questions were raised on sump pump drains and storm water management. Where will storm water be discharged to? By ordinance, each residence should have its' own sewer tap. There was concern over changes to the Master Deed and how combining lots will affect existing homeowners with changes to Parcel ID numbers. Legal descriptions would be the guiding determination.

Soil conditions on the original development showed that pilings had to be installed causing damage to neighboring units. There are no pilings on the drawing. It was unknown if the proposed foundations were appropriate. A historical review of the soil and foundation needs to be done with a detailed engineering review to determine if pilons are needed prior to issuing any building permits.

Comments were made suggesting Architectural treatment to break up the massive vinyl siding.

## 9. PUBLIC COMMENTS:

Gayle Beamer, 114 Conda Lane-Retired from Construction Association. Importance of soil borings. Condo location is a retaining pond for water runoff. Pilon caused cracks in foundation. There has been sewage back up in some of the condos. Request to increase sewer pumps.

Robert Brannon, 130 Conda Lane-Comments on trees and parking pad approved by the village. Residents are responsible for repairing parking pads. Soil Borings were taken of the area which used to be a swamp. Knows the person who did boring samples claiming there was no bottom. Pilings cracked his garage floor.

Julie Hallock, 240 Ashley Way- signage is needed. Driving construction vehicles between units is a concern. Combining the parcel back together is a problem as it was given to the condo owners, so how can they now take the property back. Will there be a construction bond, Burdick Street trees and berm need to be in place and uniform lighting, either streetlights or automated garage lights are necessary.

Judy Miller, 148 Jordyn Way- Units are sinking. 150 Jordyn Way has poor water drainage. The yard is all water. Berm, trees and lighting are needed.

Alpine Engineering Representative, Shiloh Dahlin, responded. The applicant was recovering from surgery. The applicant is open to additional trees and landscape plan. All units could have own sewer and sump leads, but to connect to storm drains would cause substantial disturbance to the amount of pavement that would have to be removed. Day light sensor lights were not a problem.

Discussion of Valley Ridge concerns continued.

**MOTION:** by Curtis/Cooke amended by Curtis/Cooke, to approve a preliminary site plan for Village Ridge Condominium Site with the following conditions:

- 1) Any unresolved issues in the McKenna Planners letter dated 10.30.19 be addressed.
- 2) Any unresolved issues stated in the Rowe Engineering letter dated 10.29.19 be addressed and to show a mitigation of storm water plan with a design of the detention basin to handle the additional impervious area and storm water run-off as addressed in several

- different areas by the Rowe engineer in reviews dated 10.29.19 and 6.28.19.
- 3) A detailed landscape plan be provided for trees to be installed
  - 4) Siding enhancement to be used to break up/decrease the amount of horizontal vinyl siding lines.
  - 5) A review of any soil borings for the site and other historical documents to determine if pilings will be required for buildings in this phase.
- Roll Call Vote:** Pielack, Curtis Ballard, Cooke, Douglas. Absent: Helmuth, Bejma.  
Motion carried.

**10. NEW BUSINESS:**

- a. PC 19-03, Site Plan Review Parcel ID # PO 04-26-304-010, 425 Glaspie- Maintenance yard for TKMS Trucking. Mr. Ortega reviewed highlights of McKenna letter. Currently there are two buildings on site. Proposal is to demolish the existing warehousing building located address 375 Glaspie and construct an addition to existing building. It is lacking more detail to make a recommendation. Setbacks, no scale or measurements have been provided. Door orientation is uncertain. Asphalt paving, removal of minimal green space, driveway approach, a circulation plan on how they intend the trucks to operate all need to be addressed. Building plans should include elevations, floor plans indicating the amount of office space or maintenance space within the existing buildings. The existing pavement/asphalt area must be revised to be in compliance with all zoning ordinance standards as well as revisions that provide a screening wall or fence around the perimeter of the yard with a landscape plan per Section 7.2 of the zoning ordinance, etc. The submitted plans lack detailed information needed by Rowe Engineering to perform the engineering review. The applicant was not present to respond.  
**MOTION:** by Curtis/Ballard to postpone PC 19-03, Site Plan Review for 425 Glaspie, TKMS Sand, Gravel, Trucking until missing information is submitted per Rowe Engineering and the McKenna planner.  
**Roll Call Vote:** by Pielack, Curtis, Ballard, Cooke, Douglas. Absent: Bejma, Helmuth.  
Motion carried.

**11. PUBLIC COMMENT:** None.


**13. CONSULTANT AND ADMINISTRATIVE COMMENTS:** None.

**14. COMMISSIONER COMMENTS:**

DDA Update: Chief Scholz gave update on M-24 Task Force.  
Oxford Township- Jack Curtis gave update on Beaumont, undetected PFAS water contaminants.

**15. ADJOURNMENT:**

**MOTION:** by Curtis/Pielack to adjourn at 8:50 p.m. All present voting in favor. Motion carried.

  
Respectfully submitted,  
Tere Onica, Recording Secretary



## Oxford Village Manager

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**From:** Doug Skylis <DSkylis@rowepsc.com>  
**Sent:** Thursday, November 14, 2019 10:55 AM  
**To:** Oxford Village Manager  
**Subject:** RE: Valley Ridge condo's

Thanks Joe, I think the association should have someone review and televise the storm sewer in that area to see if any of the joints or catch basin are allowing soil to enter. It is a bit suspicious the settlement area is near a catch basin. Just a thought.

**From:** Oxford Village Manager <Manager@thevillageofoxford.org>  
**Sent:** Thursday, November 14, 2019 9:34 AM  
**To:** Doug Skylis <DSkylis@rowepsc.com>  
**Subject:** Valley Ridge condo's

Hi Doug,

Back when Valley ridge built the first phase of condo's soil issues came up and they ended up having to put some of the units on pilings.

I am going to have Kim look for any info in the old property file that is related to soil borings etc. I think we might need to either review the old soils info or require new soil borings. We don't want to approve anything that will have the units sinking in the future.

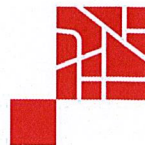
I will let you know what we find, if anything.

*Joseph M. Madore*

Joseph M. Madore  
Village Manager



The Village of Oxford, Michigan  
22 W. Burdick Street, Oxford, MI 48371  
(248) 628-2543  
[Manager@thevillageofoxford.org](mailto:Manager@thevillageofoxford.org)



**MCKENNA**

November 13, 2019

Mr. Joseph Madore  
Village Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48317

**Subject:** **Site Plan Review #2: TKMS Building Addition**  
(Site plan drafted by Nowak & Fraus Engineers Dated 11/12/2019)

**Location:** 425 S. Glaspie Street (West side of S. Glaspie Street, south of Scriptor Park)

**Zoning:** I-1 Industrial

Dear Mr. Madore:

At the Village's request, we have reviewed the above referenced revised site plan for the demolition of an accessory building and the construction of a building addition to the principal structure at the above referenced location. We present the following comments based upon the information submitted by the applicant and received by the village, applicable village ordinances and sound planning principals.

#### **SITE LOCATION AND EXISTING CONDITIONS**

TKMS is an aggregate hauler which uses the site to perform truck maintenance and dispatching of haulers in addition to outdoor storage of haulers. The site has a principal building with an address of 425 S Glaspie Street and a second warehouse structure with an address of 375 S Glaspie Street. To the rear (west) of the existing structures is a fenced outdoor vehicle storage yard which includes an underground storage tank for truck fuel. The site is located on the west side of S Glaspie Street, south of Scriptor Park. The photo to the right provides context.



#### **PROPOSED USE**

The applicant, CIR Group, is proposing to demolish the northern existing warehouse building at 375 S Glaspie Street. The applicant would then construct an addition to the southern principal building (425 S Glaspie Street). The revised site plan provides dimensions with the proposed addition is approximately 5,270 square feet (SF) in area. The addition would have two bays for truck maintenance along with office space and a parts storage room. An above ground truck fueling station would also be constructed.

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## SITE PLAN REVIEW COMMENTS

Article 9, Chapter 1 of the zoning ordinance outlines the information requirements, review procedures and approval criteria for site plans within the Village. We provide the following comments for your consideration based on the zoning ordinance, other applicable Village ordinances and sound planning principals.

1. **Use.** The existing and proposed use can be classified as a truck dispatch or terminal facility which is permitted by right in the I-1 Industrial zoning district per the land use table of Section 3.3.1. The outdoor storage of vehicles requires the application of the outdoor storage use standards of Section 4.1.46 which are addressed below.
2. **Dimensional Requirements.** Section 3.4.4 lists the dimensional standards for buildings and setbacks in the I-1 zoning district. *The setbacks and height of the existing building have now been provided on the revised site plan and building construction drawings. The application indicates the proposed building will be 27 feet 8 inches in height and building construction plans sheet A-5.0 confirm the final building height. Revised site plan sheet SP-4 provides the building setbacks. The existing building and proposed addition meet the zoning ordinance dimensional requirements.*
3. **Off-Street Parking Requirements.** Article 7, Chapter 1 outlines off-street parking requirements. Section 7.1.9 outlines the required number of parking spaces for each type of use. While truck terminals are not specifically listed, the warehousing/distribution standards appear the most applicable to the existing and proposed use. *Revised site plan sheet SP-4 utilizes the building floor plan areas to calculate the required parking for the warehouse/maintenance facility use and the office use in the existing and proposed building areas. One (1) space per 1,700 SF of warehouse usable floor area is required plus one (1) space per 350 SF office floor area. Per these standards 13 parking spaces are required.*

In the original review letter, we noted that the employees currently appear to park in a combination asphalt and gravel parking area located south of the 425 building. Section 7.1.17 requires all parking areas, including spaces and maneuvering lanes to be constructed of asphalt or concrete surfacing. In addition, Section 7.1.3(H) states that maximum amount off-street parking shall not exceed 125% of the minimum parking requirement. However, the Planning Commission has the ability to allow for parking above the maximum parking limit.

*Our original request to modify the existing gravel/asphalt area to be in compliance with all zoning ordinance standards has been included on the revised site plan. Sheet SP-4 now proposes 34 parking spaces on asphalt surface and the gravel area used for overflow parking is to be removed. However, seven spaces have been located along the western elevation of the existing building in front of overhead doors used for trucks to enter the existing drive-thru maintenance bays. The site plan meets the parking space requirements but must be revised to relocate the seven parking spaces to another location on the site.*

4. **Site Circulation.** In the original review letter, the site plan showed the installation of additional asphalt surface in several locations including between the two southern driveways in front of the 425 building. The existing northern driveway currently has an excessively wide curb cut onto S Glaspie Street that is not proposed to be changed or improved in any way. We noted that it would not be desirable to orient any new doors facing S Glaspie Street. Only three other buildings in the industrial district have overhead doors facing S Glaspie Street and they are all setback from the front elevation of each building.





*The revised site plan Sheet SP-4 shows revisions to the existing curb cuts and shows the proposed circulation route. The middle curb cut is proposed to be removed and replaced with a landscape buffer consisting of a curbed lawn area and evergreen trees. This can provide an effective screen for the existing and proposed overhead doors. The proposed circulation route would now have vehicles enter in the southern driveway, travel westbound on the site and turn to the north once past the building. Trucks would then proceed northbound to the fueling station or turn to the east into one of the four drive-thru maintenance bays. Trucks would exit the maintenance bays, turn southbound and then choose to turn east and exit the site or turn west and proceed to the storage yard. The proposed circulation pattern appears to be both efficient and meet the needs of the business while providing an improved buffer between the building and the S Glaspie Street right-of-way.*

5. **Screening.** Section 4.1.46(A) requires the outdoor storage of vehicles to be screened from public view with an 8-foot high wall or fence. *The revised site plan proposes an eight (8) foot high chain link fence with screening beginning at a point on the west side of the northern driveway, running southbound across the driveway and then turning in a southwesterly direction connecting to the northeast corner of the proposed building addition. Two 20-foot wide gates are proposed. The proposed fence screen meets the minimum standards of the zoning ordinance.*
6. **Landscaping.** As mentioned above, the site plan illustrates a new asphalt drive between the two southern access drives in front of the 425 building. *The revised site plan now proposes removing the existing gravel area used for parking south of the existing building and proposes a new landscape buffer where the middle curb cut/driveway currently is located. We believe the addition of the S Glaspie Street buffer along with the replacement of the gravel area with a lawn area will be a substantial improvement to the site and the industrial area. However, the applicant must provide a detailed landscaping plan indicating the quantity, species type and location of all proposed landscaping elements that complies with the landscape plan standards of Section 7.2 of the zoning ordinance.*
7. **Proposed Building Addition.** As mentioned above, *building elevations have now been provided as part of the building construction plan set. Sheet A-5.2 indicates that the proposed building will be finished with vertical metal siding. No design standards are in place in the industrial district.*
8. **Signage.** An existing sign is located at the most southern driveway. *A letter from the CIR Group dated November 12, 2019 states that no new signage is being proposed at this time. If any additional signage is proposed on the site or building it must be in compliance with all signage standards at the time of application of a sign permit.*
9. **Exterior Lighting.** *Building construction plan set sheet ES1.1 shows the location of four (4) existing light poles and one proposed light pole at the southeast corner of the site. A light pole concrete base detail is provided. In addition, the elevations indicate the location of new light fixtures. However, not details on the existing light pole fixtures or heights is provided. No detail sheets for the proposed wall or pole light luminaries are provided. The sheet should be revised to include the missing information including the height from grade and types of fixtures for the existing and proposed lights located on site, the existing building and proposed building wall lights. All light fixtures must be shielded and directed downward.*



## RECOMMENDATION

The revised site plan addresses a majority of the issues discussed in the original review letter. The expansion of an established business will be a welcome addition to the Village and can substantially improve the site. If the Planning Commission considers site plan approval it should be contingent upon the submittal of the following:

- 1) A revised site plan that relocates the seven (7) parking spaces proposed in front of the existing overhead doors to a new location;
- 2) Submittal of a landscape plan in compliance with the standards of Section 7.2;
- 3) Submittal of a revised electrical plan that includes the height from grade and types of fixtures for the existing and proposed pole lights and the existing and proposed building wall lights. All light fixtures to be shielded and directed downward.
- 4) Any unresolved issues in review letters provided by other Village staff and consultants.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

**McKENNA**

Mario A. Ortega, AICP  
Principal Planner

cc: Applicant





# ROWE PROFESSIONAL SERVICES COMPANY

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November 14, 2019

Mr. Joseph M. Madore, Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48371

RE: Second Engineering Site Plan Review for 425 S. Glaspie Street, Oxford, MI

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed a *second engineering site plan review* for the address listed above. The plans were prepared by NF Engineers and consist of eight sheets dated 11/12/19 (revised per Village) received via e-mail on 11/13/19. All applicable sheets have been signed and sealed by a licensed engineer. We also received a response letter from CIR group, correspondence from Corrigan Oil dated November 12, 2019, letter from Ark-Tec dated 11/12/19 and a hand drawn layout sketch of the fuel storage area.

The applicant is proposing to demolish one existing building, remove portions of the existing asphalt pavement and gravel area and construct a new one-story maintenance building, pressure wash area, fuel farm and new pavement.

Where the applicant has addressed comments from our previous review (letter dated October 23, 2019) we have noted so in *italics*, outstanding or new questions from existing information provided are shown in **bold** text and new comments from new information is shown in standard text.

Based on ROWE's review, we offer the following comments for your consideration:

## **SHEET SP3:**

The plan shows the existing smaller building to be removed. ROWE questions if there are existing water and sanitary sewer services to this building? If so, those services will need to be removed and abandoned as directed by the Village. *The response letter indicates the building has already been removed and "sewer has been capped and inspected by the city".*

## **SHEET SP4:**

While this sheet shows the proposed improvements of a one-story maintenance building, pressure wash area and fueling area, etc. it is missing detailed information about these improvements and the site, such as:

1. There are no building plans provided. *Building plans have been provided.*
2. Where will the roof drain to? *A schematic storm sewer has been added to the plans showing roof drain connections.*
3. Need a description of the existing and proposed use of this facility. *Provided in letter from Ark-Tec.*
4. The plan does not show any proposed landscaping, yet they are proposing to remove several existing trees. *Four (4) proposed evergreen trees are shown to replace those proposed to be removed.*

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5. A vehicle circulation plan would be beneficial. *Circulation arrows have been added.*
6. How much parking is required and how much is being provided? *Calculations have been added.*
7. How much land area is being covered by the buildings? *Data has been added to the plan.*
8. Will there be any new site lighting and is there existing lighting? *Existing lighting is shown, and proposed lighting is shown on this sheet with electrical information shown on sheet ES1.1. The Village should be aware the applicant is proposing 35-foot tall poles on a 2.5-foot tall base for a total height of 37.5 feet. Additionally, there is no information regarding the intensity of the existing and proposed light or a photometric plan provided. This plan also shows 4 ETRs to be mounted on the existing poles, but it does not identify what ETR is.*
9. It appears this site may be completely fenced and the removal plan indicates some of the fencing to be removed. Is the applicant proposing any new fencing? *New fencing is proposed and will match existing fence.*
10. What is the change to pervious versus impervious area and how does it impact storm water runoff? *Calculations have been provided on sheet SP 6. Further clarification will be needed with the engineering submittal to indicate where the additional pervious area is located.*
11. Is there an existing dumpster enclosure and if not, is one being proposed? *Response letter indicates trash is handled internally and a dumpster is not proposed.*
12. Additional information regarding the fuel storage, such as: type and volume of fuel, containment area, lighting and other security measures, etc. are needed. *Information provided by Corrigan Oil indicates 16,000 gallons of diesel and 4,000 gallons of gasoline will be stored in above ground tanks.*
13. Water use and proposed sewer flow calculations need to be provided. *Calculations have been added to sheet SP-5. However, ROWE questions if a Warehouse is the most appropriate unit factor to use considering this is a truck repair facility. Additionally, do these calculations also consider the proposed power washing facility?*
14. What provisions are being proposed to keep chemicals, oil, sand, and other debris from entering the sanitary sewer and running off site with storm water from the proposed building and wash area? *Sheet Response letter indicates "All floor drains and trench drains within the facility all pass through an Oil/Water/Grit separator that is maintained in accordance with manufacturers recommendations. The location of this and tie-in plans are shown on Plumbing plans and location of separator has been added to site plans and is internal to the building." Sheet P-1.0 indicates a proposed Oil separator per code. With the engineering submittal, the applicant will need to provide calculations showing how the separator was sized. Specifically, it shall be designed to separate oil, grease, and grit and keep it from entering the sanitary sewer.*
15. A detail of the proposed concrete pavement is needed. *Detail has been added to sheet SP-5.*
16. It is not clear where the storm water drains to and does it leave this site? *A schematic storm sewer layout has been added to sheet SP-5. For the engineering submittal, the applicant will need to provide pipe sizes, materials, slopes, manhole and catch basin information (invert elevations, structure sizes, frame and cover types, rim elevation, etc.) along with calculations supporting the proposed pipe sizes. Also, ROWE questions what will prevent silt, mud, and other debris washed off the trucks from the power wash area, from entering the existing storm water detention pond or leaving it on the surface of the pavement? The applicant is encouraged to consider best management practices to keep this debris from entering the detention pond. As a suggestion, the proposed concrete slab could be graded to slope into a proposed storm structure which could be constructed with appropriate equipment to provide the ability to capture any debris before entering the proposed storm sewer.*
17. The applicant is proposing to tap the Village's water main and construct an 8-inch ductile iron water service for fire protection. They are also proposing to construct a 2-inch domestic service pipe connected to the proposed 8-inch pipe. Notes shall be added to the plan addressing traffic control requirements for crossing Glaspie Street. All materials and methods shall be approved by the Village. *Traffic control notes have been added.*



November 14, 2019

18. The existing conditions plan shows the existing water main in Glaspie Street, yet the proposed connection and valve is located north of the street. The applicant should confirm the location of the existing water main with the Village's DPW staff. Additionally, notes shall be added requiring the contractor to excavate and confirm the location and external diameter of the existing water main prior to ordering materials. *Tap location has been revised to correlate with location of existing water main and a note added to verify existing location, size, and material.*
19. The applicant is proposing an asphalt pavement section; however, without knowing the type and weight of trucks we are not to comment on its' suitability. *Response letter indicates trucks will be empty and the client will confirm if their operation requires a different cross section.*

The following comments are regarding the proposed sanitary sewer service:

- A. The existing sanitary sewer is approximately 24-feet deep. Special considerations will be needed given the extreme depth. The proposed sewer lead will not be allowed to connect vertically into the existing sewer main. At that depth, the proposed lead will eventually shear off and become disconnected. The applicant will need to provide details showing how this connection will be made and what measures will be taken to protect the road and motoring public? *Applicant is now proposing to use the existing sewer service from the already demolished building.*
- B. An oil/water/grit separator will be needed to minimize these materials from entering the sanitary sewer system. *See comment 16 above.*

In summary, if the Village wishes to consider granting site plan approval, ROWE suggests it be based on the following considerations along with any concerns from your planning consultant:

1. Village agrees with the height of proposed lights and determines if a photometric plan is needed which could be submitted with the engineering review.
2. The applicant agrees to construct an "oil/grease/grit" separator in lieu of an oil separator in the proposed building shown on sheet P-1 and provide supporting calculations.
3. Applicant agrees to construct provisions to prevent debris from exiting the proposed power wash facility and traveling to the existing storm water detention pond.

ROWE's plan review is for conformance with the Villages submittal requirements and standard engineering practices for the Villages use in its determination of whether to approve the plans. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design will be necessary as the applicant addresses the comments noted.

The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions regarding this review, please contact our Lapeer office at (810) 664-9411.

Sincerely,

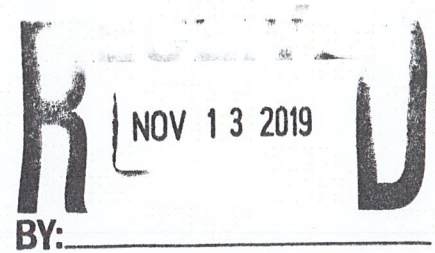
ROWE Professional Services Company



Douglas P. Skylis, PE  
Senior Project Manager

cc: Mario Ortega – McKenna





11/13/2019

Village of Oxford  
Attn Tere Onica  
22 W. Burdick Street  
Oxford, MI 48371

Re: 425 S. Glaspie Street, Oxford, MI

Dear Tere ONica,

Please see attached for the revised drawings and supplemental information to review for the above project.

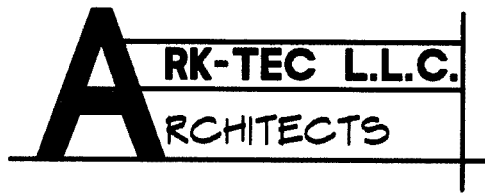
Please contact me if you have any questions or concerns. Thank you for your help with this project.

Dan Patrus

A handwritten signature in black ink, which appears to read 'Dan Patrus', is written below the printed name.

810-650-7399  
Dpatrus@cirmi.net

**DESIGN. BUILD. REVIVE.**



Date: 11/12/19

CIR  
3210 Oakley Park  
Commerce Township  
MI 48390  
Attn: Dan Patrus

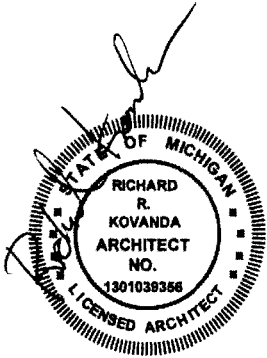
Re: TKMS  
425 South Glaspie St  
Oxford, MI 48340

We have reviewed the code and designed the building for the intended use following the 2015 MBC of B-Business/S-1 Moderate storage-Motor repair garage. Within the NEC code there are two provisions for repair garages, Major and Minor repair garages. The building shall be used for lubrication, inspection, engine tune-ups, parts replacement, fluid changes such as oil, antifreeze, transmission fluid, brake fluid, or air-conditioning refrigerants. Also brake repairs, tire replacement or rotation and similar maintenance. The intended use and design of the building is Minor repair garage and falls under Minor repair garage definition of the code. There is no dispensing of gasoline and or gaseous fuels within the building. If you should have any further questions please feel free to call and discuss.

Sincerely,

A handwritten signature in black ink, appearing to read 'Troy Chontos'.

Troy Chontos  
Ark-Tec llc.





SAND · GRAVEL · TRUCKING

425 S Glaspie  
Oxford, Michigan

---

TKMS is an aggregate commodity hauler specializing in limestone, crushed concrete, sand, pea stone and many other aggregate commodities and has been in business for over 25 years. At our Oxford location, at 425 Glaspie, we perform truck maintenance and dispatch. Our hours of operation are typically Monday through Saturday from 7am to 5pm with our largest shift expected to employ 20-25 people which is inclusive of maintenance and dispatch personnel.

With our attached request, we are looking to expand and make our on-site logistics more efficient by adding on 2 additional bays for truck maintenance, relocating our truck fueling station and demolishing a small warehouse building with the address of 375 Glaspie.

Sincerely,

Glenn Pavey





775 N. Second • Brighton, MI 48116  
(810) 229-6323 • (800) FAST-OIL • Fax (810) 229-4970

INDUSTRIAL & AUTOMOTIVE • LUBRICANTS • HOME HEATING OILS • DIESEL • KEROSENE • GASOLINE • DEF • PROPANE

November 12, 2019

CIR Group

Attn: Dan Patrus

3120 Oakley Park Rd

Commerce Charter Twp, MI 48390

Re: Lou's Transportation, 425 S Glaspie St, Oxford, MI

Dan,

Below you will find the scope of work and details for the fueling island at the above referenced location

**Scope of work:**

- Furnish and install one (1) 20,000 Gallon UL 2085 Horizontal Fireguard Split 16,000 (On road diesel)/4,000 (gasoline) Above Ground Storage Tank
- Furnish and install two (2) Remote fill assemblies with 15-gallon spill box,
- Furnish and install two (2) overfill prevention valves
- Furnish and install two (2) high level alarms
- Furnish and install two (2) 2" solenoid valves
- Furnish and install two (2) vents
- Furnish and install two (2) clock gauges
- Furnish and install one (1) 1 ½ HP submerged pumps with smart controllers
- Furnish and install one (1) Fill-Rite Meter box with pulsar
- Furnish and install three (3) Wayne Select Series dispensers with pulsar's
- Furnish and install three (3) 18' X 1" hose/nozzle assemblies with three (3) long hose retractor systems
- Furnish and install 750-gallon DEF Tote
- Relocate one (1) Gasboy Card reader system
- Furnish and install electrical to run fuel system (Electrical to fuel island by others)
- Site lighting will be provided by General Contractor
- Crash protection (6" steel bollards) will be installed around the fueling island
- Fuel island will be installed per NFPA 30 guidelines
- Fuel island will require a State of Michigan approval and permit

Let me if you have any questions or need any additional information.

Respectfully,

Eric Evans



# GGL-265WPLL

LED Parking Lot & Area Light, 1000W HPS/MH Replacement



New



black /white/silver/ brown color housing optional  
1-10V / PWM / Resistance dimming optional



Photocell

## Specifications

### Electrical Specifications

Model No.	GGL-265WPLL
Nominal Wattage	265W
Nominal Voltage	90-305VAC, 50/60Hz
	347-480VAC, 50/60Hz
Maximum Current	AC 2.95A (max)

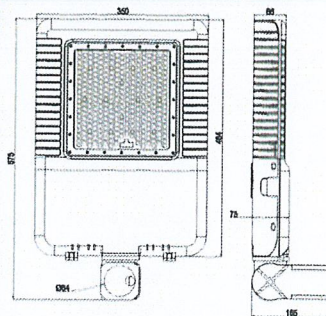
Power Factor (PF)	>0.95
Driver Efficiency	>95%

### Photometric Specifications

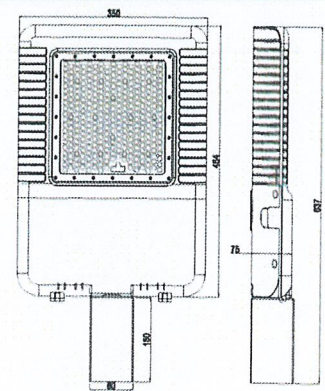
Luminous Flux	+Lumen tolerance +/- 5%
	33,450-35,687lm
CRI	Ra>70
CCT	3000-6500K
Optional Beam Angle	Type IV: 70°/130°

### Mechanical Specifications

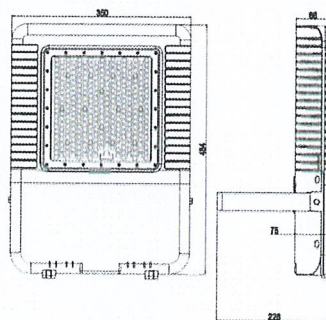
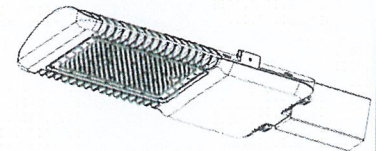
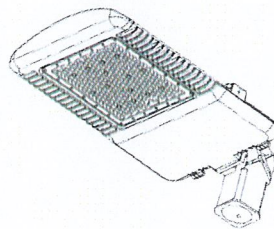
IP Rating	IP66
Lifetime	50000 hours - L70, @25°C
Heat Radiator	Anodized Aluminum
Lens	PC
Fixture Dimension	637*350*75mm
	25.1*13.8*3 inches
Net Weight	9.35kg
Carton Dimension	750*440*180mm
Gross Weight	10.8kg



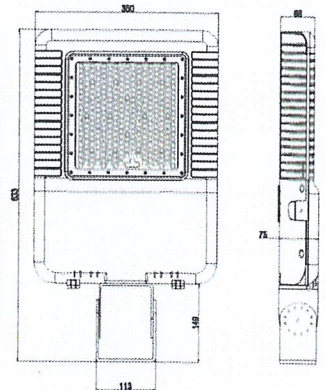
Installation Style A



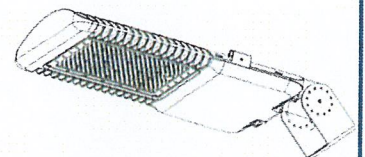
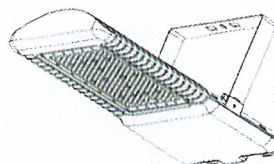
Installation Style B



Installation Style C



Installation Style D





## GGLWPGR75

### 75W LED Wall Pack

#### Product Description

The GGLWPGR75 glass refractor LED wall pack delivers 7185 lumens at 5000K. The LED wall pack accepts 120-277VAC, consumes 75 watts and produces luminous intensity equivalent to 400W metal halide. Available in photo cell and motion sensor options, the LED wall pack is a perfect replacement for traditional outdoor wall packs.

#### Performance Summary

Input voltage: 120-277VAC, 50/60Hz

Input wattage: 75 watts (400W metal halide equivalent)

Efficacy: 96 LPW

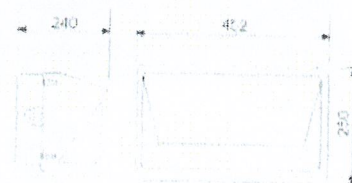
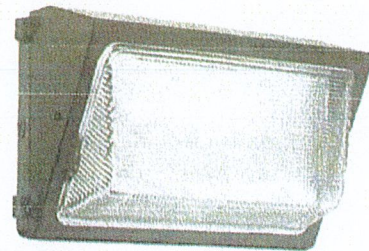
Lumen output: 7185 lumens

CCT: 5000K

L70 life: 50,000 hours

Warranty: 5 years

Rating: ETL, cETL listed for outdoor applications



(Unit: mm)



#### Ordering Information

Example: WPGR75HU50K

										Example: WPGR75H50K	
FAMILY		WATTAGE		VOLTAGE		CCT		CONTROLS		OPTIONS	
WPGR	Glass Refractor LED wall pack	75	75W	HU	120-277VAC	50K	5000K	(blank)	Static	(blank)	Bronze finish
						45K	4500K	10D	0-10V dim		
						40K	4000K				
						35K	3500K				
						30K	3000K				

#### Note

1. 200-480VAC available for special order.
2. Lead times will vary depending on options selected. Consult with your sales representative.

#### Field Installed Accessories

MODEL	DESCRIPTION
PTCLH1WP00	Photo cell, 120-240VAC
PTCLH3WP00	Photo cell, 277VAC
MWMSHUWP00	Microwave motion sensor, 120-277VAC



## GGLWPGR75

### 75W LED Wall Pack

#### Features & Specifications

##### CONSTRUCTION & MATERIALS

- Heavy duty die-cast aluminum housing, fully sealed to be dirt and bug proof
- High quality shatterproof glass refractor
- Integral secondary heat sink to optimize thermal transfer and maximize performance and life of LED
- Driver is mounted in direct contact with the casting for a low operating temperature and long life
- Polyester powder-coated finish, rust and corrosion proof; stabilized to extreme climate changes without cracking or peeling

##### MOUNTING AND WIRING

- Mount directly over a standard outlet box or for surface wiring via any of the 3 convenient 1/4 inch threaded conduit entry hubs.

##### ENVIRONMENTAL SYSTEM

- ETL/cETL listed for outdoor locations

##### ELECTRICAL SYSTEM

- Integral high performance LED driver
- Universal input voltage 120-277VAC, 50/60Hz

##### OPTICAL SYSTEM

- High quality shatterproof glass refractor to project light to a wide space
- High performance SMD LEDs mounted on metal core board and integral aluminum heat sink
- Color temperature: 5000K. Other color temperature available for special order, consult factory for lead time.

##### LIGHTING CONTROL

- Available for special order, consult factory for lead time

##### PHYSICAL SPECIFICATION

Length	17.80" (452mm)
Height	9.84" (250mm)
Depth	9.45" (240mm)
Net weight	15.43 lb (7.00 kg)
Housing material	Die cast aluminum
Finish	Bronze

##### MOUNTING AND WIRING

Mounting	Recessed outlet box OR wall surface
----------	--

##### ENVIRONMENTAL SPECIFICATION

Operating temp.	-30–130°F (-34–54°C)
Operating humidity	20–85% RH, non-condensing
Storage temp.	-40–140°F (-40–60°C)
Ingress protection	Suitable for damp/wet locations

##### ELECTRICAL SPECIFICATION

Input voltage	120-277VAC, 50/60 Hz
Input wattage	75W
Equivalent wattage	400W MH
Power factor	0.90 min.
Total harmonic distortion	20% max.

##### OPTICAL SPECIFICATION

Luminous flux	7185 lm
Efficacy	96 lm/W
CCT	5000K
CRI	80 min.
Lens	Shatter proof glass

##### LIGHTING CONTROL

Dimming capacity	Optional
------------------	----------

##### LONGEVITY AND WARRANTY

L70 life	50,000 hrs.
Warranty	5 years

##### LISTING AND CERTIFICATES

ETL, cETL



Rowe Professional Services Co  
Attn: Douglas P. Skylis, PE  
128 N. Saginaw St  
Lapeer, MI 48446

Re: Revisions to Site Plan Review for 425 S. Glaspie, Oxford, MI

Dear Mr. Skylis,

Please see attached letter, building plans and revisions to site plan to address comments referencing site plan review letter dated 10/23/19.

**SP3:** Add notes to site plan have been added. City of Oxford has already approved our demolition plan and building has been removed and sewer has been capped and inspected by the city. Additionally, we have added the location of the current sewer lead and cap to the plans

**SP4:**

- 1) Building plans have been provided for review per this request
- 2) See site plan revisions, roof drains are now tied into storm system ,Roof drains are shown to tie into proposed storm sewer (Sheet SP-5).
- 3) See attached letter from Architect in regard to this item.
- 4) See revised site plan adding green space and trees that were removed back into plans for no decrease in green space on site as well as utilizing these items to screen two added bay doors on building expansion. Four evergreen trees are proposed near the Glaspie St. right-of-way, to replace the four trees being removed.
- 5) Circulation plan has been provided in revised site plans attached SP-4
- 6) See attached revisions showing calculations and locations of parking spaces Sheet C-4
- 7) See revised site plan, the total sft of land that both buildings take up is 14,397 Sft see sheet C-4
- 8) Proposed lighting is shown on Sheet SP-4. Additional lighting information can be found on Sheet ES1.1.
- 9) A portion of the existing fence will be removed. An 8' tall chain link fence with screening is proposed, connecting to the remaining portion of the existing fence. The location is shown on Sheet SP-4. See revised site plans to address this comment
- 10) Existing and proposed "C" coefficient is provided on Sheet SP-6. There is no proposed change from the existing condition.
- 11) No dumpster enclosure is proposed all trash is managed internal to the facility
- 12) See provided letter from Corrigan oil in regard to this item. If there are further questions this than this we request a conditional approval and will not do any work regarding fuel island until this has been further addressed, we are attempting to get foundations installed

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- prior to weather turning for the worse and we can delay starting any portion of fuel island work if needed.
- 13) A water main basis of design has been added to Sheet SP-5. A sanitary sewer basis of design has been added to Sheet SP-5 and shows the existing 4" line to have sufficient capacity.
  - 14) All floor drains and trench drains within the facility all pass through an Oil/Water/Grit separator that is maintained in accordance with manufacturers recommendations. The location of this and tie in plan is shown on Plumbing plans and location of separator has been added to site plans and is internal to the building.
  - 15) Building permit plans provide added detail of this as well as design, sections have been added to site plan as well on sheet SP-5
  - 16) Storm water follows the existing drainage pattern and outlets to the existing detention pond. Proposed storm sewer is shown on Sheet C-5.
  - 17) Mdot traffic control details have been added to the plans to ensure proper procedure is followed in accordance with this work. A note has been added to Sheet C-5 regarding traffic control for proposed utility construction. MDOT Standard details for proposed road closure are included on Sheet SP-7.
  - 18) The location of the proposed tap has been revised. A note has been added for the contractor to verify location of existing water main prior to construction.
  - 19) No response necessary we are aware of the concern and ownership is not worried about this item. For reference all trucks are empty when coming in and out of the facility and never loaded. A 4" asphalt cross-section is shown. The client will confirm if their operations require a different cross-section
    - A) To avoid this concern, we have determined we are going to tie into the existing lead versus running new, see revised site plan detailing this. See Sanitary Basis of Design on Sheet SP-5 for capacity analysis.
    - B) Oil/Water/Grit Separator has been part of building permit plans from day 1 and as per note above has been added to site plan as well for verification. See plumbing plans

The attached plans, letter and information provided should more than satisfy the questions and concerns set forth in this letter, should there be any further concerns please do not hesitate to contact me directly @ 1-810-650-7399 or [dpatrus@cirmi.net](mailto:dpatrus@cirmi.net), We appreciate your assistance in expediting this approval and review.

Kind Regards,

Daniel R. Patrus  
VP/Principal CIR Group

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11/12/2019

Mckenna  
Attn: Mario Ortega  
28 West Adams St  
Suite 1000  
Detroit, MI 48226

Re: Revisions to Site Plan Review for 425 S. Glaspie, Oxford, MI

Dear Mr. Ortega,

Please see attached letter, building plans and revisions to site plan to address comments referencing site plan review letter dated 10/30/19.

**Dimensional Requirements:** Additional detail added to site plan regarding setbacks have been added and building elevations have been provided in construction drawings that were also provided and show all detail related to the new addition

**Off Street Parking Requirements:** Parking calculations have been added to the site plans as well as detail on spaces being provided to meet this requirement

**Site Circulation:** A site circulation plan has been added to the site plan and in addition to this we have eliminated a section of curb cut and filled back in with green space for screening and replacement of green space being eliminated.

**Screening:** Revised site plans indicate new fence construction and notes that all fence will be 8 ft tall chain link with screening. The area of curb cut indicated above as being filled in with green space will dually screen the property while effectively shielding the 2 added overhead doors facing North towards Glaspie.

**Landscape:** See attached, we are simply adding in trees proposed to be removed into the green space that is taking place of the removed curb cut so that no loss of green space is experienced by the project. We request that if this needs to be further detailed that we are provided a conditional approval as any landscaping would not be done until spring 2020.

**Proposed Building Addition:** See provided building permit plans, all detail required is provided in this set.

**Signage:** No new signage is proposed or being installed at this time.

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**Exterior Lighting:** See building permit plans sheet ES 1.1 as well as added detail to site plans regarding all existing lighting and new lighting proposed. We request that if a photometric plan is required for this that this be conditionally approved and allow us to provide this detail as a differed submittal as no site lighting will be installed until spring 2020.

**General Notes from Civil Engineer:**

- 2) The line for the 50' front setback has been added to Sheet SP-4.
- 3) Parking data has been updated on Sheet C-4, showing the required parking spaces, based on building square footage. The existing asphalt lot is proposed to be striped, allowing for employee parking in asphalt areas only.
- 4) Site circulation is shown on Sheet SP-4.
- 5) An 8' tall chain link fence with screening is proposed. The location is shown on Sheet SP-4.
- 6) Proposed landscaping is shown on Sheet SP-4. Four trees are proposed to be removed and are shown being replaced with four evergreen trees, providing additional screening and sound barrier.
- 9) Proposed lighting is shown on Sheet SP-4. Additional lighting information can be found on Sheet ES1.1.

The attached plans, letter and information provided should more than satisfy the questions and concerns set forth in this letter, should there be any further concerns please do not hesitate to contact me directly @ 1-810-650-7399 or [dpatrus@cirmi.net](mailto:dpatrus@cirmi.net), We appreciate your assistance in expediting this approval and review.

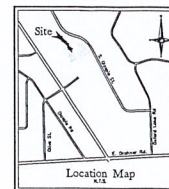
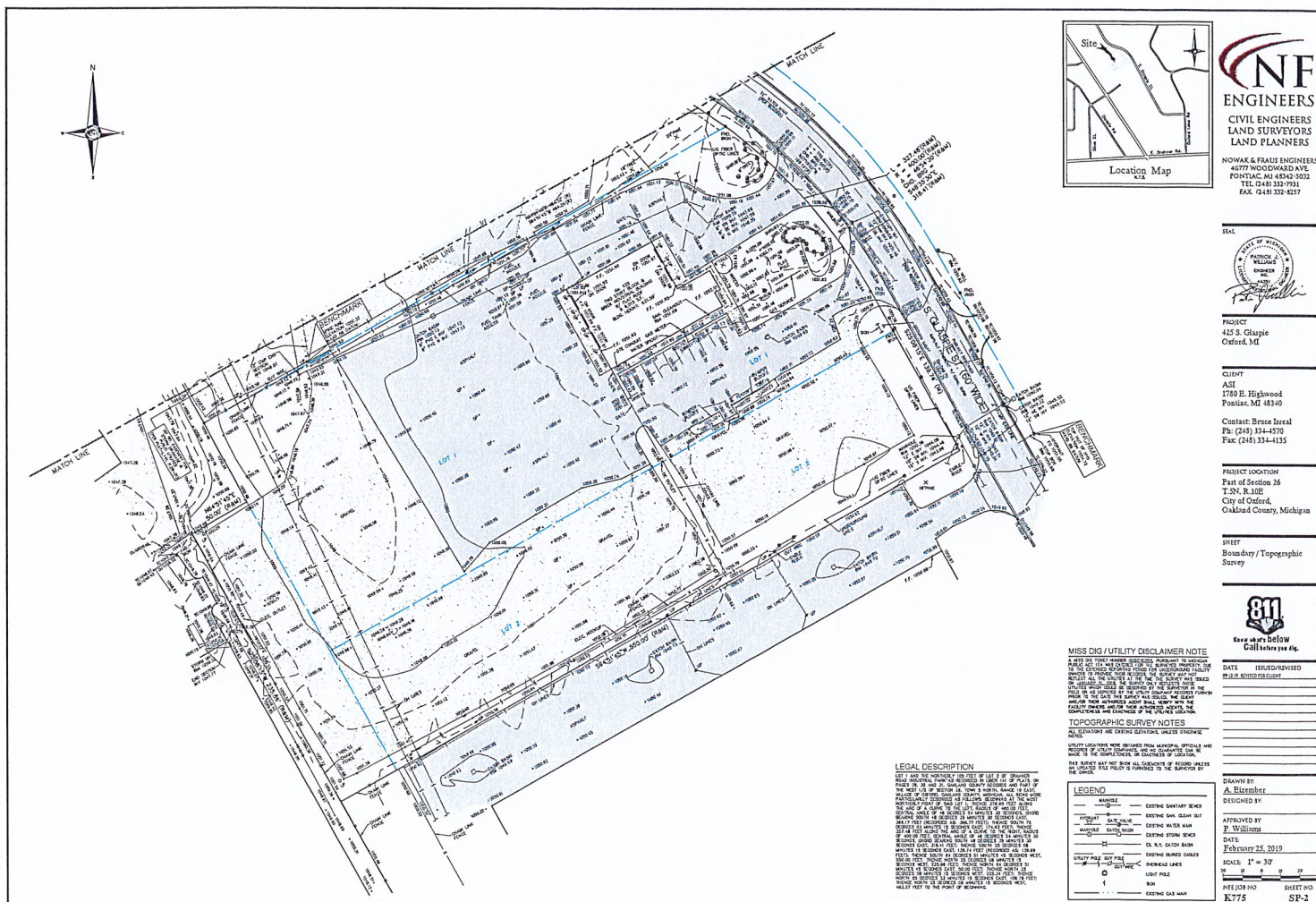
Kind Regards,

Daniel R. Patrus  
VP/Principal CIR Group

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**NF**  
ENGINEERS  
CIVIL ENGINEERS  
LAND SURVEYORS  
LAND PLANNERS  
NOWAK & FRAUS ENGINEERS  
46777 WOODWARD AVE.  
PONTIAC, MI 48342-5032  
TEL. (248) 332-7931  
FAX. (248) 332-8257

PROJECT  
425 S. Glaspie  
Oxford, MI

**CLIENT**  
ASI  
1780 E. Highwood  
Pontiac, MI 48340  
  
Contact: Bruce Isreal  
Ph: (248) 334-4570  
Fax: (248) 334-4135

PROJECT LOCATION  
Part of Section 26  
T.5N. R.10E  
City of Oxford,  
Oakland County, Michigan

SHEET  
Boundary / Topographic  
Survey

**811.**  
Know what's below  
Call before you dig.

MISS DIG / UTILITY DISCLAIMER NOT

DATE ISSUED/REVISED

REFLECT ALL THE UTILITIES AT THE TIME THE SURVEY WAS TAKEN ON JANUARY 11, 2018. THE SURVEY ONLY REFLECTS THOSE UTILITIES WHICH COULD BE OBSERVED BY THE SURVEYOR IN THE FIELD OR AS REPORTED BY THE UTILITY COMPANY RECORDS FURNISH

PRIOR TO THE DATE THIS SURVEY WAS ISSUED, THE CLIENT AND/OR THEIR AUTHORIZED AGENT SHALL VERIFY WITH THE FACILITY OWNERS AND/OR THEIR AUTHORIZED AGENTS, THE COMPLETENESS AND EXACTNESS OF THE WORKER'S LOCATION.

TOPOGRAPHIC SURVEY NOTES

UTILITY LOCATIONS WERE OBTAINED FROM MUNICIPAL OFFICIALS AND RECORDS OF UTILITY COMPANIES, AND NO GUARANTEE CAN BE

THIS SURVEY MAY NOT SHOW ALL EASEMENTS OF RECORD UNLESS AN UPDATED TITLE POLICY IS FURNISHED TO THE SURVEYOR BY \_\_\_\_\_

DRAWN BY: A. THOMPSON

LEGEND

— HANDLE —  
— EXISTING SURVEY LINE

HYDRANT GATE VALVE EXTING SAN. CLEAN OUT  
EXTING WATER MAIN

APPROVED BY

DATE: \_\_\_\_\_

February 25, 2019

SCALE: 1" = 30'

Figure 1: Schematic diagram of the experimental setup. The diagram shows a light source (SUN) illuminating a sample (S) which is placed on a stage. A camera (CAM) is positioned above the sample to capture images. A scale bar is shown at the bottom right, indicating distances of 10, 15, 20, 25, and 30 units.

1 SUR  
 \_\_\_\_\_ EXISTING GAS MAIN
 
NFE/08 NO  
K775
SHEET NO.  
SP-2

---













**CLIENT**  
ASI  
1780 E. Highwood  
Pontiac, MI 48340  
  
Contact: Bruce Isre  
Ph: (248) 334-4570  
Fax: (248) 334-4132

SHEET  
Soil Erosion &  
Sedimentation Control  
Plan



---

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

DESIGNED BY

DATE: \_\_\_\_\_

---

REFER TO THE WMC SOIL EROSION AND SEDIMENTATION CONTROL  
DETAIL SHEET FOR ALL ADDITIONAL NOTES & DETAILS (7/19)  
A DISTANCE OF APPROXIMATELY 0.22 MILES TO THE NEAREST BODY  
OF WATER (COSTA LAGO).  
THE TOTAL AREA OF EARTH DISTURPTION IS APPROXIMATELY 1.48  
ACRES.  
THE SOIL EROSION CONTROL WILL BE MAINTAINED WEEKLY AND  
AFTER EVERY STORM EVENT BY THE CONTRACTOR.  
A SOIL EROSION PERMIT IS REQUIRED FROM SAVANNAH COUNTY.

100K (SOB) - UOPSSAMENTS, UNOULATING

SOIL EROSION		
DESCRIPTION	QUANTITY	UNIT

### LEGEND

INDICATES LIMITS OF SLT  
FADING ZONE

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APPROVED BY  
P. Williams  
DATE:

February 25, 2019

SCALE 1" = 30'

30 15 0 15



NFE JOB NO  
K775

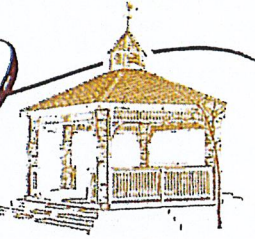
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THE VILLAGE OF

Oxford

MICHIGAN



INSPECTORS: BLDG

Attached are a full set of plans that have been checked in and stamped received.  
Please review 425 S. GLASPIE for:

- ☐ Completeness
- ☐ Current code
- ☐ Life and safety issues

Please make any notes in the space below, sign and date this form below.

NO building code's information  
site Plan only

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_



# OXFORD FIRE DEPARTMENT

96 N. Washington St. Oxford, Michigan, 48371  
Ph. (248) 969-9483 • Fax. (248) 969-9489

October 3, 2019  
TKMS  
425 S. Glaspie  
Oxford, Michigan 48371

Re: Site Plan

The Oxford Fire department has received and reviewed the plans submitted. The following comments are made:

- Please provide information detail on the proposed Fuel Island.
- Fuel Island shall be installed per IFC 2018 chapter 57.
- A permit shall be obtained and coordinated thru the State of Michigan Fire Marshalls division for the removal of the underground fuel tank. The Oxford Fire Department shall observe the removal of the underground tank in conjunction with the state inspector.
- Knox Box key vault shall be installed.

Please forward any questions to Chief Peter Scholz at 248-969-9483.

Chief Peter Scholz





**MCKENNA**

October 30, 2019

Mr. Joseph Madore  
Village Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48317

**Subject:** Site Plan Review #1: TKMS Building Addition  
(Site plan drafted by Nowak & Fraus Engineers Dated 9/12/2019)

**Location:** West side of S. Glaspie Street, south of Scripser Park

**Zoning:** I-1 Industrial

Dear Mr. Madore:

At the Village's request, we have reviewed the above referenced site plan for the demolition of an accessory building and the construction of a building addition to the principal structure at the above reference location. We present the following comments based upon the information submitted by the applicant and received by the village, applicable village ordinances and sound planning principals.

#### **SITE LOCATION AND EXISTING CONDITIONS**

TKMS is an aggregate hauler which uses the site to perform truck maintenance and dispatching of haulers in addition to outdoor storage of haulers. The site has a principal building with an address of 425 S Glaspie Street and a second warehouse structure with an address of 375 S Glaspie Street. To the rear (west) of the existing structures is a fenced outdoor vehicle storage yard. The site is located on the west side of S Glaspie Street, south of Scripser Park. The photo to the right provides context.



#### **PROPOSED USE**

The applicant, CIR Group, is proposing to demolish the northern existing warehouse building at 375 S Glaspie Street. The applicant would then construct an addition to the southern principal building (425 S Glaspie Street). No dimensions have been provided to indicate the size of the proposed addition. The application lists a total floor area of 12,629 square feet (SF) which may be the size of the addition or the addition and existing structure. The addition would have two bays for truck maintenance. A truck fueling station would also be constructed.

#### **DETROIT**

28 West Adams Street  
Suite 1000  
Detroit, Michigan 48226

O 313.888.9882  
F 248.596.0930  
[MCKA.COM](http://MCKA.COM)

Communities for real life.





## SITE PLAN REVIEW COMMENTS

Article 9, Chapter 1 of the zoning ordinance outlines the information requirements, review procedures and approval criteria for site plans within the Village. We provide the following comments for your consideration based on the zoning ordinance, other applicable Village ordinances and sound planning principals.

1. **Use.** The existing and proposed use can be classified as a truck dispatch or terminal facility which is permitted by right in the I-1 Industrial zoning district per the land use table of Section 3.3.1. The outdoor storage of vehicles requires the application of the outdoor storage use standards of Section 4.1.46 which are addressed below.
2. **Dimensional Requirements.** Section 3.4.4 lists the dimensional standards for buildings and setbacks in the I-1 zoning district. The setbacks and height of the existing building is not provided. The application indicates the proposed building will be 27 feet 8 inches in height, however no building elevations are provided. Sheet SP-4 indicates the front setback of the proposed addition is 69.4 feet. While it appears the existing and proposed building meet dimensional requirements, the site plan should be revised to label the existing building's front setback. Building elevations should also be provided.
3. **Off-Street Parking Requirements.** Article 7, Chapter 1 outlines off-street parking requirements. Section 7.1.9 outlines the required number of parking spaces for each type of use. While truck terminals are not specifically listed, the warehousing/distribution standards appear the most applicable to the existing and proposed use. While the letter from TKMS indicates the largest maintenance shift to employ 12 to 15 people, no information is provided regarding those involved in dispatching. Floor plans have not been provided to indicate the amount of office space or maintenance space within the existing and proposed buildings. This information must be provided.

We note that the employees currently appear to park in a combination asphalt and gravel parking area located south of the 425 building. Section 7.1.17 requires all parking areas, including spaces and maneuvering lanes to be constructed of asphalt or concrete surfacing. In addition, Section 7.1.3(H) states that maximum amount off-street parking shall not exceed 125% of the minimum parking requirement. Additional construction standards require all surfaces to be kept in good repair and all spaces to be striped, graded and drained appropriately. As requested above, existing and proposed information must be provided to determine the required minimum parking requirement. The existing gravel/asphalt area must be revised to be in compliance with all zoning ordinance standards.

4. **Site Circulation.** The site plan shows the installation of additional asphalt surface in several locations including between the two southern driveways in front of the 425 building. The existing northern driveway currently has an excessively wide curb cut onto S Glaspie Street that is not proposed to be changed or improved in any way. Without any proposed addition building elevations, it is unclear which side the maintenance bay doors of the addition will be facing, impacting how trucks will enter and exit. We note that it would not be desirable to orient any new doors facing S Glaspie Street. Only three other buildings in the industrial district have overhead doors facing S Glaspie Street and they are all setback from the front elevation of each building. Overhead doors will be left open allowing for the transmission of sound directly to the S Glaspie right-of-way. A site circulation plan should be provided to determine the need for the additional paved surfaces.





5. **Screening.** Section 4.1.46(A) requires the outdoor storage of vehicles to be screened from public view with an 8-foot high wall or fence. The site plan shows a new asphalt area where an existing fence is but no new fence appears to be provided. The site plan must be revised to provide a screening wall or fence around the perimeter of the outdoor storage yard where the yard is visible from public view.
6. **Landscaping.** As mentioned above, the site plan illustrates a new asphalt drive between the two southern access drives in front of the 425 building. This will remove what little landscaping exists on site. No landscaping is proposed. The applicant must submit a landscape plan in compliance with all standards of Section 7.2 of the zoning ordinance.
7. **Proposed Building Addition.** As mentioned above, building elevations of the existing or proposed addition have not been provided. This information is necessary to determine the location of any proposed overhead doors, building height and compliance with other zoning ordinance standards. Building elevations must be provided for review.
8. **Signage.** An existing sign is located at the most southern driveway. If any additional signage is proposed on the site or building it must be in compliance with all signage standards at the time of application of a sign permit.
9. **Exterior Lighting.** While some existing light poles are indicated on the site plan, not details on the existing lights are provided. In addition, no information is provided regarding any proposed light. The site plan must be revised to include the location, height from grade and types of fixtures for any existing and proposed lights located on site, the existing building or proposed building.

#### RECOMMENDATION

While the addition to an established business is encouraging and shows continued growth, additional information is needed before the Planning Commission could consider approval. The additional information identified above must be submitted and provided for review prior to any Planning Commission action.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

Mario A. Ortega, AICP  
Principal Planner

cc: Applicant





# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

October 23, 2019

Mr. Joseph M. Madore, Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48371

RE: Engineering Site Plan Review for 425 S. Glaspie Street, Oxford, MI

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed an engineering site plan review for the address listed above. The plans were prepared by NF Engineers and consist of five sheets that are dated 9/12/19 (revised per client). All five sheets have been signed and sealed by a licensed engineer.

The applicant is proposing to demolish one existing building, remove portions of the existing asphalt pavement and gravel area and construct a new one-story maintenance building, pressure wash area, fuel farm and new pavement. Based on ROWE's review, we offer the following comments for your consideration:

**SHEET SP3:**

The plan shows the existing smaller building to be removed, we question if there are existing water and sanitary sewer services to this building? If so, those services will need to be removed and abandoned as directed by the Village.

**SHEET SP4:**

While this sheet shows the proposed improvements of a one-story maintenance building, pressure wash area and fueling area, etc. it is missing detailed information about these improvements and the site, such as:

1. There are no building plans provided.
2. Where will the roof drain to?
3. Need a description of the existing and proposed use of this facility.
4. The plan does not show any proposed landscaping, yet they are proposing to remove several existing trees.
5. A vehicle circulation plan would be beneficial.
6. How much parking is required and how much is being provided?
7. How much land area is being covered by the buildings?
8. Will there be any new site lighting and is there existing lighting?
9. It appears this site may be completely fenced and the removal plan indicates some of the fencing to be removed. Is the applicant proposing any new fencing?
10. What is the change to pervious versus impervious area and how does it impact storm water runoff?
11. Is there an existing dumpster enclosure and if not, is one being proposed?
12. Additional information regarding the fuel storage, such as: type and volume of fuel, containment area, lighting and other security measures, etc. are needed.
13. Water use and proposed sewer flow calculations need to be provided.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Lapeer: 128 N. Saginaw Street • Lapeer, MI 48446 • O (810) 664-9411 • F (810) 664-3451

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October 23, 2019

14. What provisions are being proposed to keep chemicals, oil, sand and other debris from entering the sanitary sewer and running off site with storm water from the proposed building and wash area?
15. A detail of the proposed concrete pavement is needed.
16. It is not clear where the storm water drains to and does it leave this site?
17. The applicant is proposing to tap the Village's water main and construct an 8-inch ductile iron water service for fire protection. They are also proposing to construct a 2-inch domestic service pipe connected to the proposed 8-inch pipe. Notes shall be added to the plan addressing traffic control requirements for crossing Glaspie Street. All materials and methods shall be approved by the Village.
18. The existing conditions plan shows the existing water main in Glaspie Street, yet the proposed connection and valve is located north of the street. The applicant should confirm the location of the existing water main with the Village's DPW staff. Additionally, notes shall be added requiring the contractor to excavate and confirm the location and external diameter of the existing water main prior to ordering materials.
19. The applicant is proposing an asphalt pavement section; however, without knowing the type and weight of trucks we are not to comment on its' suitability.

The following comments are regarding the proposed sanitary sewer service:

- A. The existing sanitary sewer is approximately 24-feet deep. Special considerations will be needed given the extreme depth. The proposed sewer lead will not be allowed to connect vertically into the existing sewer main. At that depth, the proposed lead will eventually shear off and become disconnected. The applicant will need to provide details showing how this connection will be made and what measures will be taken to protect the road and motoring public?
- B. An oil/water/grit separator will be needed to minimize these materials from entering the sanitary sewer system.

Given the lack of detailed information, the Village should consider this review as a preliminary site plan review and additional review(s) will be necessary.

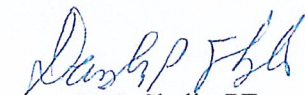
ROWE's plan review is for conformance with the Villages submittal requirements and standard engineering practices for the Villages use in its determination of whether to approve the plans. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design will be necessary as the applicant addresses the comments noted.

The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions regarding this review, please contact our Lapeer office at (810) 664-9411.

Sincerely,

ROWE Professional Services Company



Douglas P. Skyllis, PE  
Senior Project Manager

cc: Mario Ortega – McKenna

#### SECTION 4.1.29 • ADULT USE MARIJUANA FACILITIES

Adult use marijuana facilities shall conform and be subject to the following.

A. **Definitions.** As used in this ordinance, the following definitions shall apply to adult use marijuana facilities:

1. **Marijuana:** All parts of the plant of the genus cannabis, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including marijuana concentrate and marijuana-infused products. For purposes of this act, marijuana does not include:
  - a. the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of germination;
  - b. Industrial hemp; or
  - c. any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

For the purposes of this Village of Oxford ordinance, the spelling of the above defined term shall be 'marijuana' and should be deemed to be equivalent to and referencing the term that is spelled 'marihuana' by the State of Michigan Department of Licensing and Regulatory Affairs and within the Michigan Regulation and Taxation of Marijuana Act, Initiated Law 1 of 2018, as amended.

2. **Marijuana Accessories:** Any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marijuana into the human body.
3. **Marijuana Designated Consumption Establishment:** A commercial space that is licensed by the State of Michigan Department of Licensing and Regulatory Affairs and authorized to permit adults 21 years of age and older to consume marijuana products at the location indicated on the state license.
4. **Marijuana Facility:** Any type of marijuana-related business licensed by the State of Michigan Department of Licensing and Regulatory Affairs as authorized by the Michigan Regulation and Taxation of Marijuana Act, Initiated Law 1 of 2018, as amended.
5. **Marijuana Grower:** A facility operated by a State Licensee holding less than 5 class C marijuana grower licenses where the cultivation of marijuana takes place. A facility receiving a grower license authorizes the facility to grow not more than the following number of marijuana plants under the indicated license class for each license the grower holds in that class:
  - a) Class A – 500 marijuana plants
  - b) Class B – 1,000 marijuana plants
  - c) Class C – 1,500 marijuana plants
6. **Excess Marijuana Grower:** A facility operated by a person holding 5 class C marijuana grower licenses and licensed to cultivate marijuana and sell or otherwise transfer marijuana to marijuana establishments where the cultivation of marijuana takes place.
7. **Marijuana Microbusiness:** A facility operated by a State Licensee where the cultivation of not more than 150 marijuana plants, the processing and packaging of marijuana, and the sale or otherwise transference of marijuana to individuals who are 21 years of age or older or to a marijuana safety compliance facility takes place.
8. **Marijuana Processor:** A facility operated by a State Licensee where the processing and packaging of marijuana takes place.
9. **Marijuana Retailer:** A facility operated by a State Licensee where the sale or otherwise transference of marijuana, marijuana-infused products or marijuana accessories to individuals who are 21 years of age or older takes place.
10. **Marijuana Safety Compliance Facility:** A facility operated by a State Licensee where the testing of marijuana for the certification of potency and the presence of contaminants takes place.
11. **Marijuana Secure Transporter:** A person licensed to obtain marijuana from marijuana establishments in order to transport marijuana to marijuana establishments.



12. **State Licensee:** Any individual, corporation, limited liability company, partnership of any type, trust or other legal entity that has been issued a license by the Department of Licensing and Regulatory Affairs that allows for the operation of a marijuana facility.
13. **Temporary Marijuana Event:** Any event held by a marijuana event organizer licensee where the onsite sale or consumption of marijuana products, or both, are authorized at the location indicated on the state license during the dates indicated on the state license.

**B. Permitted and Prohibited Facilities.**

1. **Permitted Facilities.** Only the following listed marijuana facilities shall be allowed to be located within the Village of Oxford after receiving site plan and special land use approval as indicated in Section 4.1.29(F):
  - a. Marijuana Grower
  - b. Marijuana Microbusiness
  - c. Marijuana Processor
  - d. Marijuana Retailer
  - e. Marijuana Safety Compliance Facility
  - f. Marijuana Secure Transporter
2. **Permitted Shared Facilities.** Any permitted marijuana facility may be allowed to operate in the same building housing another permitted marijuana facility provided it is constructed and operated in compliance with all State and Village requirements for the shared use of permitted marijuana facilities. Permitted marijuana facilities may be allowed to occupy more than one building on the same lot provided the facility and buildings are operated in compliance with all State and Village requirements.
3. **Prohibited Facilities.**
  - a. **Mixed-Use Prohibited.** No other principal use, special land use or accessory use shall be permitted or continue to operate on the same lot, parcel or unit upon which a marijuana facility is located and operated upon.
  - b. **Home Occupations and Accessory Use Prohibited.** A marijuana facility, or activities associated with the facility, shall not be permitted as a home occupation or accessory use.
  - c. **Other Marijuana Facilities Prohibited.** Any marijuana facility or event not specifically listed as a permitted facility or event within Section 4.1.29(B)(1) shall be prohibited within the Village of Oxford.

**C. Location.** Marijuana facilities permitted to be located within the Village shall adhere to the following location requirements:

1. **Child Care Facilities, Schools, and Similar Facilities Buffer.** All lots containing a marijuana facility must be located at least 500 feet from the nearest lot line of any child care center or licensed day care facility licensed by the State of Michigan Department of Licensing and Regulatory Affairs and 500 feet from the nearest preschool program center, primary, intermediate or secondary school, or like facility, established pursuant to and in accordance with the Revised School Code, P.A. 451 of 1976, being M.C.L.A. §§ 380.1 through 380.1853, as amended, and/or the State School Aid Act of 1979, P.A. 94 of 1979, being M.C.L.A. §§ 388.1601 through 388.1772, as amended.
2. **Public Parks Buffer.** All lots containing a marijuana retailer facility must be located at least 500 feet from a public park measured from the nearest lot line of the marijuana facility to the nearest lot line of the public park.
3. **Marijuana Facilities Buffer.** All lots containing a marijuana facility must be located at least ~~500~~ 100 feet from any other lot containing a marijuana facility, measured from the nearest lot line of the marijuana facility to the nearest lot line of any other marijuana facility.
4. **Permitted Districts.**
  - a. **I-1 Industrial District:** All uses listed in Section 4.1.29(B) shall be permitted as a special land use on parcels whose front lot line is the Glaspie Street, Industrial Drive or Drahner Road right-of-way line and are located in the I-1 Industrial zoning district subject to all applicable Village of Oxford zoning ordinance regulations.

**D. Use Requirements.**

1. **State and Local Licensing and Registration.** At the time of application for a special land use permit, the marijuana facility must provide proof to the Village that the applicant has received pre-qualification to be licensed by the Marijuana Regulatory Agency of the State of Michigan, or its' designated successor. Upon approval of a special land use permit, all owners, possessors, occupants, partnerships, corporations, and/or employees shall at all times be in compliance with the laws of the State of Michigan and ordinances of the Village.
2. **Hours of Operation.** All marijuana facilities must provide the Village of Oxford administration and Chief of Police with the hours of operation of the facility, must provide revised hours if adjusted within 48 hours of a change and must provide such information if requested by the Village. Marijuana retailers and the retail operations of a Marijuana Microbusiness shall only be open from 9:00 a.m. to 9:00 p.m.
3. **Odor Control.** All marijuana facilities must be equipped with an operable filtration, ventilation, and exhaust system that effectively confines odors to the interior of the building from which the odor is generated.
4. **Waste Water.** All marijuana facilities shall be designed and operated so as to minimize the amount of pesticides, fertilizers, nutrients, marijuana, and any other potential contaminants discharged into the public wastewater and/or stormwater systems as shall be determined by the Village Engineer.
5. **Security Requirements.** All marijuana facilities must have an adequate security plan to prevent access to marijuana by non-authorized personnel, including unauthorized removal. All rooms that contain marijuana, in any form, must be individually locked and accessible only to authorized personnel. The building(s) housing the marijuana facility shall all be equipped with security cameras approved by the Chief of Police, maintained in operational order, and installed in such a way as to monitor the entire perimeter of the building(s) including all parking lots and areas accessible by individuals and capable of recording and storing both on and off site a minimum of 120 continuous hours of the perimeter monitoring. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. The Chief of Police may require review and recommendation of a proposed security plan by an independent consultant with credentialed expertise in the field of site/facility security measures. The cost of an independent review by an independent security consultant shall be paid by the applicant. All security plans shall be approved by the State and the Village of Oxford prior to the operation of any marijuana facility.
6. **Indoor Activity Only.** All marijuana facility activities, including but not limited to, operations, cultivation, processing, storage, and transactions, shall be conducted within an enclosed structure. Outdoor storage is prohibited.
7. **Inspections.** A marijuana facility shall be subject to inspection to ensure compliance with all applicable Village of Oxford codes and ordinances and State law.
8. **Prohibited Activities.** No smoking, inhalation, or consumption of marijuana shall take place on the premises of any marijuana facility.
9. **Revocation of Certificate of Occupancy and/or Suspension of Special Land Use.** The Village Manager may either revoke a certificate of occupancy and/or suspend a special land use permit based on a finding that the marijuana facility is in violation of one (1) of the provisions of the special land use standards in this section, any applicable provision of this Zoning Ordinance, and/or the terms or conditions of the special land use permit and approved site plan. The Village Manager may reinstate a revoked certificate of occupancy and/or suspended special land use permit provided the property owner comes into compliance with the violated provision within 90 days of revocation or suspension. If the business owner fails to come into compliance of a suspended special land use permit within 90 days, the Village Planning Commission shall hold a hearing to consider revocation of the special land use permit.
10. **Revocation of Special Land Use.** The Village Planning Commission may revoke a special land use permit based on a finding that the marijuana facility is in violation of more than one (1) of the provisions of the special land use standards in this section, any applicable provision of this Zoning Ordinance, and/or the terms or conditions of the special land use permit and approved site plan. Revocation of the special land use permit shall require the holding of a public hearing and a motion of the Village Planning Commission. Upon revocation, the combination of business owner and site shall not be granted another approval within the Village of Oxford.



11. **Unlawful Activities.** Any uses or activities found by the State of Michigan or a court of competent jurisdiction to be unconstitutional or otherwise unlawful by State law shall not be permitted by the Village.

**E. Application Submittal Requirements.**

The following items shall be required at the time of an application for marijuana facility special use and site plan review. If any item is not included at the time of application, the entire submittal shall not be accepted for review by the Village. Any subsequent revisions to an application previously reviewed by the Village shall submit all of the following items at the time of application.

1. **Application Form.** A signed and dated application for Special Use and Site Plan Review by the property owner. If the applicant does not own the property, a signed and notarized statement granting permission to another individual to submit an application shall be included with the application.
2. **Preliminary State License Approval.** A letter from the Marijuana Regulatory Agency of the State of Michigan, or its' designated successor, granting preliminary state license approval for the applicant to operate a marijuana facility that the applicant is requesting for approval within the Village.
3. **Site Plan.** A site plan including all information required in zoning ordinance Section 9.1.5.
4. **Use Statement.** A written statement by the applicant identifying all activities, operations, products and services to be provided by the marijuana facility, including retail sales of food and/or beverages, if any.
5. **Hours of Operation.** A written statement identifying the marijuana facilities' hours of operation.
6. **Odor Control Plan.** A detailed description of the odor control methods and equipment the marijuana facility will utilize to comply with Section 4.1.29(D).
7. **Waste Water Control Plan.** A detailed description of the waste water methods and equipment the marijuana facility will utilize to comply with Section 4.1.29(E).
8. **Security Plan.** A detailed description of the methods, equipment and floor plan which will be used to secure the marijuana facility to comply with Section 4.1.29(F).
9. **Notarized Acknowledgement of Operational Requirements.** The applicant shall submit a signed and notarized statement by all individuals receiving pre-approval to operate the marijuana facility that an approved marijuana facility is aware of the special land use requirements, including but not limited to, indoor activity, inspections, prohibited activities, revocation and suspension of special land use approval and unlawful activities and agrees to operate by the special land use and site plan requirements of the Village upon receiving approval to operate a facility. If at any point in time the individuals licensed by the State to operate the marijuana facilities changes, the subsequent licensees shall be required to provide a revised notarized acknowledgement of operational requirements prior to conducting any activities on site.

**F. Review Procedure and Authorization.**

A marijuana facility shall be reviewed and may be granted approval under the requirements and procedures of Article 9, Chapter 1, Site Plan Review and Article 9, Chapter 2, Special Land Use Review of the zoning ordinance.

**G. Standards for Adult Use Marijuana Facility Approval**

To receive approval from the Village of Oxford, a marijuana facility shall submit and provide all information required in zoning ordinance Section 4.1.29, Adult-Use Marijuana Facilities and shall be determined to be in compliance with all Standards for Granting Special Use Approval in Section 9.2.5 of the zoning ordinance.

ATTORNEY COMMENTS

**SECTION 4.1.29 • ADULT USE MARIJUANA FACILITIES**

Adult use marijuana facilities shall conform and be subject to the following.

**A. Definitions.** As used in this ordinance, the following definitions shall apply to adult use marijuana facilities:

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- a. the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of germination;
- b. Industrial hemp; or
- c. any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

For the purposes of this Village of Oxford ordinance, the spelling of the above defined term shall be 'marijuana' and should be deemed to be equivalent to and referencing the term that is spelled 'marihuana' by the ~~State of Michigan Department of Licensing and Regulatory Affairs~~ and within the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, as amended.

2. **Marijuana Accessories:** Any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marijuana into the human body.
3. **Marijuana Designated Consumption Establishment:** A commercial space that is licensed by the ~~State of Michigan Department of Licensing and Regulatory Affairs~~ and authorized to permit adults 21 years of age and older to consume marijuana products at the location indicated on the state license.
4. **Marijuana Facility:** Any type of marijuana-related business licensed by the ~~State of Michigan Department of Licensing and Regulatory Affairs~~ as authorized by the Michigan Regulation and Taxation of Marijuana Act, Initiated Law 1 of 2018, as amended.
5. **Marijuana Grower:** A facility operated by a State Licensee holding less than 5 class C marijuana grower licenses where the cultivation of marijuana takes place. A facility receiving a grower license authorizes the facility to grow not more than the following number of marijuana plants under the indicated license class for each license the grower holds in that class:
  - a) Class A – 500 marijuana plants
  - b) Class B – 1,000 marijuana plants
  - c) Class C – 1,500 marijuana plants

6. **Excess Marijuana Grower:** A facility operated by a person holding 5 class C marijuana grower licenses and licensed to cultivate marijuana and sell or otherwise transfer marijuana to marijuana establishments where the cultivation of marijuana takes place.
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11. **Marijuana Secure Transporter:** A person licensed to obtain marijuana from marijuana establishments in order to transport marijuana to marijuana establishments.

Definition  
Department: the Michigan Department of Licensing and Regulatory Affairs.



12. **State Licensee:** Any individual, corporation, limited liability company, partnership of any type, trust or other legal entity that has been issued a license by the Department of Licensing and Regulatory Affairs that allows for the operation of a marijuana facility.
13. **Temporary Marijuana Event:** Any event held by a marijuana event organizer licensee where the onsite sale or consumption of marijuana products, or both, are authorized at the location indicated on the state license during the dates indicated on the state license.

**B. Permitted and Prohibited Facilities.**

1. **Permitted Facilities.** Only the following listed marijuana facilities shall be allowed to be located within the Village of Oxford after receiving site plan and special land use approval as indicated in Section 4.1.29(F):
  - a. Marijuana Grower
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  - c. Marijuana Processor
  - d. Marijuana Retailer
  - e. Marijuana Safety Compliance Facility
  - f. Marijuana Secure Transporter
2. **Permitted Shared Facilities.** Any permitted marijuana facility may be allowed to operate in the same building housing another permitted marijuana facility provided it is constructed and operated in compliance with all State and Village requirements for the shared use of permitted marijuana facilities. Permitted marijuana facilities may be allowed to occupy more than one building on the same lot provided the facility and buildings are operated in compliance with all State and Village requirements.
3. **Prohibited Facilities.**
  - a. **Mixed-Use Prohibited.** No other principal use, special land use or accessory use shall be permitted or continue to operate on the same lot, parcel or unit upon which a marijuana facility is located and operated upon.
  - b. **Home Occupations and Accessory Use Prohibited.** A marijuana facility, or activities associated with the facility, shall not be permitted as a home occupation or accessory use.
  - c. **Other Marijuana Facilities Prohibited.** Any marijuana facility or event not specifically listed as a permitted facility or event within Section 4.1.29(B)(1) shall be prohibited within the Village of Oxford.

use village of Oxford consistently

**C. Location.** Marijuana facilities permitted to be located within the Village shall adhere to the following location requirements:

1. **Child Care Facilities, Schools, and Similar Facilities Buffer.** All lots containing a marijuana facility must be located at least 500 feet from the nearest lot line of any child care center or licensed day care facility licensed by the State of Michigan Department of Licensing and Regulatory Affairs and 500 feet from the nearest preschool program center, primary, intermediate or secondary school, or like facility, established pursuant to and in accordance with the Revised School Code, P.A. 451 of 1976, being M.C.L.A. §§ 380.1 through 380.1853, as amended, and/or the State School Aid Act of 1979, P.A. 94 of 1979, being M.C.L.A. §§ 388.1601 through 388.1772, as amended.
2. **Public Parks Buffer.** All lots containing a marijuana retailer facility must be located at least 500 feet from a public park measured from the nearest lot line of the marijuana facility to the nearest lot line of the public park.
3. **Marijuana Facilities Buffer.** All lots containing a marijuana facility must be located at least ~~500~~ 100 feet from any other lot containing a marijuana facility, measured from the nearest lot line of the marijuana facility to the nearest lot line of any other marijuana facility.
4. **Permitted Districts.**
  - a. **I-1 Industrial District:** All uses listed in Section 4.1.29(B) shall be permitted as a special land use on parcels whose front lot line is the Glaspie Street, Industrial Drive or Drahner Road right-of-way line and are located in the I-1 Industrial zoning district subject to all applicable Village of Oxford zoning ordinance regulations.

**D. Use Requirements.**

1. **State and Local Licensing and Registration.** At the time of application for a special land use permit, the marijuana facility must provide proof to the Village that the applicant has received pre-qualification to be licensed by the Marijuana Regulatory Agency of the State of Michigan, or its' designated successor. Upon approval of a special land use permit, all owners, possessors, occupants, partnerships, corporations, and/or employees shall at all times be in compliance with the laws of the State of Michigan and ordinances of the Village.
2. **Hours of Operation.** All marijuana facilities must provide the Village of Oxford administration and Chief of Police with the hours of operation of the facility, must provide revised hours if adjusted within 48 hours of a change and must provide such information if requested by the Village. Marijuana retailers and the retail operations of a Marijuana Microbusiness shall only be open from 9:00 a.m. to 9:00 p.m. *WITH NO MODIFICATION Allowed.*
3. **Odor Control.** All marijuana facilities must be equipped with an operable filtration, ventilation, and exhaust system that effectively confines odors to the interior of the building from which the odor is generated. *AT ALL TIMES*
4. **Waste Water.** All marijuana facilities shall be designed and operated so as to minimize the amount of pesticides, fertilizers, nutrients, marijuana, and any other potential contaminants discharged into the public wastewater and/or stormwater systems as shall be determined by the Village Engineer. *of what*
5. **Security Requirements.** All marijuana facilities must have an adequate security plan to prevent access to marijuana by non-authorized personnel, including unauthorized removal. All rooms that contain marijuana, in any form, must be individually locked and accessible only to authorized personnel. The building(s) housing the marijuana facility shall all be equipped with security cameras approved by the Chief of Police, maintained in operational order, and installed in such a way as to monitor the entire perimeter of the building(s) including all parking lots and areas accessible by individuals and capable of recording and storing both on and off site a minimum of 120 continuous hours of the perimeter monitoring. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. The Chief of Police may require review and recommendation of a proposed security plan by an independent consultant with credentialed expertise in the field of site/facility security measures. The cost of an independent review by an independent security consultant shall be paid by the applicant. All security plans shall be approved by the State and the Village of Oxford prior to the operation of any marijuana facility. *All*
6. **Indoor Activity Only.** All marijuana facility activities, including but not limited to, operations, cultivation, processing, storage, and transactions, shall be conducted within an enclosed structure. Outdoor storage is prohibited.
7. **Inspections.** A marijuana facility shall be subject to inspection to ensure compliance with all applicable Village of Oxford codes and ordinances and State law.
8. **Prohibited Activities.** No smoking, inhalation, or consumption of marijuana shall take place on the premises of any marijuana facility.
9. **Revocation of Certificate of Occupancy and/or Suspension of Special Land Use.** The Village Manager may either revoke a certificate of occupancy and/or suspend a special land use permit based on a finding that the marijuana facility is in violation of one (1) of the provisions of the special land use standards in this section, any applicable provision of this Zoning Ordinance, and/or the terms or conditions of the special land use permit and approved site plan. The Village Manager may reinstate a revoked certificate of occupancy and/or suspended special land use permit provided the property owner comes into compliance with the violated provision within 90 days of revocation or suspension. If the business owner fails to come into compliance of a suspended special land use permit within 90 days, the Village Planning Commission shall hold a hearing to consider revocation of the special land use permit.
10. **Revocation of Special Land Use.** The Village Planning Commission may revoke a special land use permit based on a finding that the marijuana facility is in violation of more than one (1) of the provisions of the special land use standards in this section, any applicable provision of this Zoning Ordinance, and/or the terms or conditions of the special land use permit and approved site plan. Revocation of the special land use permit shall require the holding of a public hearing and a motion of the Village Planning Commission. Upon revocation, the combination of business owner and site shall not be granted another approval within the Village of Oxford.

*Remember. A special  
Land use permit is a  
property right once it is  
granted.*

*HEARING  
ON*

*NO APPEAL to  
ZBA  
Allowed.*



11. **Unlawful Activities.** Any uses or activities found by the State of Michigan or a court of competent jurisdiction to be unconstitutional or otherwise unlawful by State law shall not be permitted by the Village.

this must be  
A consistent  
term.  
"Special Land  
use permit"  
??

**E. Application Submittal Requirements.**

The following items shall be required at the time of an application for marijuana facility special use and site plan review. If any item is not included at the time of application, the entire submittal shall not be accepted for review by the Village. Any subsequent revisions to an application previously reviewed by the Village shall submit all of the following items at the time of application.

1. **Application Form.** A signed and dated application for Special Use and Site Plan Review by the property owner. If the applicant does not own the property, a signed and notarized statement granting permission to another individual to submit an application shall be included with the application.
2. **Preliminary State License Approval.** A letter from the Marijuana Regulatory Agency of the State of Michigan, or its' designated successor, granting preliminary state license approval for the applicant to operate a marijuana facility that the applicant is requesting for approval within the Village.
3. **Site Plan.** A site plan including all information required in zoning ordinance Section 9.1.5.
4. **Use Statement.** A written statement by the applicant identifying all activities, operations, products and services to be provided by the marijuana facility, including retail sales of food and/or beverages, if any.
5. **Hours of Operation.** A written statement identifying the marijuana facilities' hours of operation.
6. **Odor Control Plan.** A detailed description of the odor control methods and equipment the marijuana facility will utilize to comply with Section 4.1.29(D).
7. **Waste Water Control Plan.** A detailed description of the waste water methods and equipment the marijuana facility will utilize to comply with Section 4.1.29(E).
8. **Security Plan.** A detailed description of the methods, equipment and floor plan which will be used to secure the marijuana facility to comply with Section 4.1.29(F).
9. **Notarized Acknowledgement of Operational Requirements.** The applicant shall submit a signed and notarized statement by all individuals receiving pre-approval to operate the marijuana facility that an approved marijuana facility is aware of the special land use requirements, including but not limited to, indoor activity, inspections, prohibited activities, revocation and suspension of special land use approval and unlawful activities and agrees to operate by the special land use and site plan requirements of the Village upon receiving approval to operate a facility. If at any point in time the individuals licensed by the State to operate the marijuana facilities changes, the subsequent licensees shall be required to provide a revised notarized acknowledgement of operational requirements prior to conducting any activities on site.

**F. Review Procedure and Authorization.**

A marijuana facility shall be reviewed and may be granted approval under the requirements and procedures of Article 9, Chapter 1, Site Plan Review and Article 9, Chapter 2, Special Land Use Review of the zoning ordinance.

**G. Standards for Adult Use Marijuana Facility Approval**

To receive approval from the Village of Oxford, a marijuana facility shall submit and provide all information required in zoning ordinance Section 4.1.29, Adult-Use Marijuana Facilities and shall be determined to be in compliance with all Standards for Granting Special Use Approval in Section 9.2.5 of the zoning ordinance.

Insurance  
Requirements.  
Application  
fee - not  
more than  
\$5,000  
annually