

Village of Oxford Planning Commission Agenda
Tuesday, February 7, 2023, 7:00 P.M.
Council Chambers located at:
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

1. Call to Order by Chair Justin Ballard at 7:00pm
2. Respects to the Flag
3. Roll Call: Justin Ballard, Scott Flynn, Maureen Helmuth, Michelle McClellan, Jon Nold, Leslie Pielack.
4. Approval of Agenda: February 7, 2023
5. Approval of Minutes: December 20, 2022
6. Correspondence:
7. Call to Public
8. New Business:
 - a. **Election of Officers:** TERMS OF OFFICE: *The terms of the Chairperson, Vice Chairperson/Secretary shall be one (1) year in length or until their successors are elected, with eligibility for re-election. A member of the Planning Commission may serve in the same office of the Commission for any number of terms, but not more than three (3) consecutive terms in any one office position. (Planning Commission By-Laws, 2018)*
 - b. **Sign Permit Application.** Oxford Bike Shop, 18 North Washington, Suite B, PID # 04-22-460-039. Design Approval Request.
 - c. **Clean Hub Car Wash-Site Plan, New Layout Design.** 153 S. Washington, PID # 04-27-278-022. Applicant API-Keith Lutz, Property Owner Samei Pataq.
9. Old Business:
10. Public Comment:
11. Consultant & Administration Comments:
12. Reports:
 - Oxford Township Planning Commission
 - ZBA
 - DDA
13. Commissioner Comments:
14. Future Business: Mario Ortega: 2022 Annual Review, 2023 Proposed PC Business
15. Adjournment:

Posted Thursday, February 2, 2023

VILLAGE OF OXFORD
PLANNING COMMISSION
December 20, 2022 - 7:00 p.m.
REGULAR MEETING MINUTES
Meeting Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: (248) 628-2543
www.thevillageofoxford.org

1. CALL TO ORDER

Chairman Justin Ballard called the meeting to order at 7:00 p.m.

2. RESPECTS TO THE FLAG

ROLL CALL: Members Present: 5. Justin Ballard, Scott Flynn, Michelle McClellan, Jon Nold, Leslie Pielack. Absent: 1. Maureen Helmuth. Staff Present: Village Manager, Joe Madore. Recording Secretary Tere Onica. McKenna Planner Mario Ortega.

3. APPROVAL OF AGENDA: Meeting Agenda December 20, 2022.

MOTION: by Nold/Ballard to remove Item (b) 153 S. Washington, Clean Hub Car Wash new site plan from the agenda and postpone it to a future meeting date when all of the information has been submitted and reviewed. ROWE Engineering for 153 S. Washington was in the process of review, questions on underground water storage tanks and water management system, and the revised fire department review was received the after the agenda packets were delivered. All in favor of postponing to a future agenda. Motion adopted.

4. APPROVAL OF MEETING MINUTES: October 4, 2022, Regular Meeting Minutes.

MOTION: by Nold/McClellan to approve the October 4, 2022, meeting minutes as presented. All in favor. Motion carried.

5. CORRESPONDENCE: None.

6. PUBLIC HEARING: To consider the proposed special use sign permit application for the Paramount Building at 17 S. Washington St., Oxford, MI.

MOTION: by Nold/Flynn to open the Public Hearing at 7:04 p.m.

Roll Call Vote: Ayes: 5. Flynn, Nold, McClellan, Pielack, Ballard. Nays: 0. Absent: 1. Helmuth. Motion adopted.

Public Comments:

The representative of Northern Sign from Holly, MI. addressed the commissioners regarding the sign design. Northern Sign obtained signed landlord authorization and consent form from the owner, Matthew Blitchok.

With no other public wishing to speak, the public hearing was closed.

MOTION: by Nold/Flynn to close the Public Hearing at 7:07 p.m. All in favor. Motion adopted.

7. NEW BUSINESS:

- a. Special Use Sign Permit Review- PID # PO-04-24-202-019, 17 S. Washington St. Paramount Building. Property owner: Matt Blitchok. Permit application for internally luminated wall sign pursuant to Article 7: General Provisions, Section 7.4.3 (E).

Planner Mario Ortega summarized the site plan review letter dated December 14, 2022. The Special Use Sign Permit is different from a special land use permit and stays with the business. Section 7.4.8(E)(1)(C) of the zoning ordinance states that wall signs shall not obscure ornamental features. The wood columns where the sign placement is shown is not the original architecture of the building. The proposed sign will be mounted on the stone with a 12-volt light that does not have dimming capability. The nits are under 100 cd/m2 and do not violate the permitted dusk to dawn luminance level. The planner pointed out that the commissioners could seek the opinion of the DDA as a courtesy if they so choose, though the DDA holds no authority over the zoning ordinance or sign permit applications, but they do issue sign grants to local businesses.

MOTION: by Nold/Flynn to approve the special use sign permit application for Paramount Building located at 17 S. Washington for a wall mounted sign as presented with all other building signage subject to village ordinances. Consultant review documents shall be included for reference. Lighting nits shall not exceed 100 cd/m2 from dusk to dawn.

Roll Call Vote: Ayes: 5. Flynn, McClellan, Nold, Pielack, Ballard.
Nays: 0. Absent: 1. Helmuth. Special Use Sign Permit was granted.

8. OLD BUSINESS:

- a. **Internally Illuminated Signs-Zoning Text Amendment**-Proposed text amendment presented in the September 28, 2022, McKenna Memorandum. It was the consensus of the planning commissioners to remove this item from discussion until further notice and continue to formally review signage lighting on an individual basis.

9. PUBLIC COMMENT: None.

9. CONSULTANT & ADMINISTRATION COMMENTS: Commissioners were asked to consider awning signage for future discussion.

10. COMMISSIONER COMMENTS:

Oxford Township Planning Commission-Commissioner Nold reporting.
ZBA Update-ZBA approved variance for Clean Hub Car Wash to place vacuums in the side yard.
DDA- Chief Scholz retiring. He was recognized for his many years of service.

11. ADJOURNMENT: With no further business to discuss, meeting adjourned at 7:41 p.m.

Respectfully submitted,
Tere Onica, Recording Secretary

**VILLAGE OF OXFORD PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURE**

ARTICLE I: NAME

Sec. 1 The name of the organization shall be the “VILLAGE OF OXFORD PLANNING COMMISSION”. It is also referred to as “the Commission” in this document.

ARTICLE II: AUTHORITY

Sec. 1 These by-laws and rules of procedure are adopted by the Village Planning Commission pursuant to Village Zoning Ordinance No. 324 pursuant to Michigan Planning Enabling Act, Act 33 of 2008.;

ARTICLE III: MEMBERS

Sec. 1 **MEMBERSHIP COMPOSITION.** The Village of Oxford Planning Commission membership shall consist of seven (7) members. The village planning commission shall consist of least one member but no more than two members of the Oxford Village Council to be selected by the council as ex officio members, of the six other persons who shall be residents with the exception of one who may be a nonresident and appointed by the president, subject to the approval by a majority vote of the members elect of the council, based on the recommendation from the planning commission. Upon appointment, a resident member may replace the second ex officio councilmember. All members of the commission shall serve without compensation. A voting appointed member shall not be an employee of the village, or hold another municipal office, except that one of the appointed members shall be an ex officio member of the zoning board of appeals and up to two of the appointed members may be a member of the Oxford Downtown Development Authority. The village manager shall be a nonvoting ex officio member. The terms of ex officio members shall correspond to their respective official tenures.

Sec. 2 **COMPENSATION.** All of the Commission members shall serve without compensation.

Sec. 3 **RESTRICTIONS.** The village planning commission shall consist of least one member but no more than two members of the Oxford Village Council to be selected by the council as ex officio members, of the six other persons who shall be residents with the exception of one who may be a nonresident and appointed by the president, subject to the approval by a majority vote of the members elect of the council, based on the recommendation from the planning commission. A voting appointed member shall not be an employee of the village, except that one of the appointed members shall be an ex-officio member of the Zoning Board of Appeals, one member must be a Village Council member, no more than two, and up to two of the appointed members may be a member of the Oxford Downtown Development Authority. The Village Manager shall be a non-voting ex-officio member.

Sec. 4 **TERMS OF OFFICE.** The term of each appointed member shall be three years or until

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

their successor takes office, except that the respective terms of the two of the members first appointed shall be for one year and two for two years.

Sec. 5 **REMOVAL.** After public hearing, a member other than the member selected by the council may be removed by the president for inefficiency, neglect of duty, or malfeasance in office. The council may, for like cause, remove the member selected by the council.

Sec. 6 **VACANCIES.** A vacancy on the commission occurring otherwise than through the expiration of term shall be filled for the unexpired term by the village president; in the case of a member appointed by the president, subject to council approval; or by the council in the case of a member selected by the council.

Sec. 7 **VOTING RIGHTS.** All seven (7) members of the Commission shall have full voting rights.

ARTICLE IV: OFFICERS

Sec. 1 **SELECTION.** The Village Planning Commission shall elect its Chairperson and Vice Chairperson/Secretary from amongst the appointed members of the Commission and shall fill other of its offices as it may determine.

Sec. 2 **TERMS OF OFFICE.** The terms of the Chairperson, Vice Chairperson/Secretary shall be one (1) year in length or until their successors are elected, with eligibility for re-election. A member of the Planning Commission may serve in the same office of the Commission for any number of terms, but not more than three (3) consecutive terms in any one office position

Sec. 3 **DUTIES.** The Chairperson shall preside over all meetings of the Planning Commission and shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Planning Commission. The Vice Chairperson/Secretary shall perform the duties of the Chairperson in the absence or disability of the Chairperson. The Secretary shall be responsible for keeping a written record in the English language of the resolutions, transactions, findings, and determinations of the Planning Commission, which record shall be a public record subject to the provisions of the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended. The Secretary shall also be responsible for the preparation and dissemination of Planning Commission meetings and public hearing notices pursuant to the Michigan Open Meetings Act, Public Act 267 of 1976, as amended. The Secretary shall also perform other duties as prescribed by these by-laws, State and local laws, and the parliamentary authority adopted by the Planning Commission.

Sec.4 **VACANCIES.** If a vacancy should occur in any office, the Planning Commission shall elect another person to fill such vacancy in the same manner and under the same conditions outlined above for the remainder of the term of said office.

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

ARTICLE V: MEETINGS

- Sec. 1 **REGULAR MEETING.** The Village of Oxford Planning Commission shall hold two meetings each month, at a time to be established by resolution of the Commission.
- Sec. 2 **ANNUAL MEETING.** The regular meeting of the Planning Commission in January of each year shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees, and for any other business that may arise.
- Sec. 3 **SPECIAL MEETINGS.** Special meetings may be called by the Chairperson or by any four (4) members of the Planning Commission upon written request to the Chairperson. The purpose of the meeting shall be stated in the call. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Michigan Open Meetings Act. Public notice of the time, date, and place of the special meeting shall be given in the manner required in the Open Meetings Act, and the Secretary shall send written notice of a special meeting to Commission members not less than 18 hours in advance of the meeting, except that any such meeting at which all members of the Commission are present or have waived notice in writing shall be a legal meeting for all purposes without notice, subject to the Michigan Open Meetings Act.
- Sec. 4 **WORKSHOP MEETINGS.** The Planning Commission may, at its option, schedule workshop meetings to discuss, formulate, and deliberate upon planning and zoning policy issues only. The intent of workshop meetings is to promote an informal, open dialogue on policy issues in an effort to seek consensus and resolution to policy matters. Formal rules of procedure for the conduct of business shall be waived at workshop meetings, except that the Chairperson shall serve as moderator of such meetings and may at his discretion redirect or halt discussion which is not germane to the issue at hand. The Commission may, by majority vote, override any decision or action of the moderator. No formal action on any matter shall be undertaken at such workshop meetings but, rather, shall be placed on a regular or special Commission meeting agenda for final disposition.
- Sec. 5 **QUORUM.** Four (4) members of the Planning Commission shall constitute a quorum of the Commission for the conduct of business. When a quorum is not present, no official action of the Commission, except for closing of the meeting, may take place. In the case of a lack of a quorum, members of the Commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum present shall be rescheduled for the next regular or special meeting and no additional public notice shall be required, provided that the date, time and a place for the rescheduled public hearing is announced at the meeting.
- Sec. 6 **HEARINGS.** Hearings shall be scheduled and due notice given in accordance with the

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

Provisions of the Michigan Open Meetings Act and the relevant enabling act under Which the Public Hearing is being held. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion, which shall be accomplished by adhering to the following Public Hearing procedure:

6.1 OPENING ANNOUNCEMENT. The Chairperson shall give an official opening announcement of the public hearing indicating the basic nature of the request and citing how public notice was provided of the hearing.

ANNOUNCEMENT OF ORDER OF HEARING. The Chairperson shall explain the order of the public hearing as being as follows:

- 6.1.1 Explanation of the request as received by the Commission
- 6.1.2 Review and recommendations by Planning Commission staff and consultants.
- 6.1.3 Comments and explanations by the applicant.
- 6.1.4 Responses by staff, consultants, and/or the applicant.
- 6.1.5 Opening of hearing for public comments.
- 6.1.6 Closing of hearing to public comments.
- 6.1.7 Questions by the Planning Commission
- 6.1.8 Consideration of action by Planning Commission

6.2 RULES OF CONDUCT. The Chairperson shall then announce the rules of conduct of the public hearing as follows:

- 6.2.1 All comments shall be addressed to the Chair;
- 6.2.2 Each person shall be given an opportunity to be heard, but second comments will not be permitted until every person has had the opportunity to speak for the first time;
- 6.2.3 In the interest of fairness to the public, statements from the floor should be as concise as possible;
- 6.2.4 The Chairperson reserves the right to terminate a presentation or ask for a summation if comments become excessively repetitive or stray from the issues at hand;
- 6.2.5 For large hearings, a time limit of three (3) minutes per person may be placed on public comments;
- 6.2.6 At all times during the public hearing, the Chair expects courtesy from all participants;
- 6.2.7 Decisions of the Planning Commission shall be based upon finding of fact based upon proper facts and accepted principles of planning.

6.3 PRESENTATION OF PROPOSAL. The Chairperson shall then turn the meeting over to the Commission's staff and consultants and the applicant for presentations. The

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

Commission's staff and consultants present their reports of finding and compliance with local ordinances and requirements; conformance with desirable and established principles of development; conflicts and discrepancies; recommendations; and answers to questions from the Commission for reasons of clarification. The applicant presents a brief review of the project proposal; responds to questions raised by the Commission's staff and consultants; responds to questions by the Commission; and states for the record any changes to the proposal which will be made to correct problems noted.

6.4 OPENING OF HEARING TO FLOOR. The Chairperson then opens the public hearing to comments from the floor, reminds the public of the rules of conduct, and indicates that once a person has been recognized by the Chair they shall stand and give their name and address and a concise statement of their questions and/or concerns. In the event of large hearings, the Chairperson may encourage groups in attendance to be represented by a spokesperson. When individual time limits have been imposed, the Chairperson reserves the right to limit the amount of time allocated to a spokesperson to avoid filibustering. The Chairperson may elect during the course of public comments to obtain brief answers from the Commission's staff or consultants or from the applicant if such comments may expedite the hearing. The Chairperson shall receive for the official record any letter and/or petitions received by the Commission regarding the matter at hand and shall read and/or summarize these materials.

6.6 CLOSING OF PUBLIC HEARING. When all public comments have been received, the Chairperson shall close the public hearing.

6.7 CONSIDERATION OF MATTER BY COMMISSION. Once the public hearing has been closed to public comment, the Chairperson may recognize any Commission member to discuss and seek additional information from others concerning the matter at hand. Commission members shall address the Chairperson when speaking and shall request additional information through the Chairperson. When discussion on the matter at hand by Commission members has been completed, the Commission may take one of the following four actions on the matter:

- 6.7.1** Approve the request as presented;
- 6.7.2** Approve the request with conditions;
- 6.7.3** Deny the request as presented; or
- 6.7.4** Set aside the matter to a future meeting. Motions for approvals or denials and motions to table or adjourn a matter to a future meeting should include reasons for such actions. Motions for tabling or adjournment should also include the date, time, and place at which the matter will be further considered.

Sec. 7 MOTIONS. Motions may be restated by the Chairperson or their designee before a vote

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

is taken. The name of the maker and those who seconded the motions shall be recorded.

Sec. 8 **VOTING.** *Any potential conflict of interest must be disclosed to the Commission, prior to the discussion of the item, by the Commissioner that may have the conflict of interest. The Commission must then vote on whether or not to exclude the Commissioner in question.* Any member abstaining from a vote shall not participate in the discussion of that item. Any member may be excused from voting only if that person has a bona fide conflict of interest as recognized by the majority of the remaining members of the Commission.

An affirmative vote of the majority of the Commission membership (with nine members, five constitutes a majority) shall be required for the approval of any requested action or motion placed before the Commission unless a larger number is required by law. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairman. All members of the Commission including the Chairman shall vote on all matters, but the Chairman shall vote last.

Sec. 9 **ORDER OF BUSINESS.** A written agenda for all regular meetings shall be prepared and followed. The order of business shall, at a minimum, be:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Correspondence
- Presentations
- Public Hearings
- Old Business
- New Business
- Public Comment
- Consultant Comments
- Commission Comments
- Adjournment

A written agenda for special meetings shall be prepared and followed. However, the agenda for special meetings does not have to follow the same format as for regular meetings.

Sec. 10 **NOTICE OF DECISIONS.** A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of a request.

Sec. 11 **MEETING MINUTES.** Commission minutes shall be prepared by the Secretary or their designee of the Commission. The minutes shall contain a brief synopsis of the meeting,

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the Village Clerk upon approval by the Commission.

ARTICLE VI: OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

Sec. 1 All meetings of the Commission shall be open to the public and shall be held in a place available to the general public. All deliberations and decisions of the Commissions shall be made at a meeting open to the public. A person shall be permitted to address a hearing of the Commission under the rules established by these by-laws. A person shall not be excluded from a meeting of the Commission except for breach of the peace committed at the meeting. All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

ARTICLE VII: COMMITTEES

Sec. 1 **STANDING COMMITTEES PROHIBITED.** There shall be no standing committees of the Planning Commission.

Sec. 2 **SPECIAL COMMITTEES.** Special or ad-hoc committees may be appointed by the Chairperson of the Planning Commission as the Planning Commission shall from time to time deem necessary to carry on the work of the Commission. The Chairperson shall be ex officio a member of all special or ad-hoc committees of the Commission.

ARTICLE VIII: EMPLOYEES

Sec. 1 The Commission may appoint such employee's as it may deem necessary for its work. Subject to funds being provided by the Village Council.

ARTICLE IX: CONTRACTS

Sec. 1 The Commission may contract with village planners, engineers, architects and other consultants as it may require; provided, however, that the planning commission shall not expend any funds or enter into any contracts or agreements for expenditures in excess of amounts appropriated for such purpose by the village council. Subject to provision of Article 10. Sec.

ARTICLE X: EXPENDITURES

Sec. 1 All expenditures of the Commission shall be within the amount appropriated for Commission purposes by council. The council shall provide the funds, equipment and

VILLAGE OF OXFORD PLANNING COMMISSION BY-LAWS

accommodations necessary for the Commission's work.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Sec. 1 The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be a guide to be used by the Planning Commission in its sole discretion in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Commission may adopt.

ARTICLE XII: AMENDMENT OF BY-LAWS

Sec. 1 These by-laws may be amended at any regular meeting of the Planning Commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

THESE BY-LAWS WERE DULY APPROVED TO BE RECOMMEND TO THE OXFORD VILLAGE COUNCIL DURING ITS REGULAR MEETING HELD ON August 28, 2018.

Gary Douglas, Chairperson

THESE BY-LAWS WE DULY ADOPTED BY RESOLUTION OF OXFORD VILLAGE COUNCIL DATED August 28, 2018

Sue Bossardet, Village President


Teresa Onica, Village Clerk

As amended (dates reflect date of final Village of Oxford Village Council action):
Prepared and Presented by Drew Benson, Assistant Village Manager



Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Sign Design Review – 18 N. Washington St. / Oxford Bike Shop

DATE: February 1, 2023

Signarama on behalf of business owner Lawrence Buss has applied for a sign permit to install one (1) internally illuminated wall sign for the Oxford Bike Shop at 18 N. Washington Street. The sign is proposed to be 25.2 square feet (SF) in area located on the building's east elevation, facing the rear parking lot. The business is located in the C-1 Core zoning district.

Section 7.4.8(F)(1)(a) states the location requirements and maximum allowed size for wall signs. The proposed wall sign meets the requirements of the Zoning Ordinance. The application also proposes a projecting sign. The requested projecting sign meets all ordinance requirements and does not require Planning Commission review.

Section 7.4.8(F)(1)(b) requires that internally illuminated signs in the C-1 Core zoning district receive design approval from the Planning Commission. The proposed sign is an aluminum oval with an acrylic face plate that will be internally back-lit by LED light modules. The design is a common style of signage, colloquially referred to as a 'box sign,' that allows for a business to utilize graphics and text in an economical way.

The back-lit illumination of an acrylic face can have varying levels of brightness based on the colors and graphics. The acrylic face will have dark colored graphics on a tan field with a white horizontal band. The sign will be facing the rear parking lot, however there is one residence on the opposite end of the parking lot. To ensure the illumination is not excessive, we recommend a dimmer be installed to control the sign's luminance level. Luminance is the amount of light that is emitted from a particular area in a given direction and is measured in candela per square meter (cd/m²).

We recommend the Planning Commission grant sign approval for the proposed sign which is in keeping with the general design standards of the Village. Any approval should be contingent upon the installation of a dimmer control module. We recommend the luminance level not exceed 100 cd/m² from dusk to dawn.

VILLAGE OF OXFORD
Building Department
22 West Burdick, P.O. Box 94
Oxford, MI 48371-0094
248-628-2543



SIGN PERMIT APPLICATION

Application is hereby made for a permit to **INSTALL/ALTER** a sign on the following property:

1. Application and Review fees must be included with application
2. Two (2) sets of plan are required – per Chapter 4 (Sign Ordinance).

LOCATION: 18 North Washington Suite B Sidwell# PO-04-460-039

Name of Business: Oxford Bike Shop

Name of Business Owner: Lawrence Buss

Owner Phone: 248-568-3769

Contractor Name: Signarama

License/Expiration date: _____

Address: 5875 New King Ct

City: Troy State: MI Zip: 48307

Phone: 248-585-6880

Email: renee@michigansignshops.com

Applicant's Signature: Donald Leebert

Type of Sign (Fill in Only Those that Apply)

GROUND _____ Sign Area: _____ Height: _____
(not including base or supports)
(including base or supports)

WALL ¹ _____ Sign Area: 25.2 sq ft Linear Width of Storefront or Building Frontage _____
Area of any existing or proposed projecting signs: _____

WINDOW _____ Sign Area: _____ Dimensions of window(s) _____

PROJECTING ¹ _____ Sign Area: 4.8 sq ft Area of any existing or proposed wall signs: 25.2 sq ft

MARQUEE _____ Sign Area: _____

****PLEASE NOTE THAT MARQUEE SIGNS REQUIRE PLANNING COMMISSION APPROVAL****

TEMPORARY BANNER _____ Sign Area: _____ Proposed dates of display: _____

A-FRAME _____ Sign Area: _____ Height: _____ Materials: _____

Updated 03.28.19

SPECIAL LAND USE

Special Land Use approval is required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use requires Planning Commission approval after a public hearing.

Do you wish to apply for Special Land Use approval? ☐ No ☐ Yes

PC DESIGN APPROVAL

Planning Commission Design approval is required for all internally illuminated signs in the C-1 Core and C-1 Transition zoning districts.

Do you wish to apply for PC Design Approval? ☐ No ☒ Yes

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
- Inspection will be required when installation is complete. Contact Village of Oxford to schedule the inspection.

FEES

Application Fee\$15
Permit Fee per sign.....\$85
Contractor Registration Fee\$15

Special Land Use Fee (if needed)\$300
Public Hearing Fee (for SLU)\$150

PC Design Approval\$150

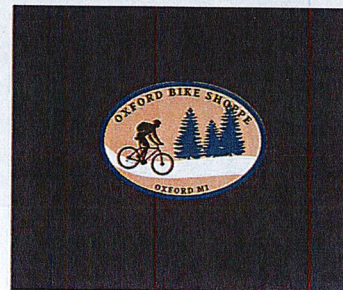
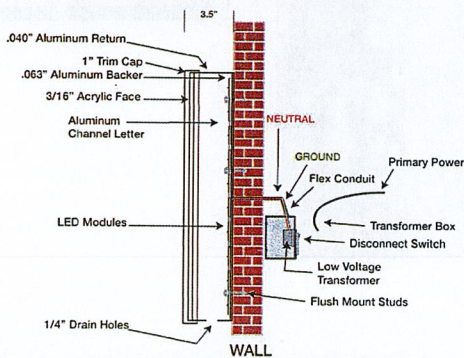
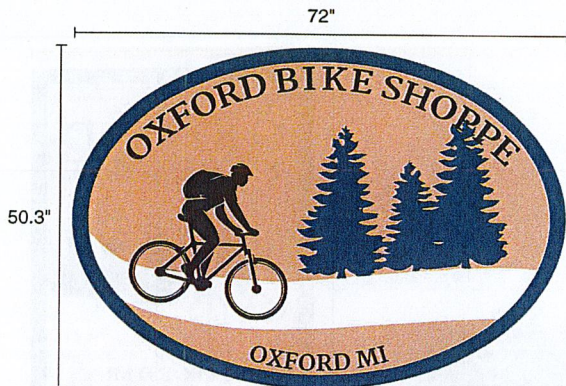
TOTAL FEES: _____

OXFORD BIKE SHOP

S-43217

Troy / Metro Detroit
Signarama
The way to grow your business.

248-585-6880 | michigansignshops.com | 5875 New King Ct. Troy, MI 48098



AN ARTIST REPRESENTATION - Image is for illustration purposes only. Objects in reality may be larger or smaller than depicted.

DETAILS

- Overall Size: 50.5" x 72" - 25.5 sq ft
- Return Color: Blue
- Edgecap Color: Blue
- 3.5" deep Letter
- Standard Vinyl Included (premium vinyl available for additional fee)
- Flush Mounted
- Illuminated with high-efficiency low-voltage LED's
- UL listed
- Remote power supply needed
- Proudly Built in our shop, in Metro Detroit!

QTY: (1)

25.2 SF

SALES: Paul F. | paul@michigansignshops.com

DRAWING: Max L.

CREATED: 11/16/2022

REVISED: 01/06/2023

CLIENT APPROVAL: By signing this proof I approve the size, quantity, spelling, color(s), & overall design. I understand that I am 100% responsible for any additional changes to my order after the date indicated on my approval.

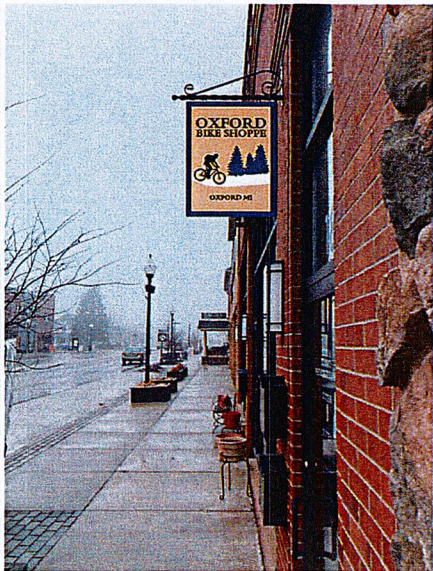
OXFORD BIKE SHOPPE

LOCATION:
18 North Washington St,
Oxford, MI 48371 US

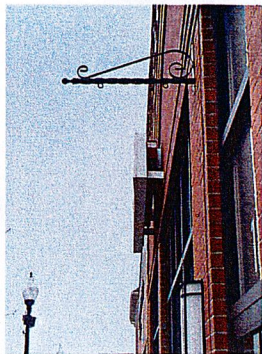
CREATED: 01-05-2023
DESIGNED: **
JOB#: 45217

PRINT FILE:
Bembo B0 - Regular

4.8 SF

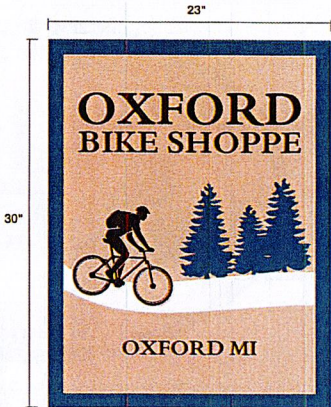


PROPOSED



EXISTING

±/- 100"
BOTTOM
TO GRADE



Details - Blade Sign
-Size: 30 tall x 23" wide
-Material: .125" Aluminum
-Graphics: Printed - two sides
-Mount: to existing bracket

DRAWINGS: Max L.
VERSION: 1
SALES: Paul F. | sales@michigansignshops.com

Troy / Metro Detroit
Signarama
248-585-6680 | 5875 New King Ct. Troy, MI 48098



February 1, 2023

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

Subject: **Clean Hub Car Wash – Site Plan Review #3** (Site Plan Dated January 26, 2023)

Location: **153 S. Washington Street – Parcel ID# 04-27-278-022** (West side of S. Washington St., south of Lincoln St.)

Zoning: **C-2, General Commercial**

Dear Mr. Madore:

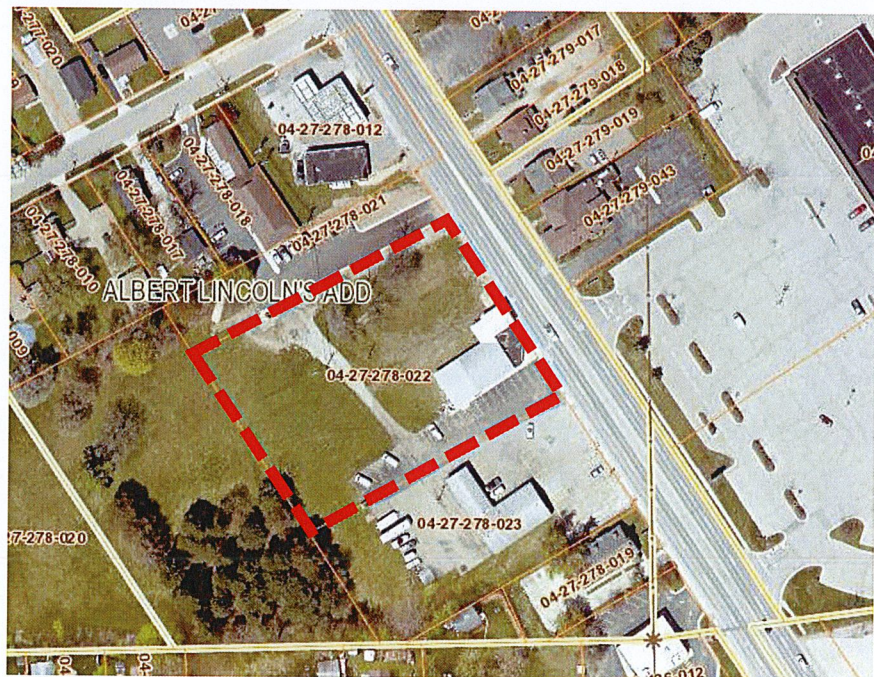
At the Village's request, we have reviewed the above referenced modified site plan for the construction of a new car wash at the above reference location. The applicant is Keith Lutz of Architectural Planners, Inc. (API) representing Samei Pataq who is the owner of the property and the operator for the proposed car wash.

EXISTING CONDITIONS

The site is approximately 1.56 acres in area and was occupied by a vacant single-story 4,900 square foot (SF) building that was previously the Kotz Heating and Cooling contractor's office. The southern portion of the property has a single bank of off-street parking spaces, sharing a continuous asphalt surface and the S Washington St. driveway approach with the property to the south. There is no curb or separation from the property to the south. The remainder of the site is unimproved grass area.

PREVIOUS APPROVALS

On October 4, 2022, the Planning Commission granted site plan approval to construct a new car wash building on the northern portion of the site. On November 7, 2022, the Zoning Board of Appeals granted a variance from the zoning ordinance's rear yard location requirement for vacuuming stations which permits the applicant to place vacuums in the side yard.





PROPOSED MODIFICATIONS

The applicant has chosen to change their lot split configuration, shifting the location of the development. The proposed car wash would now be on a 0.976 acre parcel on the south and a 0.585 vacant parcel would be created on the north. The modify plan now has a different entrance and exit configuration, the vacuuming station location has shifted to the south side of the building and there are other associated modifications. The revisions are substantial enough to require review and approval by the Planning Commission.

PROPOSED MODIFICATIONSSITE 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 principles.

A. Drawings. The site plan and associated architectural plan sheets must be signed and sealed by a licensed professional architect and the topographic survey must be signed and sealed by a licensed professional surveyor.

B. Use and Dimensional Requirements. The site is zoned C-2, General Commercial and car washes are a principal permitted use in the C-2 zoning district.

Sec. 3.4.3 lists the dimensional and setback standards for lots and buildings in the C-2 zoning district. The site is adjacent to R-1 zoned property along its rear property line. As a result, the site has a 20 foot minimum rear yard setback in addition to the standard 30 foot minimum front yard and zero (0) foot minimum side yard setbacks. As proposed, the modified site plan is in compliance with all dimensional requirements of the C-2 district.

C. Car Wash Requirements. Sec. 4.1.7 outlines specific requirements applicable to car wash establishments.

- 1) **Vacuuming Location.** Vacuuming activities are required to be located in the rear yard only and setback at least 50 feet from adjacent residential property. The applicant is now proposing 14 vacuum spaces located on the south side of the building. The vacuum spaces meet the 50 ft minimum setback. The site has been granted a variance from the rear yard location requirement which allows the applicant to place the vacuuming stations in the south side yard.
- 2) **Vehicle Circulation.** The ordinance requires that all areas related to vehicle movements including building entry and exit, vehicle stacking, maneuvering lanes shall be done on the private property of the car wash parcel and shall not utilize public streets or alleys. The proposed modified configuration creates a 24 foot wide drive aisle parallel to S. Washington St on the east side of the site providing entry into the payment lanes. The configuration would also allow for the drive aisle to continue northbound onto the vacant parcel creating a more efficient circulation pattern for future development. We recommend any approval be contingent upon the applicant executing a cross-access easement agreement requiring connection to the vacant parcel at the time of development.

The location of the vacuuming stations allows for an approximately 20 foot wide east-west drive aisle on the applicant's property along the southern property line providing vehicles access to the stations. This proposed configuration would require vehicles using the by-pass lane exit along with vehicles exiting the vacuuming stations to cross the southern property line and travel eastbound on the adjacent property. The applicant's engineer's letter dated January 26, 2023 states that an easement is being prepared and that the southern property owner has preliminary signed-off on its language.



We recommend any site plan approval be contingent upon the applicant providing a signed and recorded copy of a cross-access agreement with the owner of the property to the south allowing vehicle travel.

- 3) **Vehicle Drying Space.** The proposed configuration now provides space for three exit stacking spaces immediately in front of the building vehicle exit which are separated from entering vehicles and requires them to turn to the south. A heated slab is also provided at the building exit to assist with the drying process. As proposed, the site is in compliance with the standard that sufficient space is provided for the vehicle undercarriage to dry prior to exiting onto S. Washington St. This configuration will also provide for more separation between the entering and exiting vehicles.
- 4) **Building Orientation.** The ordinance states buildings should be oriented so that open bays, particularly for self-service car washes, do not face onto adjacent streets. This standard is primarily intended to address self-service car washes that have excessively long curb-cuts along a street resulting in multiple vehicles entering and exiting the site. The proposed car wash is automatic and the single vehicle building exit does not directly access the street. Vehicles will be required to turn to the south in order to access the S. Washington St. driveway approach. Given that this is not an actual requirement but a suggestion, we believe the modified configuration is appropriate.
- D. **Building Architecture.** Modified elevations have been provided on Sheet A301. The applicant is proposing to utilize a Jet Black jumbo brick along the foundation of the building with a white split-faced masonry block for the walls. Dark Bronze horizontal metal panels are proposed for the office portion of the building at the northwest corner and along a segment of the south wall. Dark grey fiber cement panels are proposed for the tower feature at the building vehicle exit. Dark colored projected eaves along the cornice line create shadow and add to the overall attractive contrast between light and dark surfaces. While there are minor modifications to window placement and the proposed office, the same design aesthetic is utilized, and the building is still modern and attractive for the proposed use.
- E. **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. The table below calculates the number of required parking spaces for the proposed use.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Car Wash: One (1) parking space per employee (Three employees on site)	3	4	Yes
Car Wash Stacking: Four (4) entry spaces per wash line plus one (1) exit stacking space (One wash line)	4 Entry + 1 Exit	12 Entry + 3 Exit	Yes
After applying the above to determine the total number of required spaces, those spaces must provide with the following:			
One (1) barrier-free parking space* per 25 required parking spaces	1	1	Yes

* The first barrier-free space must be a van-accessible space.

The site is in compliance with the minimum standards. We note that while the zoning ordinance has a maximum allowed number of off-street parking spaces, the 14 provided vacuum spaces function as an



accessory use to the car wash establishment and are not categorized as off-street parking. This quantity of vacuum spaces is less than the original site plan and not uncommon among recently designed car washes.

- F. Landscaping.** While atypical, the site plan on Sheet AS101 also includes landscape plan details. It includes the location, species, size and quantity for the proposed landscape materials and generally appears to be in compliance with ordinance standards. However, the Minimum size for deciduous trees at installation is 3.5 caliper-inches diameter and minimum size for evergreen trees is six (6) feet in height. Please revise the height/size columns appropriately for the red maples and the arborvitae to meet this standard.

The Planning Commission encourages the use of native species and discourages the use of any species that are currently subject to known diseases or infestations. We defer to the Planning Commission as to whether the proposed landscape materials are appropriate.

- G. Lighting.** A modified photometric plan has been provided on Sheet AS102. It includes the location of fixtures along with a lighting fixture schedule that includes mounting height. The photometric plan is in compliance with ordinance standards and has addressed previous issues regarding the continuous operation of the vacuum boom lights.

We note that Fixture A is described as an up/down wall sconce. The Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures provided they do not cause off-site glare or light pollution. We would still suggest the use of fixtures that only direct light downward or the use of a different cylinder lens for the uplight that reduces the lumens projected into the sky.

- H. Dumpster Enclosure.** A dumpster enclosure is proposed at the southwest corner of the site. The modified site plan includes construction details for the enclosure which are in compliance with the construction and material standards of Sec. 6.1.24.
- I. Sidewalk.** A sidewalk connection is provided from the existing S. Washington Street sidewalk to the bench seating area. We suggest adding a "sidewalk connection" label given the limited distinction between the sidewalk and sod surface graphics on the plan.
- J. Signage.** The site plan does show a proposed ground mounted sign along S Washington Street and the building elevations show two wall mounted signs. Proposed signage requires a separate permit and must be in compliance with all signage standards at the time of application.

RECOMMENDATION

The modified site plan is similar in configuration to the originally approved site plan. However, new issues must be addressed. We recommend any approval granted by the Planning Commission be contingent upon the following:

1. The applicant providing a copy of a signed and recorded cross-access easement agreement requiring connection to the vacant parcel to the north at the time of development.
2. The applicant providing a copy of a signed and recorded cross-access easement agreement with the property to the south allowing vehicles to utilize a portion of the adjacent property for vehicle circulation
3. The submittal of a revised landscape plan addressing the issue identified above and any additional items required by the Planning Commission.



4. The applicant addressing issues identified by the Village Engineer, Village Fire Chief and any other applicable review by Village Departments.

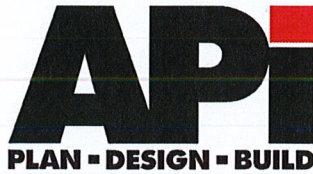
Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

A handwritten signature in black ink, reading "Mario Ortega".

Mario A. Ortega, AICP
Principal Planner



January 26, 2023

Village of Oxford
22 W. Burdick Street
Oxford, MI 48317

Att: **Mr. Joseph Madore**, Village Manager

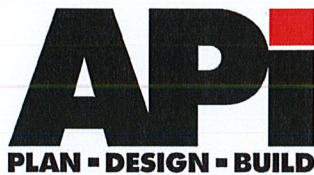
Regarding: **Clean Hub Car Wash – Site Plan Review #2**
153 S. Washington Street – Parcel ID# 04-27-278-022

Dear Mr. Madore,

Please review this response to the review letters dated December 19, 2022 from MCKENNA; December 19, 2022 from the Fire Department; and January 4, 2023 from ROWE regarding a new car wash facility to be located at the above referenced location. The following items are listed per these review letters, with our written explanations and/or clarifications. The review comments are provided with "*italicized*" font and our response in a "**bold**" type font.

MCKENNA's Review Letter:

1. *We recommend any approval be contingent upon the applicant executing a cross-access easement agreement requiring connection to the vacant parcel at the time of development.*
An easement from the carwash entrance accessing the new proposed vacant lot to the North is in the process of being created and will be recorded when completed. We are asking for approval contingent upon the execution and recording of this easement.
2. *The applicant must provide a copy of the cross-access agreement indicating they have the right to a 12 foot wide easement on the adjacent property to the south which allows them to use the easement in this manner. They should also provide confirmation of communication with the property owner to the south that they are aware of this proposed use of the easement.*
An easement for the current shared parking lot/driveway area that straddles the South property line is being prepared and will be recorded when completed. The owner of the property to the South is aware of this easement and has preliminary signed-off on its language and exhibit. We are asking for approval contingent upon the execution and recording of this easement.
3. *Minimum size for shrubs at installation is still 36 inches in height or 30 inches in spread. Provided shrubs must be revised to meet this standard.*
The size of the shrubs has been revised – Please see chart on Sheet AS101.



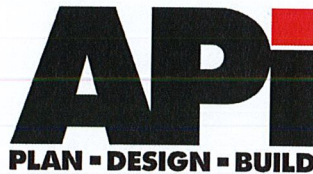
4. *Plant materials shall not include more than 30% of any single plant species. The plant list must be revised to provide the percentage of each planting in a separate column.*
The percentage of the plant species have been added to the landscape chart and are in compliance – Please see Sheet AS101.
5. *The planting schedule still references Macomb County and Shelby Township. The schedule must be revised to reflect Oakland County and the Village of Oxford.*
The text has been revised – Please see chart on Sheet AS101.
6. *We recommend the “Vacuum Boom” tube light fixtures are turned off when the facility is closed.*
A note has been added to the Site Photometric Plan (AS102) stating that these lights will be turned off by a time clock when the facility is closed.
7. *A note must be added stating all fixtures shall be fully shielded, pointed directly downward, and mounted with fixed brackets to ensure fixtures are not capable of being angled after installation.*
This note has been added for all the parking lot pole lights – Please see Sheet AS012.
8. *Indicate that there will be no outdoor storage on-site.*
This note was added to the Architectural Landscape Plan (Please see Sheet L-1).

Fire Department’s Review Letter (Approved):

1. *The Address Shall be legible and placed in a position that is visible from the street.*
Noted.
2. *A Knox Box will be required to be mounted to right or left side of the main entrance to the building.*
Noted – a Knox Box will be provided and coordinated with the Fire Department.

ROWE’s Review Letter:

1. *Little information has been provided regarding the proposed water, sanitary sewer, or storm sewer connections.*
Water and Sewer leads are now shown on Sheet AS101. The final design and engineering of these systems will be completed before final site plan approval.
2. *The storm sewer design will have to demonstrate the ability to retain the runoff from a ten-year storm, sealed by a registered professional engineer.*
Noted – the storm system will be an “underground system” and designed per runoff above.
3. *It appears that a lot split needs to be implemented as a part of this project, and that cross-access easements, either existing or proposed, need to be considered.*
Yes, a lot-split is intended and the cross-access easement is forthcoming.



4. Concerning the topographic survey: *"An existing gravel cross access driveway is shown running through the rear, connecting the properties to the north and south..."*
The existing gravel area will not continue in the new design. A title search did not provide any recorded easements regarding this area and will not be sought for in the new design.
5. *Similar to the comment above, an existing easement is shown on the site plan along the south property line, but it is not shown on the survey. The existing easement document needs to be submitted for our review, to verify what rights and obligations that it provides.*
Noted - An easement for the current shared parking lot/driveway area that straddles the South property line is being prepared and will be recorded when completed. The owner of the property to the South is aware of this easement and has preliminary signed-off on its language and exhibit. We are asking for approval contingent upon the execution and recording of this easement.
6. *The applicant will need to lay out proposed easements on the property. The shared driveway at the entrance will require an easement along the front (assuming a lot split is proposed).*
Noted - An easement from the carwash entrance accessing the new proposed vacant lot to the North is in the process of being created and will be recorded when completed. We are asking for approval contingent upon the execution and recording of this easement.

If you have any questions, please do not hesitate to contact us.
Sincerely,

Alan Hall, RA, NCARB, LRB
Principal Architect



SOUTH ELEVATION



NORTH ELEVATION

MATERIAL SELECTIONS

- (A) JUMBO BRICK - BOHEMIAN BRICK - (JET BLACK), GRAY MORTAR
- (B) SPLIT-FACE BLOCK 1 - NATIONAL BLOCK - WHITE, GRAY MORTAR
- (C) JUMBO BRICK - BOHEMIAN BRICK - (JET BLACK), GRAY MORTAR
- (D) NICHHA - VINTAGE WOOD - BARK
- (E) METAL PANEL - PAC-CLAD 7.2 PANEL (DARK BRONZE)
- (F) METAL FASCIA - PAC-CLAD - (BLACK) & (GREEN)
- (G) SUNSHADE - CLEAR ANODIZED

NOTE: SIGNAGE

SIGNAGE SHOWN FOR REFERENCE ONLY. ALL SIGNAGE TO BE APPROVED SEPARATELY UNDER SEPARATE SIGN PERMIT AND BY OWNER'S SIGN COMPANY



WEST ELEVATION



EAST ELEVATION



153 S. WASHINGTON STREET, OXFORD, MI 48371

BUILDING CONCEPT ELEVATIONS

2023.01.17



NEW CAR WASH BUILDING FOR:
CLEAN HUB CAR WASH
 153 S. WASHINGTON STREET
 OXFORD, MI 48371

PRINT DATE: January 26, 2023



ISSUED FOR	DATE
PRE-APP	08.16.20
SITE PLAN SUB	08.29.20
SITE PLAN SUB	12.08.20
SITE PLAN SUB	07.26.22

I certify that this drawing is a true and correct copy of the original drawing as submitted to the Planning and Zoning Commission and is intended for use in the application for the proposed project. I am not a professional engineer or architect and I am not a professional land surveyor. I am not a professional engineer or architect and I am not a professional land surveyor. I am not a professional engineer or architect and I am not a professional land surveyor.

ART
ARCHITECTURAL PLANNING INCORPORATED
101 Williams La Borne, Westford, MA 01886

REGISTERED DESIGN PROFESSIONAL IN
RESPONSIBLE CHARGE
ALAN SCOTT HALL
LICENSED ARCHITECT
NO. 138066001

R:	
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POSED CAR WASH BUILDING
EAN HUB CAR WASH

S. WASHINGTON STREET
FORD, MI 48371

JOB NO. P C	LOCATION 1 C
DRAWN BY: RGS	
CHECKED BY: ASH	
SCALE: AS NOTED	
JOB NO: CHO 2022-18	
COVER SHEET & PROJECT	

A000[illegible]

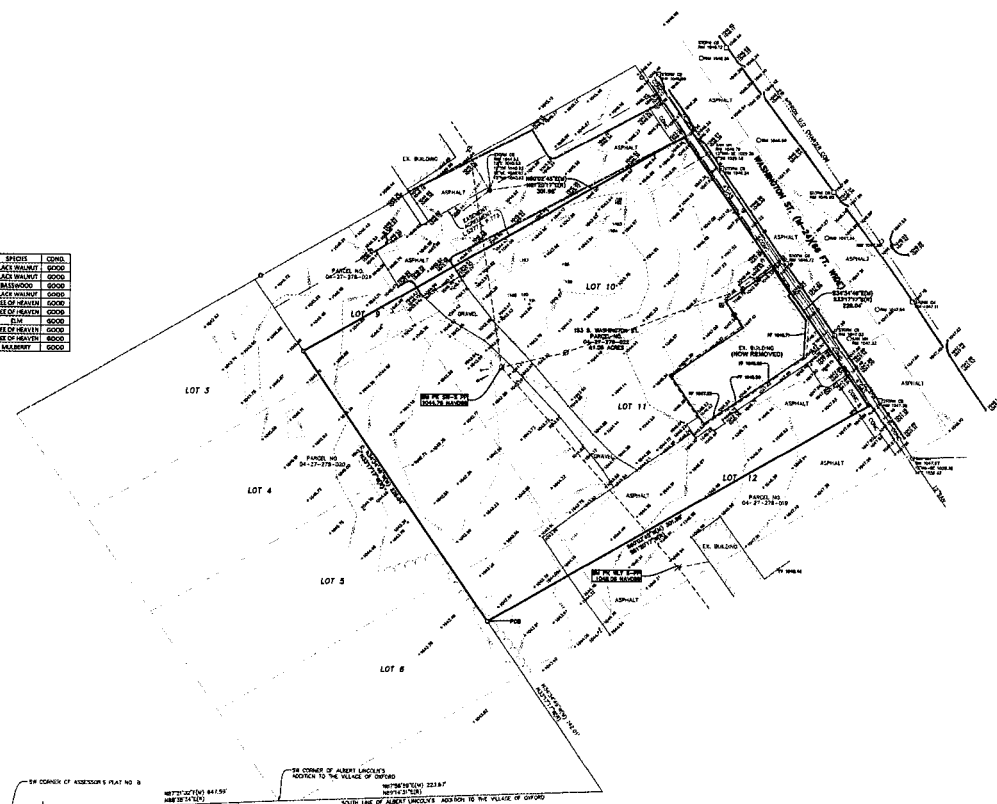
- | TAG # | DIA. (IN.) | SPECIES | COND. |
|-------|---------------|----------------|-------|
| 561 | 24 | BLACK WALNUT | GOOD |
| 562 | 8 | BLACK WALNUT | GOOD |
| 563 | 12-12.5-15-16 | BASSWOOD | GOOD |
| 564 | 30 | BLACK WALNUT | GOOD |
| 565 | 23 | TREE OF HEAVEN | GOOD |
| 567 | 22 | TREE OF HEAVEN | GOOD |
| 568 | 24 | B.M. | GOOD |
| 569 | 21 | TREE OF HEAVEN | GOOD |
| 570 | 16 | TREE OF HEAVEN | GOOD |
| 571 | 18 | MAH. BERRY | GOOD |

[illegible]


NOTE:
- SEARCHES BASED ON MICHIGAN
STATE PLANE COORDINATES.
NAD83, MICHIGAN SOUTH ZONE
- NOT ALL UTILITY MAPS
RECORDED AS OF 3-14-92


NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES OR OF ANY OTHER PERSONS.

NOTE: THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE KNOWN OR AN APPROXIMATE WAY ONLY AS DISCLOSED BY AVAILABLE UTILITY COMPANY RECORDS AND HAVE NOT BEEN VERIFIED BY THE CONTRACTOR. THE CONTRACTOR SHALL EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESCRIBE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL BE DEEMED TO HAVE INDICATED BY A CONFLICT IS APPARENT.



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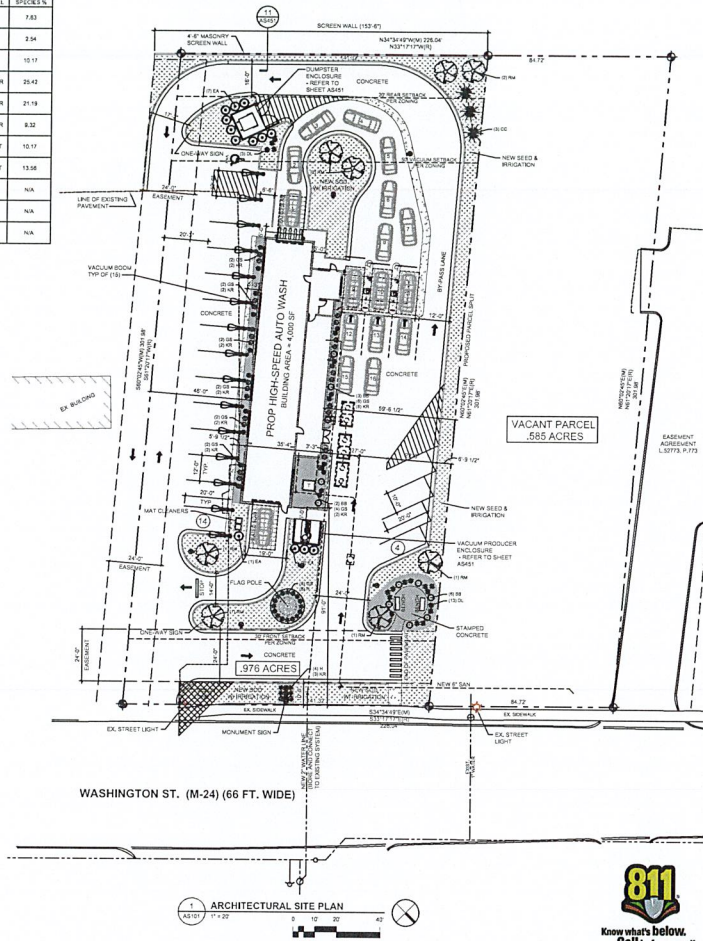
	RESIDENTIAL NEW HOMES REMODELING 2-3 FAMILIES COMMERCIAL LAUNCH	COMMERCIAL RETAIL OFFICE BUILDINGS INDUSTRIAL & WAREHOUSE CONSTRUCTION LAUNCH
	MANUFACTURING AUTO PARTS FURNITURE FOOD PROCESSING PACKAGING	CONCRETE FOUNDATIONS WALLS SLABS CURBS DRIVEWAYS SIDEWALKS STAIRS RAMP BRIDGES TUNNELS ETC.

	
Know what's below Call before you dig.	

ART PLAN DESIGN BUILD	143 S. WASHINGTON STREET CHICAGO, IL 60604
TOPOGRAPHIC SURVEY	143 S. WASHINGTON STREET CHICAGO, IL 60604
CLIENT:	143 S. WASHINGTON STREET CHICAGO, IL 60604

REVISIONS	143 S. WASHINGTON STREET CHICAGO, IL 60604
DATE:	143 S. WASHINGTON STREET CHICAGO, IL 60604
DRAWN BY:	143 S. WASHINGTON STREET CHICAGO, IL 60604
CHECKED BY:	143 S. WASHINGTON STREET CHICAGO, IL 60604
PROJECT NO:	143 S. WASHINGTON STREET CHICAGO, IL 60604

PLANTING SCHEDULE (ZONE 3 TOLERANT)									
SYMBOL	COMMON NAME	WATER	OFF	SCIENTIFIC NAME	HEIGHT (IN)	DBH (IN)	ROOT BALL (IN)	SPECIES %	
	WATERSIDE RED MAPLE	RM	8	ACER RUBRUM WATERSIDE	8' HIGH (IN)	8"	8"	7.83	
	CANADA RED CHOKEBERRY	CC	3	FRAXINUS VIRGINIANA CANADA RED	8' HIGH (IN)	8"	8"	2.54	
	EMERALD GREEN ARBORVITAE	EA	11	THUJA OCCIDENTALIS EMERALD	8' HIGH (IN)	8"	8"	10.17	
	UPRIGHT SWEETGUM	US	30	BITA VIRGINICA HENRY'S GAVNET	30' WIDE (IN)	30"	30"	25.42	
	DOUBLE KNOCKOUT ROSE	KR	25	ROSA RADIATA	8' HIGH (IN)	8"	8"	21.19	
	FRAGRANT BLUMAC	BB	11	RIHUS ARDENTICA OREGON	30' HIGH (IN)	30"	30"	8.32	
	HOSTA	H	12	AUREOVARIEGATA HOSTA	30' WIDE (IN)	30"	30"	10.17	
	DAYLILY	DL	16	HEMEROCALLIS DAYLILY	12" - 18"	12"	12"	13.58	
	CONCRETE SIDERALK	-	-	SEE CIVIL DRAWINGS	-	-	-	N/A	
	GRASS	-	-	SPECIES SHALL BE HARDY IN OREGON COUNTY, PER AMERICAN ASSOCIATION OF NURSERYMEN	-	-	-	N/A	
	MULCH	-	-	ALL MULCHES SHALL BE 4" DEEP CONTIGUOUS LAYER OF SPREADS MULCH	-	-	-	N/A	

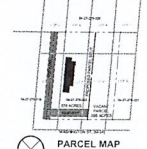


ZONING REQUIREMENTS
 C-2 - GENERAL BUSINESS DISTRICT
 MAX. BUILDING HEIGHT: 30'
 SETBACKS:
 FRONT YARD: 20'
 SIDE YARD: 20' (ADJACENT RESIDENTIAL)
 REAR YARD: 20' (ADJACENT RESIDENTIAL)
 VACUUM LOCATION: REAR ONLY
 *REQUIRES VARIANCE - GRANTED 2BA APPROVAL

PARKING REQUIREMENTS
 ONE SPACE FOR EACH EMPLOYEE, PLUS FOUR (4) STANDING SPACES FOR EACH, PLUS ONE (1) STANDING SPACE FOR POST WASH / DRYING
 EMPLOYEE PARKING: 17 SPACES
 STANDING SPACES: 4 SPACES
 VACUUM SPACES: 8 SPACES
 POST WASH: 4 SPACES

GENERAL SITE CONSTRUCTION NOTES
 1. DO NOT ROAD DRAINAGE. NECESSARY DRAINAGE ARE DRAIN DIMENSIONS ARE TO BE VERIFIED IN THE FIELD FOR EXISTING CONDITIONS. (PROVIDE DRAINAGE DIMENSIONS REGARDING DRAINAGE SHOULD BE DIRECTED TO THE ATTENTION OF THE ARCHITECT.)
 2. ALL WORK PROVIDED AND INSTALLED BY THE CONTRACTOR SHALL BE THE LATEST EDITION OF ALL STATE, LOCAL, FEDERAL AND NECT REGULATIONS AND CODES.
 3. CONTRACTOR SHALL OBTAIN PLANNED SITE ACCESS, EQUIPMENT ACCESS, TEMPORARY PARKING AREAS, MATERIAL STORAGE AREAS, AND DEMOLITION FOR APPROVAL BY CONVEY.
 4. LOCATE ALL UTILITIES BY HAND EXCAVATION OR IN AN APPROVED MANNER AND PROVIDE PROPER PROTECTION FROM DAMAGE.
 5. NOTIFY OWNERS AND CONTACT ALL APPROPRIATE UTILITY COMPANIES PRIOR TO WORK OR DISRUPTION OF SERVICE.
 6. ALL EROSION AND PILES SHALL NOT HAVE A CROSS SLOPE GREATER THAN 1% IN EITHER DIRECTION.

LANDSCAPE NOTES
 1. ALL PLANT MATERIAL SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSERYMEN, INC. (AAS) STANDARD FOR NURSERY STOCK.
 2. NO PLANTING BARRIER. TREES, FLOWERS, OR BUSHES SHALL BE INSTALLED PRIOR TO ALL PAVING OR SETTING IN PLACE.
 3. PLANTING SPECIFICATIONS:
 1) EVERGREEN MATERIAL SHALL BE PLANTED FROM MARCH 15 THROUGH SEPTEMBER 30 FOR ALL FALL PLANTING.
 2) EVERGREEN MATERIAL SHALL BE PLANTED FROM MARCH 1 THROUGH MAY 31 FOR SPRING PLANTING AND FROM AUGUST 1 THROUGH SEPTEMBER 30 FOR ALL FALL PLANTING.
 4. PROVIDE WEED MAT FOR GREENBELT AND FOUNDATION PLANTINGS FOR ALL LANDSCAPE AREAS WITH MULCH.
 5. ALL NEW LANDSCAPE AREAS ARE TO BE BARRIAGED.
 6. INSTALLATION: LANDSCAPING SHALL BE INSTALLED IN A SOUND PROFESSIONAL MANNER TO ENSURE THE CONTINUED GROWTH OF HEALTHY PLANT MATERIAL.
 7. SHALL ALL TREES AND BUSHES SHALL BE MULCHED WITHIN 10 FEET OF THE BASE OF THE TRUNK AT THE TIME OF PLANTING. ALTERNATIVE MULCHES SUCH AS GRAVEL, STONE, PAVING OR OTHER NON-MULCH MATERIAL SHALL BE OF ADEQUATE DEPTH TO ENSURE TOTAL COVERAGE AND SHALL BE PLACED ON A NON-Biodegradable WEED BARRIER. THE USE OF ALTERNATIVE MULCHES IS SUBJECT TO APPROVAL BY THE OWNER.
 8. STAKED EVERGREEN AND ORNAMENTAL TREES SHALL BE STAKED FOR PROTECTION OR UNTIL ESTABLISHED. STAKES ARE TO BE REMOVED UPON THE OCCURRENCE OF EITHER EVENT.
 9. PROTECTION: LANDSCAPE AREAS SHALL BE ELEVATED ABOVE THE PROPOSED GRADE HEIGHT ADEQUATE TO PROTECT THE PLANTS FROM SPILL RESIDUAL, SAL, AND OTHER HAZARDS.
 10. MAINTENANCE: LANDSCAPING SHALL BE MAINTAINED IN A HEALTHY, NEAT AND ORDERLY APPEARANCE FREE FROM WEEDS, REFUSE, AND DISEASE. PLANTINGS SHALL BE CONTINUOUSLY MAINTAINED IN A SOUND, HEALTHY, AND VIGOROUS GROWING CONDITION PER THE APPROVED LANDSCAPE PLAN.
 11. IF PLANTS OR ANY GROUND COVER DIE DURING CONSTRUCTION, THE LANDSCAPE CONTRACTOR SHALL REPLACE BARRIER WITH NO ADDITIONAL COSTS. ALL SUCH MATERIALS PRIOR TO ANY OFFICIAL LANDSCAPE INSPECTION, OR BY REASONABLE REQUEST BY THE OWNER.
 12. ALL PLANTINGS SHALL HAVE A REPLACEMENT WARRANTY OF AT LEAST (12) MONTHS AFTER INSTALLATION WITH NO ADDITIONAL COSTS BY THE LANDSCAPE CONTRACTOR.



ISSUED FOR	DATE
PRELIMINARY	08-16-2022
SITE PLAN SUB	08-28-2022
SITE PLAN SUB	07-28-2023
SITE PLAN SUB	07-28-2023



FOR PROPOSED CAR WASH BUILDING FOR:
CLEAN HUB CAR WASH
 153 S. WASHINGTON STREET
 OXFORD, MI 48371

DRAWN BY: RDS
 CHECKED BY: ASH
 SCALE: AS NOTED
 JOB NO: CHD 2023-18
 ARCHITECTURAL SITE PLAN

AS101

PHOTOMETRIC STATISTICS SCHEDULE						
#	Name	MIN	MAX	AVG	MIN / AVG	MIN / MAX
1	OVERALL SITE PROPERTY LINES	0.078 FC	18.3 FC	2.91 FC	-	-
2	PAVED SURFACE FOR VEHICLES	0.20 FC	11.9 FC	2.84 FC	0.072	0.017
3	SIDEWALK SITTING AREA	0.30 FC	3.20 FC	1.12 FC	0.272	0.095

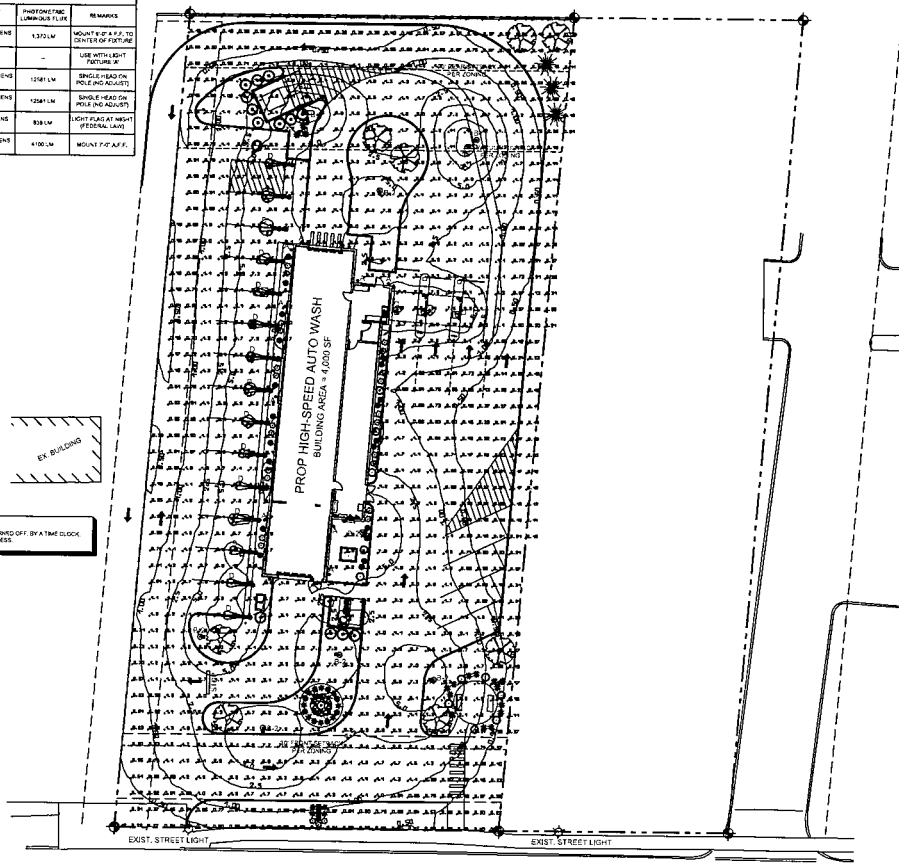
NOTE:
ALL PARKING LOT POLE LIGHTS ARE TO BE MOUNTED WITH A FIXED ONLY BRACKET AND ALL LIGHTS ARE TO BE FULLY SHIELDED AND POINTED DIRECTLY DOWNWARD



3 POLE MOUNTED LED PARKING LIGHT
AS102 SCALE: N.T.S. LIGHT FIXTURE BRAND: C



2 TYPICAL WALL SCONCE & LENS
AS102 SCALE: N.T.S. LIGHT FIXTURE 'A'



1 SITE PHOTOMETRIC PLAN

[illegible]

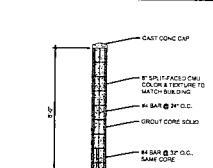
API
PLAN-DESIGN-BUILD
ARCHITECTURAL PLANNERS INCORPORATED
5101 RIVERSIDE AVE. SUITE 600, PRINCE GEORGE, BC V4L 4G7
Ph: 248.874.1340 www.api.ca

REGISTERED DESIGN PROFESSIONAL IN
RESPONSIBLE CHARGE
ALAN SCOTT HALL
LICENSED ARCHITECT
NO. 1271-00021

NAME: _____
 PROPOSED CAR WASH BUILDING FOR:
 CLEAN HUB CAR WASH
 CATION: 153 S. WASHINGTON STREET
 OXFORD, MI 48371

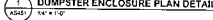
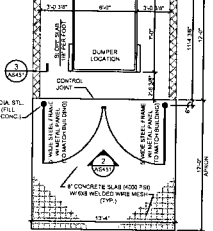
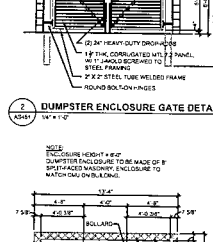
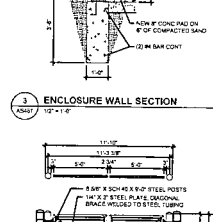
DRAWN BY: RDS
CHECKED BY: ASH
SCALE: AS NOTED
JOB NO. CHO 2022-18
SITE PHOTOMETRIC PLAN

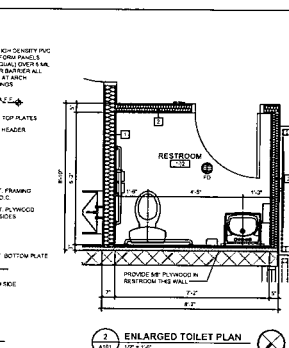
AS102

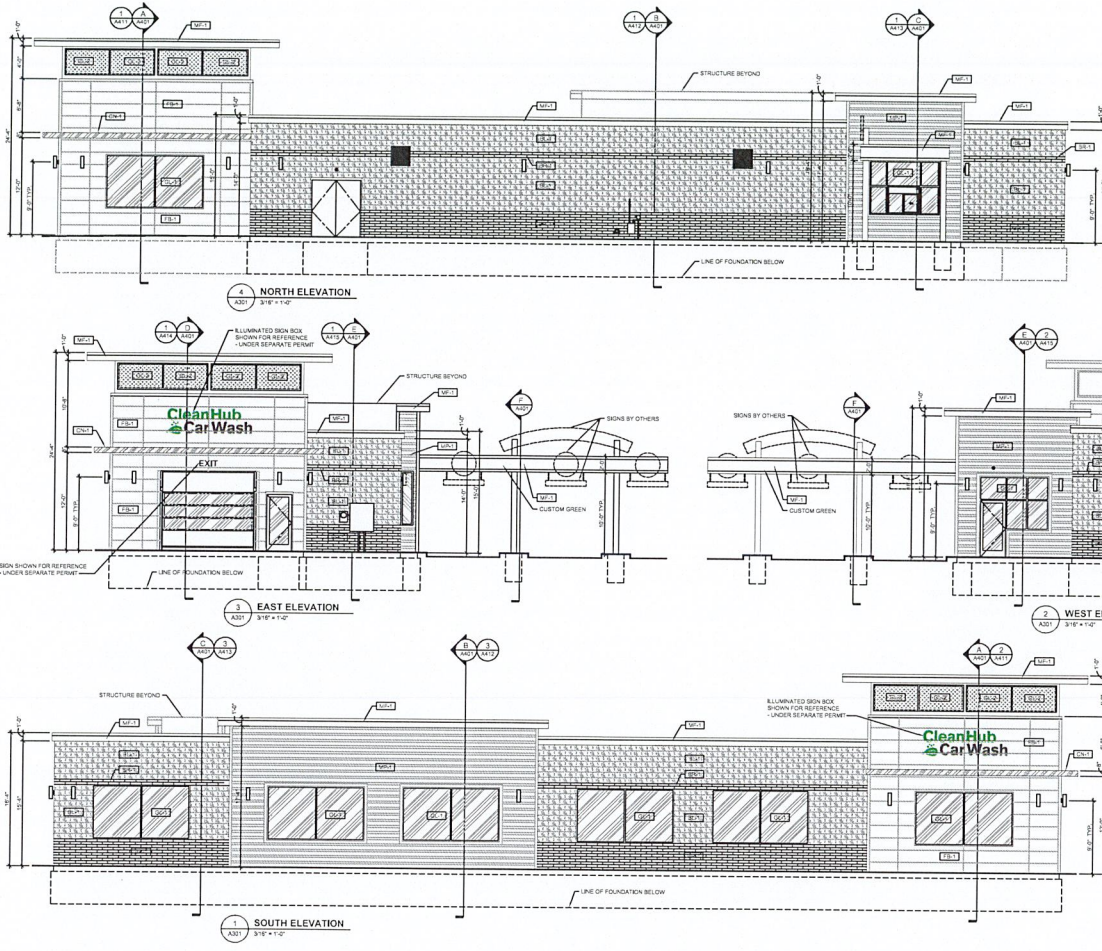


ISSUED FOR	DATE
PROJ-40	08/18/2011
SITE PLAN SUB	10/26/2011
SITE PLAN SUB	12/29/2011
SITE PLAN SUB	01/28/2012

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 Transportation.



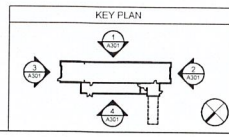
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EXTERIOR MATERIAL SCHEDULE

M1	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK
M2	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK
M3	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK
M4	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK
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M99	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK
M100	2" X 8" LAMBD BRICK BAYLE, BOWMAN BRICK

NOTE: BUILDING SIGNAGE SHOWN FOR REFERENCE ONLY. SIGNAGE WILL BE APPROVED UNDER SEPARATE PERMIT.



REVISED FOR	DATE
PRELIM	06.16.2022
SITE PLAN SUB	08.28.2022
SITE PLAN SUB	09.28.2022
SITE PLAN SUB	07.28.2023

API
ARCHITECTURAL PRACTICE, INC.
11111 WASHINGTON STREET
OXFORD, MI 48371

OWNER: **CLEAN HUB CAR WASH**
153 S. WASHINGTON STREET
OXFORD, MI 48371

DRAWN BY: **ASH**
CHECKED BY: **ASH**
SCALE: **AS NOTED**
JOB NO: **CHD 2022-18**
EXTERIOR ELEVATIONS
A301



January 4, 2023

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

RE: 153 S. Washington Street
Second Engineering Plan Review

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed a *second* site plan review for the address listed above. The plans were prepared by Architectural Planners, Inc., and consists of six conceptual plan sheets (engineering and architectural) that are dated December 9, 2022. None of the plan sheets were sealed by a registered design professional.

The applicant is proposing to construct a 4,000 square foot single bay automatic car wash, and to install a parking area with 14 self-serve vacuum stations loading zone, and four regular parking spaces. The applicant is now proposing to use the southerly part of the property and splitting the northerly portion off for some other future use. Also, the parking lot/self-serve parking area has been reconfigured and downsized since the first submittal.

Comments that have been addressed from ROWE's previous review (letter dated September 28, 2022) have been removed from this letter. Additional comments related to a previous comment are shown in *italic font* and new comments are shown in standard font.

GENERAL COMMENTS

The site plan submitted has been designed at the conceptual level for review and comment. Once the applicant has received input of this plan, a more detailed engineered site plan must be prepared and submitted for further review. Of particular concern is the following:

1. Little information has been provided regarding the proposed water, sanitary sewer, or storm sewer connections.
2. The storm sewer design will have to demonstrate the ability to retain the runoff from a ten-year storm, sealed by a registered professional engineer.
3. It appears that a lot split needs to be implemented as a part of this project, and that cross-access easements, either existing or proposed, need to be considered.

Lapeer, MI: 128 N. Saginaw Street, 48446 | Phone: (810) 664-9411

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

Flint, MI (HQ) | Lapeer, MI | Farmington Hills, MI | Kentwood, MI | Mt. Pleasant, MI | Grayling, MI | Myrtle Beach, SC | www.rowepsc.com

As a result, our comments below are general in nature, reflective of the design details as they currently exist.

TOPOGRAPHIC SURVEY (Submitted Previously)

1. An existing gravel cross access driveway is shown running through the rear, connecting the properties to the north and south. Also, on the conceptual site plan submitted, there is a reference to an existing easement where this cross-access driveway meets the north property line. However, there is no reference to an easement on the survey. Given the long-term nature of this gravel driveway, it would seem highly possible that there is an easement that bisects the property for the benefit of others. The applicant is asked to verify the existence of the easement. ROWE requests that any easement language that exists be submitted with the next plan revisions for our review, to verify what rights or obligations exist from the easement. If there are no access easements on the property, that should be documented as well. *The survey that was referenced in the first plan review was not included in the revised plan set. It is noted that the new design does not provide any opportunity for cross-access in the area of the existing gravel road that provides access to and from the existing sites to the north and south. Our expressed concerns about the need for additional information regarding existing easements was not addressed.*
2. Similar to the comment above, an existing easement is shown on the site plan along the south property line, but it is not shown on the survey. The existing easement document needs to be submitted for our review, to verify what rights and obligations that it provides. *This item was not addressed. The new traffic configuration that would encourage parked vehicles to back out on to the adjacent easement partly on the neighbor's property makes the submittal of this information vital.*

SHEET AS101:

As part of the review, the applicant will need to lay out proposed easements on the property. The shared driveway at the entrance will require an easement along the front (assuming a lot split is proposed). Also, once the existing easement conditions in the rear of the property are known, an additional easement may be required in that area. *This item has not been addressed.*

ROWE's plan review is for conformance with the Village's submittal requirements and standard engineering practices for the Village's 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.

Mr. Joseph M. Madore, Manager – Village of Oxford
January 4, 2023
Page 3

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 me directly at (248) 318-1492.

Sincerely,
ROWE Professional Services Company

Paul T. O'Meara

Digitally signed by Paul T. O'Meara
DN: C=US, E=pomeara@rowepsc.com,
O=ROWE, OU=Design Services,
CN=Paul T. O'Meara
Date: 2023.01.04 11:00:37-05'00'

Paul T. O'Meara, PE
Project Manager

CC: Mario Ortega – McKenna

R:\Projects\18L0126\Docs\Plan Reviews\153 S Washington\Site Plan Review 2\Washington S 153 site plan review TWO.docx



OXFORD FIRE DEPARTMENT

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

December 19, 2022

Re: Revised - Plan review
Site Plan – Proposed Car Wash
Clean Hub Car Wash
153 S Washington
OXFORD, MI 48371

The Oxford Fire Department has received and reviewed the plans that have been submitted for the above address. The plans are Approved with the following comments.

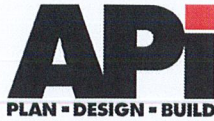
- The Address Shall be legible and placed in a position that is visible from the street.
- A Knox Box will be required to be mounted to right or left side of the main entrance to the building

Please forward further questions to Fire Marshal Frantz

BJ Frantz

Fire Marshal
Office: 248 969-9483
Cell: 248 916-8600





December 9th, 2022

TO: Village of Oxford
Planning Department
22 W. Burdick Street
Oxford, MI 48371

RE: Request for Approved Site Plan modifications

After discussions with Oxford Village and it's Consultants we are requesting a site plan re-review for our previously approved CleanHub Carwash Development.

The modifications to the previously approved plan include:

- 1) A parcel split, which entails splitting the existing 1.56 acre site into two (2) separate lots with the carwash portion being the southernmost parcel at .976 acres total development area. The remaining northernmost portion (.585 acres) will be split and will not be developed or reviewed under this review / approval application.
- 2) The car wash site plan is now positioned on the southerly portion of the existing site, whereas the original approval it was positioned on the northerly portion.
- 3) The modified site plan also simplifies and improved the customer transaction experience by introducing an integrated point of sale arrangement rather than a separate kiosk structure. This arrangement simplifies the employee to customer contact point while also improving the traffic flow.
- 4) The new plan also reduces the vacuum spaces from 20 to 14 total. This new vacuum arrangement is simplified into a single row of spaces rather than two separate rows making better use of the site.

Thank you,
Keith Lutz
Architectural Planners Incorporated (API)
248-674-1340
keith@api-mi.com

