

Village of Oxford Planning Commission Agenda
Tuesday, March 21, 2023, 7:00 P.M.
Council Chambers located at:
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

1. Call to Order by Chairman Scott Flynn 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: March 21, 2023
5. Approval of Minutes: February 7, 2023
6. Correspondence:
7. Call to Public
8. New Business:
 - a. **Closets by Design, 500 S. Glaspie Street, PID# PO-04-26-326-003. Zoning: I-1, Industrial. Building Addition. Applicant and owner, Mr. Gary Dion.**
 - b. **Sign Design Review, 15 E. Burdick St. Mortgage One, PID# PO-04-22-460-045. Zoning: C-1 CORE. Internally Illuminated Wall Sign. Applicant, Printall. Owner, John Burt.**
 - c. **Car Restoration Storage Building, 43 N. Washington St., PID# TBD (new lot). Zoning: C-1 Transition. Applicant and Owner, Chuck Schneider**
 - d. **2022 Annual Review Letter**
9. Old Business:
 - a. **Amendment to PC By-Laws.** Recommendation to remove words "...or hold another municipal office..." on page one, Article III, Sec. 1. Amendment introduced on Feb. 7, 2023, at the regular planning commission meeting.
10. Public Comment:
11. Consultant & Administration Comments:
12. Reports:
 - Oxford Township Planning Commission
 - ZBA
 - DDA
13. Commissioner Comments:
14. Adjournment:

VILLAGE OF OXFORD
PLANNING COMMISSION
February 7, 2023 - 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: 6. Justin Ballard, Scott Flynn, Maureen Helmuth, Michelle McClellan, Jon Nold, Leslie Pielack. Absent: 0. Staff Present: Village Manager, Joe Madore. Recording Secretary Tere Onica. McKenna Planner Mario Ortega.

3. APPROVAL OF AGENDA: Meeting Agenda February 7, 2023.

MOTION: by Nold/Helmuth to approve the agenda for February 7, 2023, as presented. All in favor. Motion adopted.

4. APPROVAL OF MEETING MINUTES: December 20, 2022, Regular Meeting Minutes.

MOTION: by Nold/Helmuth to approve the December 20, 2022, meeting minutes as presented. All in favor. Motion adopted.

5. CORRESPONDENCE: None.

6. CALL TO PUBLIC: No public comments.

7. 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)*

MOTION: by Helmuth/Pielack nominating Scott Flynn as Planning Commission Chair with Commissioner Flynn accepting the nomination.

Roll Call Vote: Ayes: 6. Helmuth, McClellan, Pielack, Nold, Ballard, Flynn. Nays: 0. Absent: 0. Motion adopted.

MOTION: by Helmuth/McClellan nominating Justin Ballard as Planning Commission Vice Chair/Secretary with Ballard accepting the nomination.

Roll Call Vote: Ayes: 6. McClellan, Pielack, Nold, Ballard, Flynn, Helmuth. Nays: 0. Absent: 0. Motion carried.

- b. **Sign Permit Application.** Oxford Bike Shop, 18 North Washington, Suite B, PID # 04-22-460-039. Design Approval Request. Planner Ortega reviewed the application to install one internally illuminated wall sign for Oxford Bike Shop at 18 N. Washington, facing the rear parking lot. The application also proposes a projecting sign. The projecting sign already meets the requirements of the ordinance as does not require Planning Commission approval. The question was raised whether

the dimmer control module was a necessary requirement with residential impact more than a distance of 150 ft.

MOTION: by Nold/Helmuth to grant sign approval to Oxford Bike Shop located at 18 N. Washington, Suite B, PID# 04-22-460-039 permitting installation of the proposed internally illuminated wall sign in compliance with general design standards of the village ordinance, contingent upon the installation of a dimmer control module with the luminance level not to exceed 100 cd/m2 from dusk to dawn.

Roll Call Vote: Ayes: 6. Pielack, Nold, McClellan, Helmuth, Flynn, Ballard. Nays: 0. Absent: 0. Motion adopted.

- 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. Planner Ortega reviewed Clean Hub Car Wash; Site Plan Review #3 as outlined in the McKenna letter dated February 1, 2023. Cross-access easement to the south has been granted by the neighboring property and the applicant commented they will record that at the register of deeds. The cross-access easement agreement for the north parcel is owned by the applicant and also needs to be recorded. There will be a separate application submitted for the monument sign.

MOTION: by Nold/Pielack to grant site plan approval to Clean Hub Car Wash located at 153 N. Washington, PID # 04-27-278-022, contingent upon the following items presented in the McKenna Review letter dated February 1, 2023:

- 1.) The applicant provide a signed and recorded copy of the cross-access easement agreement requiring connection to the vacant parcel to the north at the time of development.
- 2.) The applicant provide a signed and recorded cross-access easement agreement with the property to the south allowing vehicles to utilize portion of the adjacent property for vehicle circulation.
- 3.) The submittal of a revised landscape plan addressing the issue identified on page four Item (F) of the McKenna Review letter dated February 1, 2023.
- 4.) The applicant address all issues identified by the Village Engineer (review letter Jan. 4, 2023), Fire Department (revised review letter dated December 19, 2022) and any other applicable review by Village Departments.
- 5.) Segregate groups of plant materials by trees, shrubs, and perennials, utilizing native plants and applying percentages specified in Article 7, Chapter 2 (pages 84-90) of the Village of Oxford Zoning Ordinance.

Roll Call Vote: Ayes: 6. Ballard, Flynn, Helmuth, McClellan, Nold, Pielack. Nays: 0. Absent: 0. Motion adopted.

8. OLD BUSINESS: None.

9. PUBLIC COMMENT: None.

10. CONSULTANT & ADMINISTRATION COMMENTS: Commissioners will consider an amendment to the by-laws at next meeting. The Village Manager was directed to remove the words...*"or hold another municipal office"*..., on page one, under Article III, Sec. 1. Planning Commission By-Laws are stricter than the requirements of the Planning and Zoning Enabling Act causing issues presently and also in the past regarding the composition of the members of the planning commission. The question of incompatible offices was discussed.

11. COMMISSIONER COMMENTS:

Oxford Township Planning Commission-Taco Bell and Infrastructure projects coming.

ZBA Update-No meeting.

DDA- Mainstreet Evaluation by Oakland County completed and went very well.

12. FUTURE BUSINESS: 2022 Annual Review and 2023 Proposed Business will be presented by Planner Ortega at next meeting.

13. ADJOURNMENT: With no further business to discuss, meeting adjourned at 7:52 p.m.

Respectfully submitted,
Tere Onica, Recording Secretary

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



SITE PLAN REVIEW APPLICATION

A site plan submitted for review and approval shall contain all of the following data prior to its submission. Site plans shall consist of an overall plan for the entire development. All plans must be legible and sufficient quality to provide for reproduction.

Article 9, Chapter 1 of the Zoning Ordinance, has been provided in order to ensure that all site plan information and requirements have been provided by the applicant for Planning Commission review. Missing information could result in a delay in plans being reviewed by the Planning Commission until all required information has been provided.

Applicant must provide **10 copies** of the site plan, application, fees, and all relative documents at least twenty-five (25) days prior to the next regularly scheduled meeting of the Planning Commission.

DATE 02.06.20223 PROJECT ADDRESS 500 S. Glaspie St. Oxford MI. 48371

APPLICANT INFORMATION

Name: **CBDM Holdings, LLC**

Address: **500 S. Glaspie St.**

City: **Oxford**

State: **MI**

Zip: **48371**

Phone:

Cell: **248-425-0185 & 248-933-5561**

Email: **gdion@cbd-mi.com & mdion@cbd-mi.com**

PROPERTY OWNER INFORMATION

Name: **CBDM Holdings, LLC**

Address: **500 S. Glaspie St.**

City: **Oxford**

State: **MI**

Zip: **48371**

Phone:

Cell: **248-425-0185 & 248-933-5561**

Email: **gdion@cbd-mi.com & mdion@cbd-mi.com**

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

PROPERTY DESCRIPTION

Description of Proposed Project:

ADDITION OF 12,000 SQ. FT. WAREHOUSE, VEHICLE LOADING AND STORAGE

Zoning Classification:

☐ R-1 Single Family☐ C-1 Central Business – Core☐ RM Multiple Family☐ C-1 Central Business - Transition☒ I-1 Industrial☐ C-2 General Business☐ P-1 Vehicular Parking

Present Use:

Closet by Design Warehouse

Proposed Use:

Closet by Design Warehouse

Front Yard Setback	50	ft.	Building Height	35	ft.
Side Yard Setback	50	ft.	Lot Coverage (%)	43	%
Rear Yard Setback		ft.	Total Floor Area	51,990	sq. ft.
Lot Size	119,811	sq. ft.	Off Street Parking	80	cars

PROFESSIONALS WHO PREPARED DRAWINGS

Name:

Auger Klein Aller Architects

Mailing Address:

303 E. Third Street

City:

Rochester

State:

MI

Zip:

48307

Telephone:

2488149160

Email:

b.klein@aka-architects.net

Design Responsibility:

Brad Klein

Name:

Sharpe Engineering

Mailing Address:

101 N. Washington

City:

Oxford

State:

MI

Zip:

48371

Telephone:

2488772102

Email:

jim@sharpe-engineering.com

Design Responsibility:

Jim Sharpe

INCLUDE THE FOLLOWING:

1. **10 folded copies** of the site plan, sealed by a registered architect, engineer, or landscape architect.
2. Flash drive with application, site plan, and all supporting documentation.
3. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
4. Proof of property ownership or interest in property (purchase agreement, etc.)
5. Fees: \$200.00 Application Fee
Multi-Family/Commercial/Industrial see Cost form
6. If necessary, review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:

☐ Oakland County Road Commission
☐ Oakland County Health Department
☐ Michigan Department of Natural Resources


☐ Michigan Department of Environmental Quality
☐ Oakland County Drain Commissioner

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.


Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.


Signature of Applicant

2/15/23
Date


Signature of Property Owner

2/15/23
Date

OAKLAND COUNTY TREASURERS CERTIFICATE
This is to certify that there are no delinquent property
taxes as of this date owed to our office on this property.
No representation is made as to the status of any taxes,
tax liens or titles owed to any other entities.

MAY 03 2017

RTN

5.00

ANDREW E. MEISNER, County Treasurer
Sec. 135, Act 206, 1893 as amended

90555
LIBER 50644 PAGE 1
\$26.00 DEED - COMBINED
\$4.00 REMONUMENTATION
\$10,707.00 TRANSFER TX COMBINED
05/08/2017 10:18:28 A.M. RECEIPT# 52946
PAID RECORDED - OAKLAND COUNTY
LISA BROWN, CLERK/REGISTER OF DEEDS

WARRANTY DEED

THE GRANTOR, Parker-Hannifin Corporation, an Ohio corporation, successor by merger to Finite Filter Co., Inc., a Michigan corporation, whose address is 6035 Parkland Blvd., Cleveland, Ohio 44124, conveys and warrants to CBDM Holdings, LLC, a Michigan limited liability company, whose address is 1910 Lakeville Road, Leonard, Michigan 48367, the following described premises situated in the Village of Oxford, County of Oakland, and State of Michigan, and particularly described as follows:

Lot 11, Drahner Road Industrial Park according to the plat thereof as recorded in Liber 141 of Plats, Pages 29 to 31 inclusive, Oakland County Records.

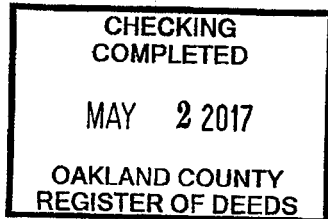
Commonly known as: 500 S. Glaspie Street, Oxford, Michigan
PIN: 04-26-326-003

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for a consideration of One Dollar (\$1.00) and other good and valuable consideration. Real Estate Transfer Tax Valuation Affidavit filed;

The Grantor grants to the Grantee the right to make all divisions allowed under section 108 of the land division act, Act 288 of the Public Act of 1967.

Subject to easements and building and use restrictions of record and further subject to reservation of oil, gas and mineral rights contained in Deed recorded in Liber 7608, Page 250, Oakland County Records; rights of the public in and to the public sidewalk; encroachment of the building into the southerly 20 foot building setback as set forth in Liber 6254, Page 685, as amended by 6437, Page 147, Liber 6879, Page 819, and Liber 7050, Page 548, all Oakland County Records; and, encroachment of chain link fence over the northerly and easterly property lines.

EFFECTIVE AS OF
Dated: April 28, 2017



PARKER-HANNIFIN CORPORATION

OK - AB

By:

Printed name: Kenneth A Caanata
Title: Corporate Real Estate Manager
* KENNETH A. CAANATA

10:3 AM 5-11-17 [ACKNOWLEDGMENT FOLLOWS NEXT PAGE]

OAKLAND COUNTY
REGISTER OF DEEDS
RECEIVED

REVENUE TO BE AFFIXED
AFTER RECORDING

STATE OF OHIO }
 } ss
COUNTY OF CUYAHOGA }

On this 26 day of April, 2017, before me personally appeared Kenneth A. CAMPANA, who, being by me duly sworn did say that he is the CORPORATE REAL ESTATE MGR of Parker-Hannifin Corporation, and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the entity upon behalf of which the person acted, executed the instrument as the free act and deed of said corporation.



GLORIA A. HREN, NOTARY PUBLIC
State Of Ohio, Cuyahoga County
My Commission Expires Nov. 26, 2020

Notary Public: Gloria A. Hren
Printed Name: GLORIA A. Hren
Cuyahoga County, Ohio
My Commission Expires: NOV. 26, 2020

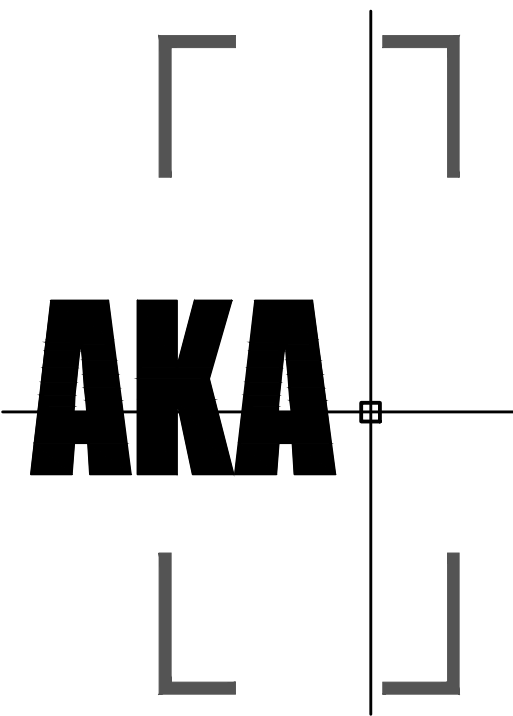
Drafted by:

Kristin L. Ubersax, Esq.
6035 Parkland Blvd.
Cleveland, Ohio 44124

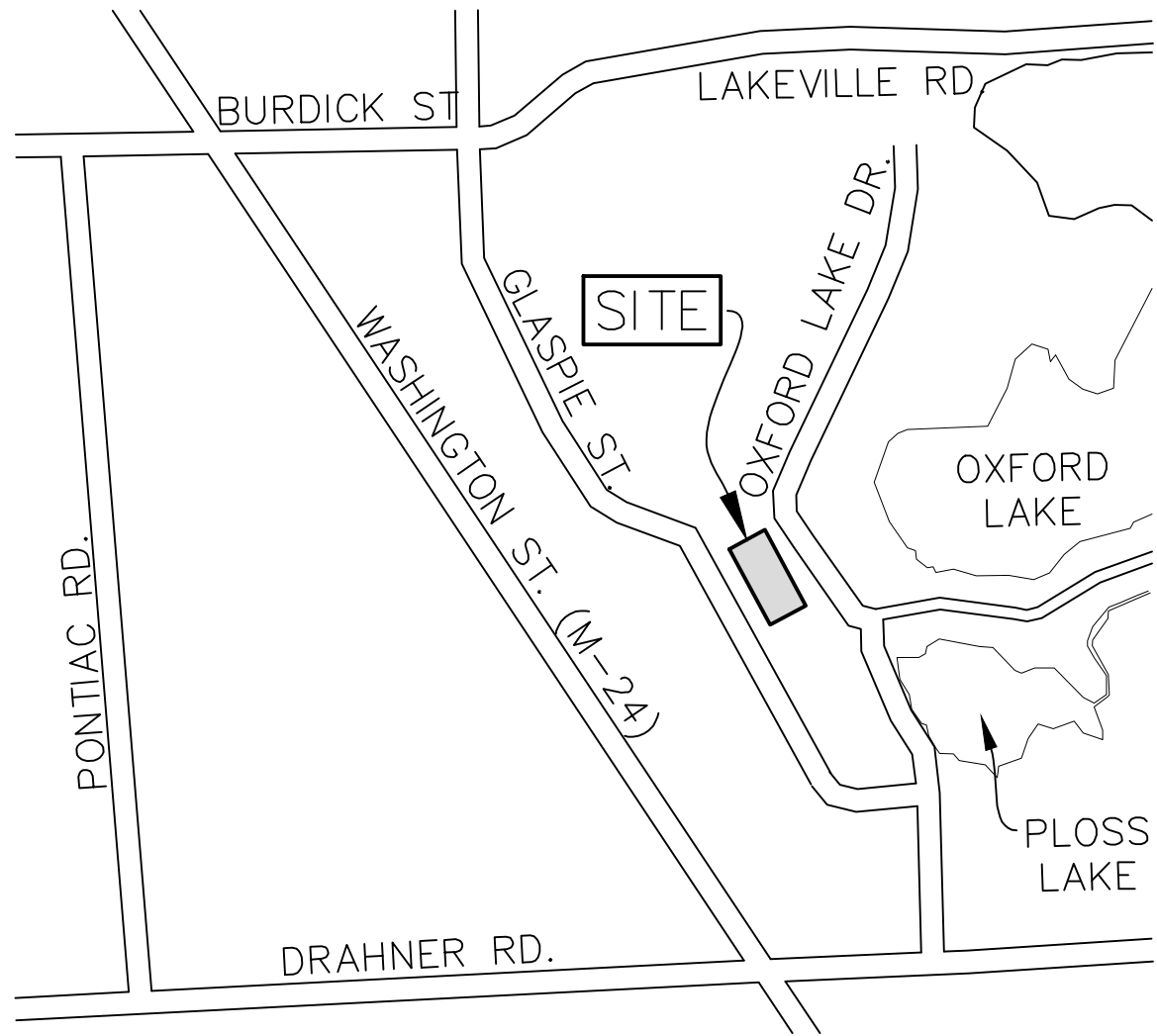
When recorded return to:

Sidney R. Borders, P. C.
Attorneys and Counselors at Law
48707 Van Dyke Avenue
Shelby Twp, Michigan 48317

xx.xx.xxxx	Site Plan Approval	01.13.2023	Owner Review
SHEET INDEX			
Sheet No.	Sheet Description		
<input type="checkbox"/>	<input type="checkbox"/>	Drawing Issued	
<input type="checkbox"/>	<input type="checkbox"/>	For Reference Only	
<input type="checkbox"/>	<input type="checkbox"/>	A.CVR	Cover Sheet
CIVIL			
<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	Topographical Survey
<input type="checkbox"/>	<input type="checkbox"/>	C2.0	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	C3.0	Grading & Stormwater Plan
ARCHITECTURAL			
<input type="checkbox"/>	<input type="checkbox"/>	ASP.1	Architectural Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	ASP.2	Site Plan Details
<input type="checkbox"/>	<input type="checkbox"/>	A.101	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	A.201	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	1 of 1	Photometric Site Light Plan



AUGER KLEIN ALLER
ARCHITECTS INC.
303 E. THIRD STREET SUITE 100
ROCHESTER, MI 48307
248.814.9160
WWW.AKA-ARCHITECTS.NET



02.06.2023
Site Plan Approval Submittal

Project
Closets by Design Building Addition

500 South Glaspie Street
Oxford, Michigan

AKA Architects Inc. Project Number 2238.00

Civil Engineer
Sharpe Engineering
101 N. Washington
Oxford, MI 48371

voice 248-877-2102



THE PROPOSED PROJECT CONSISTS PRIMARILY OF A ± 12,000 SF BUILDING ADDITION. A NEW ASPHALT DRIVEWAY, STORM SEWER PIPING AND SCREENING WALL ARE BEING PROPOSED TO SUPPORT THE PROPOSED BUILDING EXPANSION.

PARCEL ID: 04-26-326-003	FRONT SETBACK: 50'
ZONING: "I-1"	REAR SETBACK: 0'
GROSS AREA: 2.75 ACRES	SIDE SETBACK: 0'
EXISTING BUILDING SIZE: 40,000 SF	
PROPOSED BUILDING SIZE: 12,000 SF	
TOTAL LOT COVERAGE: 1.19 ACRES	

USE: I-1: INDUSTRIAL, RESEARCH, AND TECHNOLOGY

PARKING CRITERIA: + 1 SPACE PER 550 SF OF USABLE FLOOR AREA
+ 1 SPACE PER 350 SF OF OFFICE FLOOR AREA
+ 1 SPACE PER EMPLOYEE DURING LARGEST SHIFT

PARKING CALCULATION:

76 SF USABLE FLOOR AREA / 550 SF = 0.14 SPACES → 1 SPACES

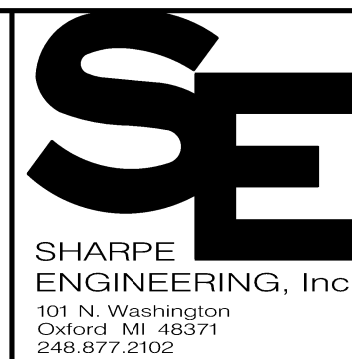
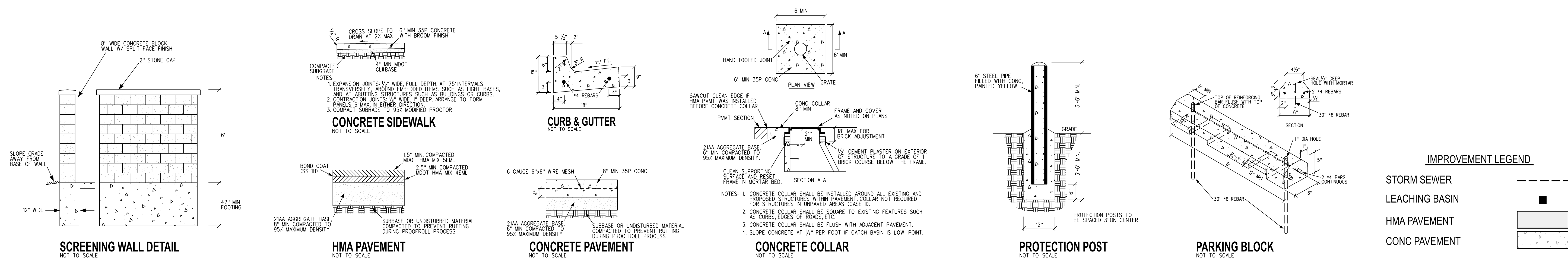
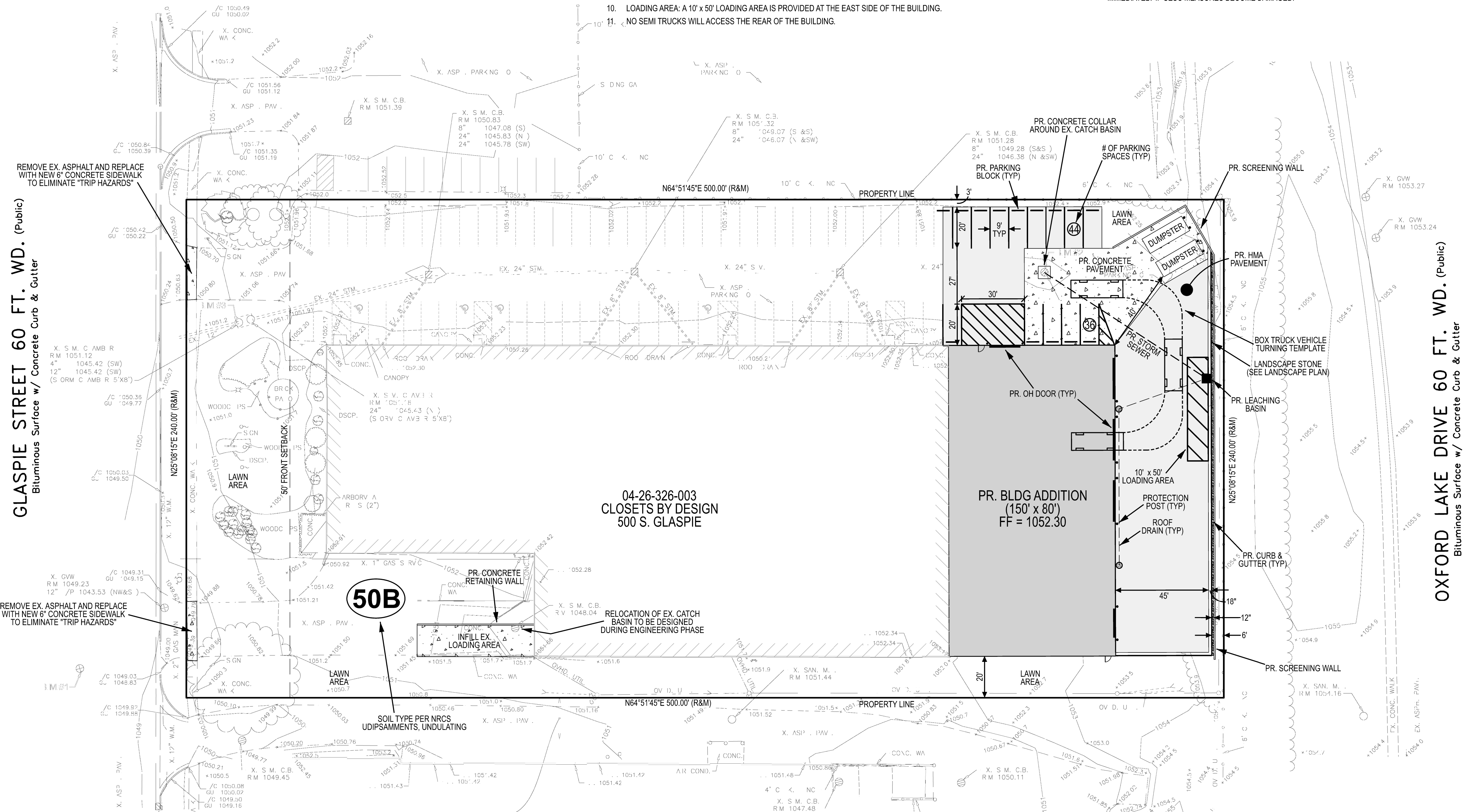
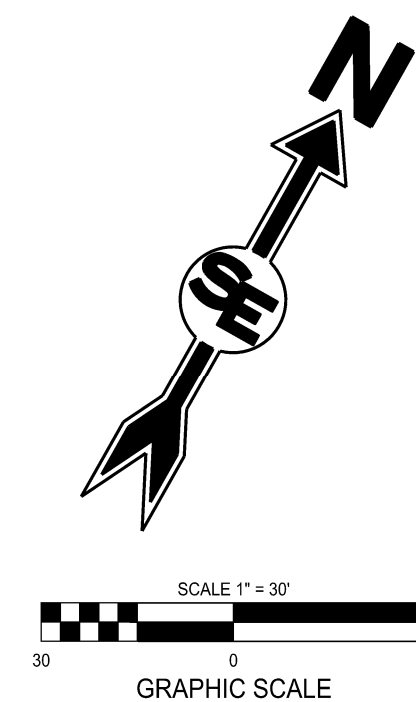
8,900 SF OFFICE FLOOR AREA / 350 SF = 25.42 SPACES → 26 SPACES

EMPLOYEES PER LARGEST SHIFT = 25 ± 1 SPACE / EMPLOYEE → 25 SPACES

1. WATER SUPPLY: NO PUBLIC WATER MAIN WORK IS PROPOSED.
2. SEWAGE DISPOSAL: NO PUBLIC SANITARY SEWER WORK IS PROPOSED.
3. STORM DRAINAGE: ON-SITE STORMWATER FOR THE PROPOSED ASPHALT EXPANSION AREAS WILL BE COLLECTED IN LEACHING BASINS AND PERFORATED PIPES TO ALLOW WATER TO PERMEATE BACK INTO THE GROUND. STORM WATER WILL CONTINUE TO FLOW TO THE EXISTING STORM SEWER SYSTEM WHICH HAS A 4" RESTRICTED OUTLET PIPE. STORMWATER WILL CONTINUE TO DRAIN INTO THE EXISTING STORM SEWER SYSTEM ON GLASPIE VIA THE 4" RESTRICTION PIPE.
4. ACCESS: THE PROPOSED ACCESS DRIVE TO GLASPIE WILL REMAIN UNCHANGED.
5. THE SUBJECT PROPERTY IS LOCATED IN AN AREA OF MINIMAL FLOOD HAZARD (ZONE X) AS DETERMINED BY FEMA PANEL 261202C010F DATED 09/29/2006.
6. EX. SUBSOIL CONSISTS OF UDISPACEMENTS, UNDULATING (50B) PER NRCS SOLS INFORMATION
7. NO WETLANDS EXIST ON THE PROPERTY.
8. SEE THE ATTACHED PHOTOMETRIC PLAN FOR EXTERIOR LIGHTING DETAILS.
9. SEE THE ATTACHED LANDSCAPE PLAN(S) FOR LANDSCAPING IMPROVEMENTS.
10. LOADING AREA: A 10' x 50' LOADING AREA IS PROVIDED AT THE EAST SIDE OF THE BUILDING.
11. NO SEMI TRUCKS WILL ACCESS THE REAR OF THE BUILDING.

1. INSTALL SOIL EROSION MEASURES TO PROTECT THE EXISTING STORM SEWER SYSTEM AS WELL AS THE ADJACENT PROPERTIES FROM SOIL RUNOFF AND DRAINAGE DISRUPTION. AN SESC PERMIT SHALL BE OBTAINED PRIOR TO CONSTRUCTION.
2. REMOVE EXISTING EASTERLY PORTION OF HMA PARKING LOT AND DISPOSE OF OFFSITE IN A SAFE AND LEGAL MANNER.
3. ROUGH GRADE SITE. DISPOSE OF EXCESS MATERIAL OFFSITE
4. INSTALL NEW LEACHING BASINS ALONGS WITH NEW STORM SEWER PIPING & ROOF DRAINS.
5. CONSTRUCT BUILDING ADDITION.
6. INSTALL 21A4 AGGREGATE BASE AND FINAL GRADE SITE FOR PLACEMENT OF PAVEMENT.
7. COMPLETE PROPOSED SCREENING WALL.
8. INSTALL HMA PAVEMENT
9. PERFORM STRIPING, LANDSCAPE RESTORATION, & MISCELLANEOUS COMPLETION ITEMS

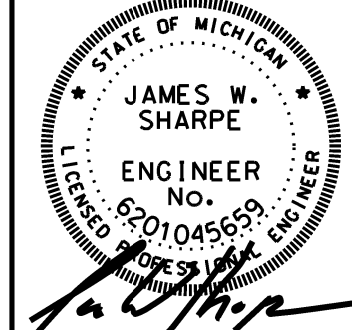
NOTE: MAINTAIN ALL SESC MEASURES THROUGHOUT THE DURATION OF THE PROJECT AND REPAIR IMMEDIATELY IF SESC MEASURES BECOME DAMAGED.

[illegible]

MISS DIG SYSTEM
KNOW WHAT'S BELOW
800-482-7171 OR 811
CONTACT THE MISS
DIG SYSTEM 3 WORKING
DAYS IN ADVANCE

THIS DOCUMENT IS INTENDED FOR THE USE OF SHARPE ENGINEERING, INC. ANY OTHER USER ACCEPTS AND AGREES THAT THE USE OR REUSE OF THIS DOCUMENT FROM ITS ORIGINAL OR MODIFIED FORM SHALL BE AT THE USER'S RISK AND LEGAL RESPONSIBILITY. THE USER ALSO ACKNOWLEDGES AND ACCEPTS THE TERMS OF THE CONTRACT/ELECTRONIC RELEASE WAIVER IN REFERENCE TO ELECTRONIC DATA TRANSFERS AND USE OF THIS DOCUMENT.

JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659



DEVELOPED FOR:

**CLOSETS
BY DESIGN**

500 S. GLASPIE STREET
OXFORD, MI 48371
248.499.9774

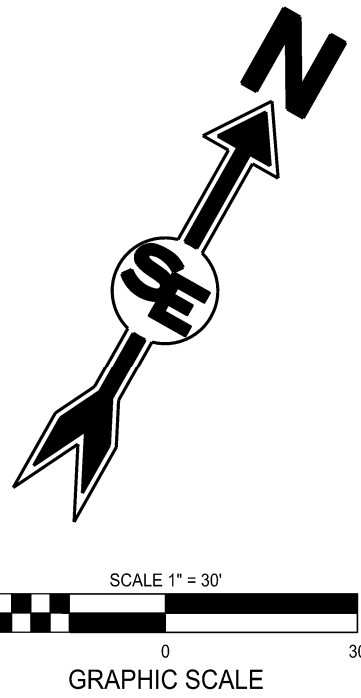
SITE PLAN

VILLAGE:	OXFORD
COUNTY:	OAKLAND
SECTION:	26
T-5-N-R-10-E	

INITIAL SUBMITTAL:	02/06/23
THIS SUBMITTAL:	02/06/23
SCALE:	1" = 30'
SHEET:	C2.0
PROJECT:	004.19.01

ESTIMATED INSTALLATION QUANTITIES

STORM SEWER, 12" PERFORATED ADS N-12 93 LF
ROOF DRAIN, SCH 40 PVC, 6" 120 LF
LEACHING BASIN, 4' DIA 1 EA

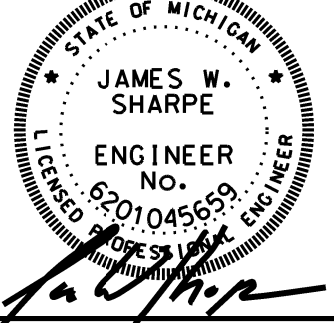


SUBMITTAL NOTE	DATE	02/06/23	SITE PLAN APPROVAL

MISS DIG SYSTEM
800-482-7171 OR 811
CONTACT THE MISS DIG SYSTEM 3 WORKING DAYS IN ADVANCE

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JAMES W. SHARPE
PROFESSIONAL ENGINEER
NO. 6201045659



DEVELOPED FOR:
CLOSETS BY DESIGN
500 S. GLASPIE STREET
OXFORD, MI 48371
248.499.9774

PLAN NAME:
GRADING & STORMWATER PLAN
CLOSETS BY DESIGN BUILDING ADDITION

VILLAGE: OXFORD
COUNTY: OAKLAND
SECTION: 26
T-5-N, R-10-E

INITIAL SUBMITTAL: 02/06/23
THIS SUBMITTAL: 02/06/23
SCALE: 1" = 30'
SHEET: C-3.0
PROJECT: 004.19.01

GLASPIE STREET 60 FT. WD. (Public)
Bituminous Surface w/ Concrete Curb & Gutter

OXFORD LAKE DRIVE 60 FT. WD. (Public)
Bituminous Surface w/ Concrete Curb & Gutter

Closets by Design - 500 S. Glaspie
Storm Water Detention Calculations

TOTAL PROJECT AREA = 2.750 Acres
PR. ADDITIONAL HARDSCAPE AREA: A = 0.406 Acres
RUNOFF COEFFICIENT: C = 0.90

CALCULATION TO DETERMINE STORM WATER OUTLET SIZE

ALLOWABLE RUNOFF: 0.20 CFS / Acre
A = 0.406 Acres
Q = 0.20 CFS / Acre x 0.406 Acres = 0.081 CFS
h = maximum head on orifice = 2.00 FT
g = gravitational constant = 32.2 FT / Sec²
Area of Outlet $Q = 0.081$
Pipe: $A_{out} = 0.62 \times \sqrt{2 \times g \times h} = 0.62 \times \sqrt{2 \times 32.2 \times 2.00} = 0.0115$ SF
Outlet Pipe Diameter = $12 \ln / \pi \times \sqrt{A_{out} \times 4 / \pi} = 12 \ln / \pi \times \sqrt{0.0115 \times 4 / \pi} = 1.45$ in "Use ex. 4" restricted outlet

DETENTION VOLUME REQUIRED (100-YR EVENT) - OAKLAND COUNTY WRC METHOD

$Q_p = 0.406 \times 0.2 \text{ CFS} / \text{AC} = 0.081 \text{ CFS}$
 $Q_p = 0.081 \text{ CFS}$
 $C \times A = 0.90 \times 0.406 = 0.22 \text{ CFS}$
 $T_{50} = -25 + \sqrt{\frac{10512.50}{Q_p}} = 190.42 \text{ Min}$
 $V_p = \frac{16500 \times T}{T + 25} = \frac{16500 \times 190.42}{190.42 + 25} = 12,893 \text{ CF} / \text{Acre}$
 $V_p = C \times V_p \times A = 0.90 \times 12,893 \times 0.406 = 4,711 \text{ CF REQUIRED}$

EXISTING SITE SOIL INFORMATION - PER NRCS

Upland, undulating (50B) Soil Average Infiltration Rate = 13.00 in/Hr
Use factor of safety of 2, half of the rate is used for design = 6.50 in/Hr => 0.542 FT / H

DETENTION VOLUME PROVIDED

12" Dia. Pipe - Perforated

Length_{pipe} = 93-foot run = 93 LF
Bedding_{pipe} = 31-inch-wide x 16-inch-tall = 3.44 SF
Pipe & Bedding Volume (V_{pipe}) = Length of pipe x Pipe Bedding Area = 320 CF

Leaching Basin - 4' Dia. Structure w/ 3' Dia. Infiltration Rings

Height_{bas} = (1051.00-1047.12) + 2' Sump = 5.88 LF
Volume_{bas} = $\pi \times r^2 \times h = \pi \times (2')^2 \times 5.88 = 73.89 \text{ CF}$

Infiltration Volume for 3' Dia. Infiltration Ring = $\pi \times r^2 \times \text{Depth} = \pi \times (1.5')^2 \times 1' \text{ Depth} = 7.07 \text{ CF}$

Detention / Infiltration Volume for Structure = $V_{pipe} + 7.07 = 81 \text{ CF}$

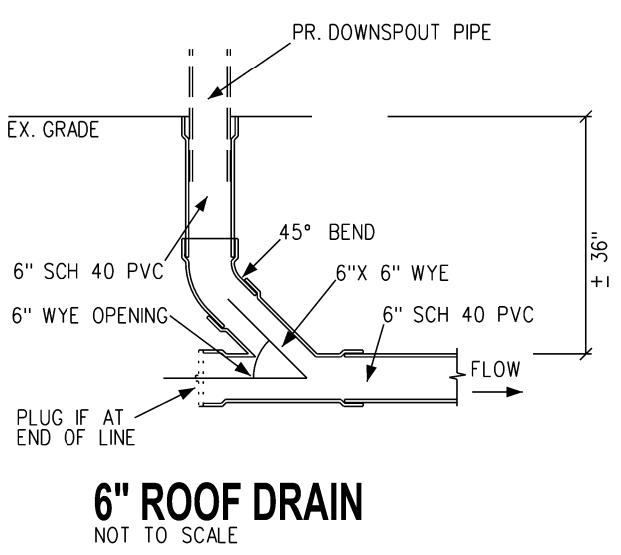
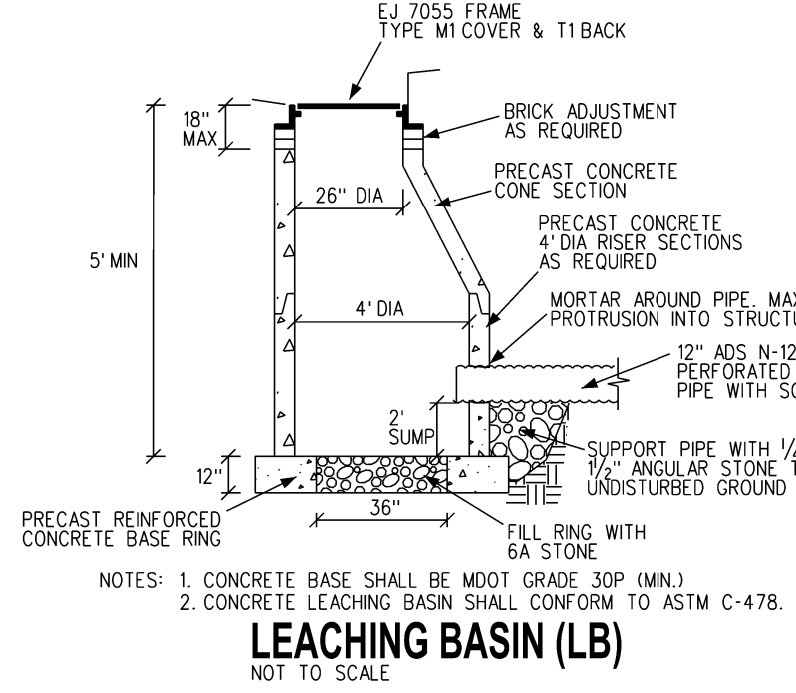
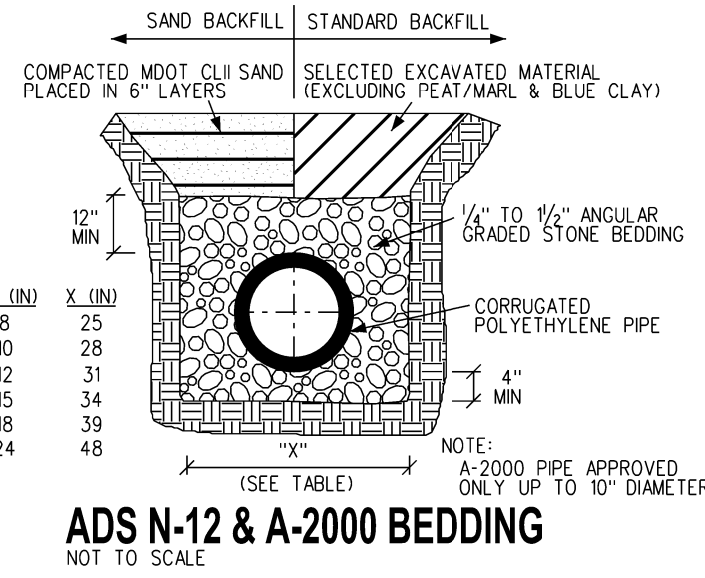
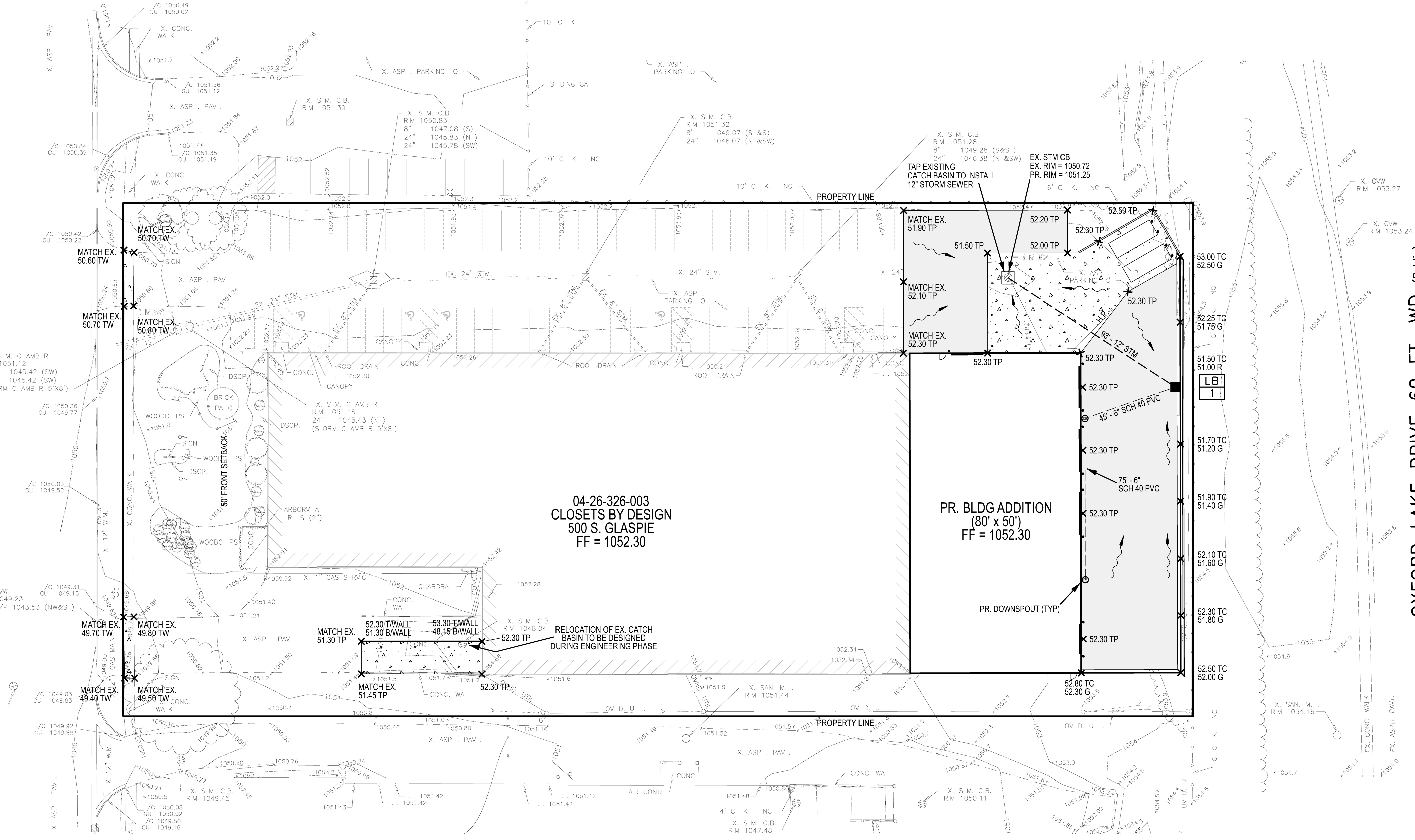
Total Detention Volume (V_{total}) = V_{pipe} + V_{structure} = 401 CF

Infiltration Period = $\frac{V_{total}}{I_p} = \frac{401 \text{ CF}}{24 \text{ Hr}} = 24 \text{ Hr}$

Total Infiltration Volume = $V_{total} \times \text{Infiltration Rate} \times I_p = 401 \text{ CF} \times 0.542 \text{ FT} / \text{Hr} \times 24 \text{ Hr} = 5,217 \text{ CF PROVIDED}$

5,217 CF of storage + infiltration is greater than the 4,711 CF required.

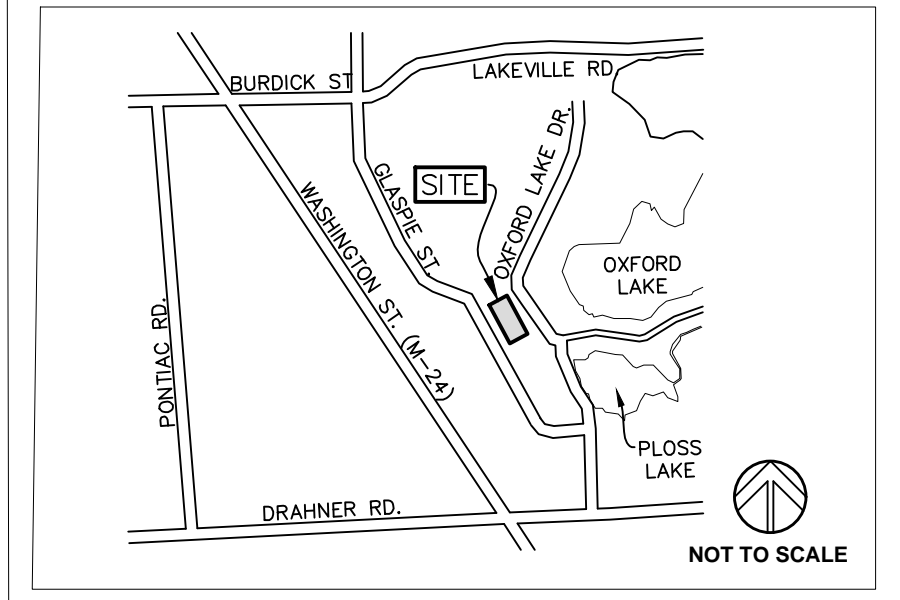
NOTE: EXISTING 4" RESTRICTION TO OUTLETTING SEWER FORCES STORMWATER TO BE DETAINED IN EXISTING PIPES.



GRADING LEGEND

TOP OF CURB ELEV. XX.XX TC
TOP OF PVMT ELEV. XX.XX TP
TOP OF WALK ELEV. XX.XX TW
TOP OF WALL ELEV. XX.XX T/WALL
BTM OF WALL ELEV. XX.XX B/WALL
RIM ELEV. XX.XX R
DRAINAGE PATTERN
HIGH POINT H.P.

LOCATION MAP



LEGAL DESCRIPTION

SEE TOPOGRAPHIC SURVEY PREPARED BY SHARPE ENGINEERING, DATED 01.XX.2023.

PROJECT DESCRIPTION:

DEVELOPER: CLOSETS BY DESIGN
CURRENT SITE ZONING: I-1 INDUSTRIAL DISTRICT
SITE AREA: LOT 11 = 2.75 ACRES
PROPOSED USE: WAREHOUSE SPACE
SCOPE: ADDITION OF 12,000 SQ. FT. WAREHOUSE, VEHICLE LOADING AND STORAGE
CONSTRUCTION THE CONSTRUCTION SCHEDULE IS ESTIMATED TO BE COMPLETED WITHIN 1 YEAR UPON BUILDING PERMIT APPROVAL.
ADDRESS 500 S. GLASPIE ST., OXFORD, MI.

I-1 ZONING REQUIREMENTS

GENERAL NOTES:

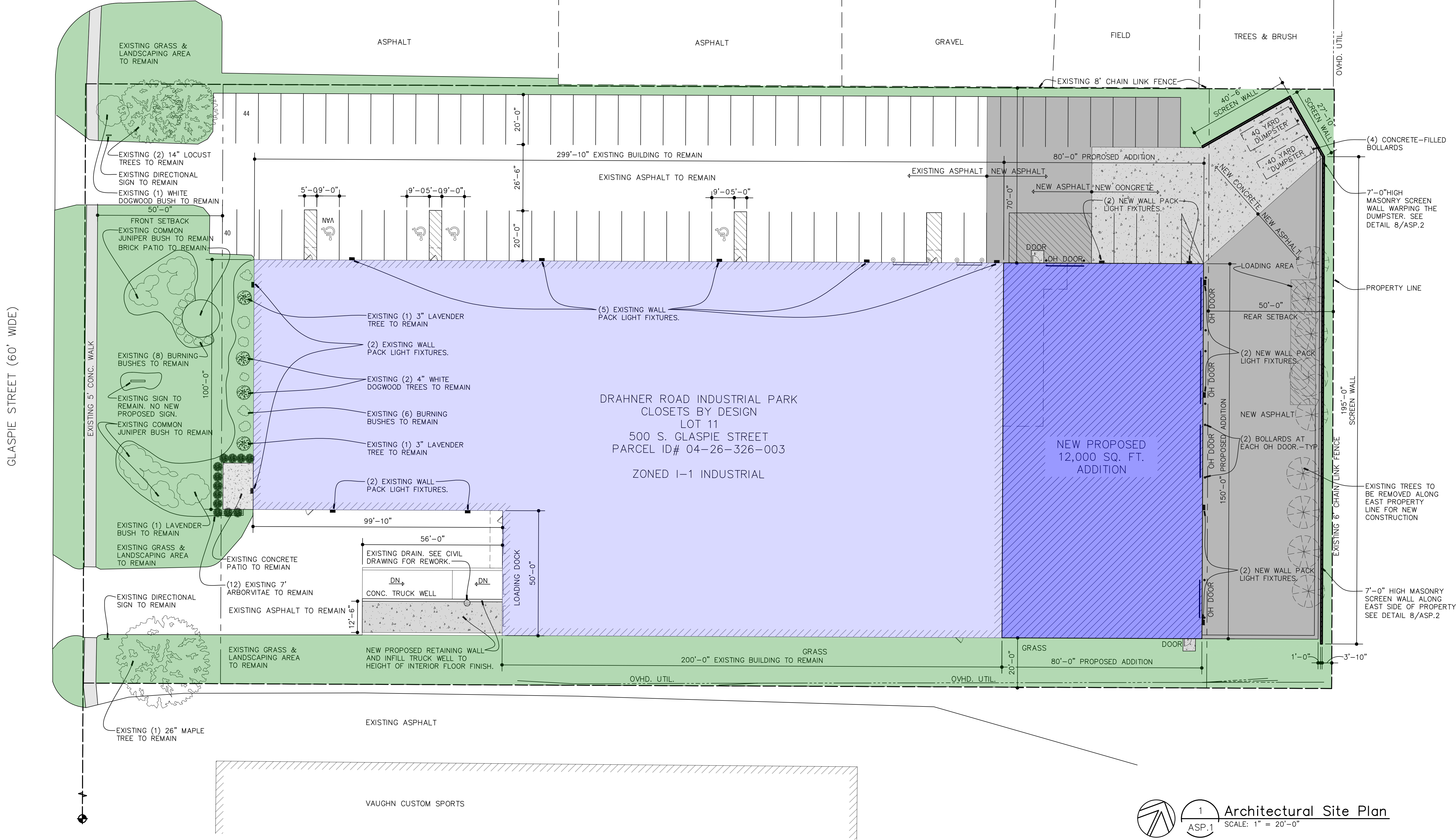
- CURRENT SITE ZONING I-1 INDUSTRIAL.
- SITE LAYOUT IS BASED ON PROFESSIONAL SURVEY PREPARED BY SHARPE ENGINEERING, DATED 01.XX.2023.
- ALL STATE AND FEDERAL REQUIREMENTS INCLUDING THE AMERICANS WITH DISABILITIES ACT AND ALL STATE HANDICAP ACCESSIBILITY STANDARDS SHALL BE COMPLIED WITH AS PART OF THE DEVELOPMENT.

PARKING AND LOADING/UNLOADING CALCULATIONS:

ZONING STANDARD	REQUIRED	PROPOSED
I-1 INDUSTRIAL: EQUALS 1 SPACE PER 550 SQ.FT. OF USABLE FLOOR AREA PLUS 1 SPACE PER 350 SQ.FT. OF OFFICE FLOOR AREA	77 SPACES ADA SPACES: 4	80 SPACES ADA SPACES: 4
SEE CIVIL DRAWINGS FOR CALCULATIONS		

EXISTING TREES TO REMAIN:

COMMON NAME	SIZE	TOTAL
MAPLE TREE	26" CAL.	1
LOCUTS TREE	14" CAL.	2
ARBORVITAE	7' HT.	12
LAVENDER TREE	3" CAL.	2
WHITE DOGWOOD TREE	4" CAL.	2
WHITE DOGWOOD SHRUB	5' HT.	1
BURNING SHRUBS	4'-5' HT.	14
COMMON JUNIPER SHRUBS	2'-3' HT.	16
REQUIRED PER ORDINANCE: 1 TREE PER 40 LF OF RIGHT-OF-WAY.		
REQUIRED: 240 LF / 40 = 6 TREES		
EXISTING TO REMAIN: 7 TREES + 43 SHRUBS		



AKA

AUGER KLEIN ALLER
ARCHITECTS INC.

303 E. THIRD STREET SUITE 100
ROCHESTER, MI 48307
248.814.9160

WWW.AKA-ARCHITECTS.NET

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PROJECT

Closets by
Design Building
Addition
500 S. Glaspie St.
Oxford, MI 48317

DATE ISSUED

01.13.2023 Owner Review
02.06.2023 Site Plan Approval

DRAWN AKA
CHECKED SL
APPROVED BK

SHEET

Architectural
Site Plan

scale as shown

FILE NUMBER

2238

SHEET NUMBER

ASP.1



1 Architectural Site Plan
ASP.1 SCALE: 1" = 20'-0"



TREE SHALL BEAR SAME
RELATION TO FINISH GRADE AS
IT BORE TO PREVIOUSLY
EXISTING GRADE



EVERGREEN TREES 6' AND
UNDER STAKE W/ 2"x2" WOOD
STAKES, 2 PER TREE

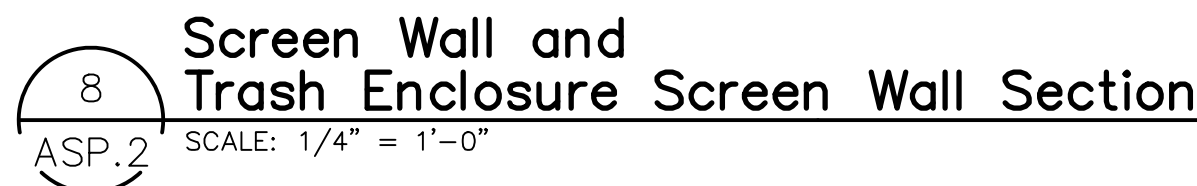
EVERGREEN TREES 6'+ STAKE
W/ METAL FENCE POSTS, 3
PER TREE



SHRUB SHALL BEAR SAME
RELATION TO FINISH GRADE AS
IT BORE TO PREVIOUSLY
EXISTING GRADE



PROTECTION FENCE TO BE
MAINTAINED
THROUGHOUT CONSTRUCTION
PERIOD



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Closets by
Design Building
Addition

500 S. Glaspie St
Oxford, MI 48317

SHEET

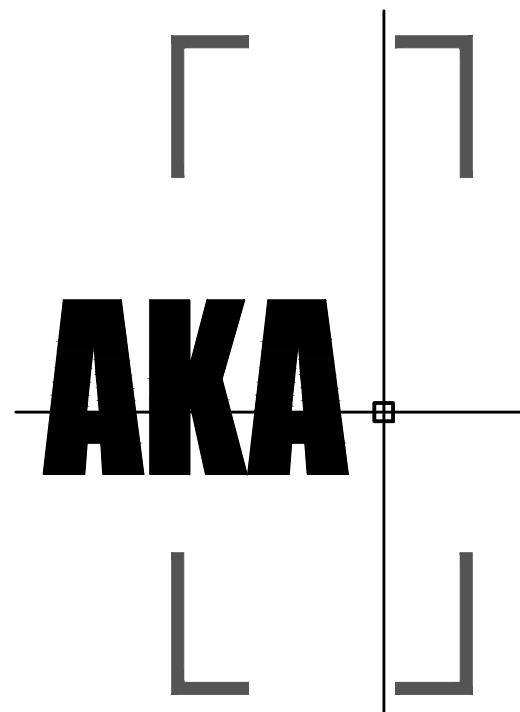
Site Plan Details

scale as shown

FILE NUMBER

SHEET NUMBER

ASP.2



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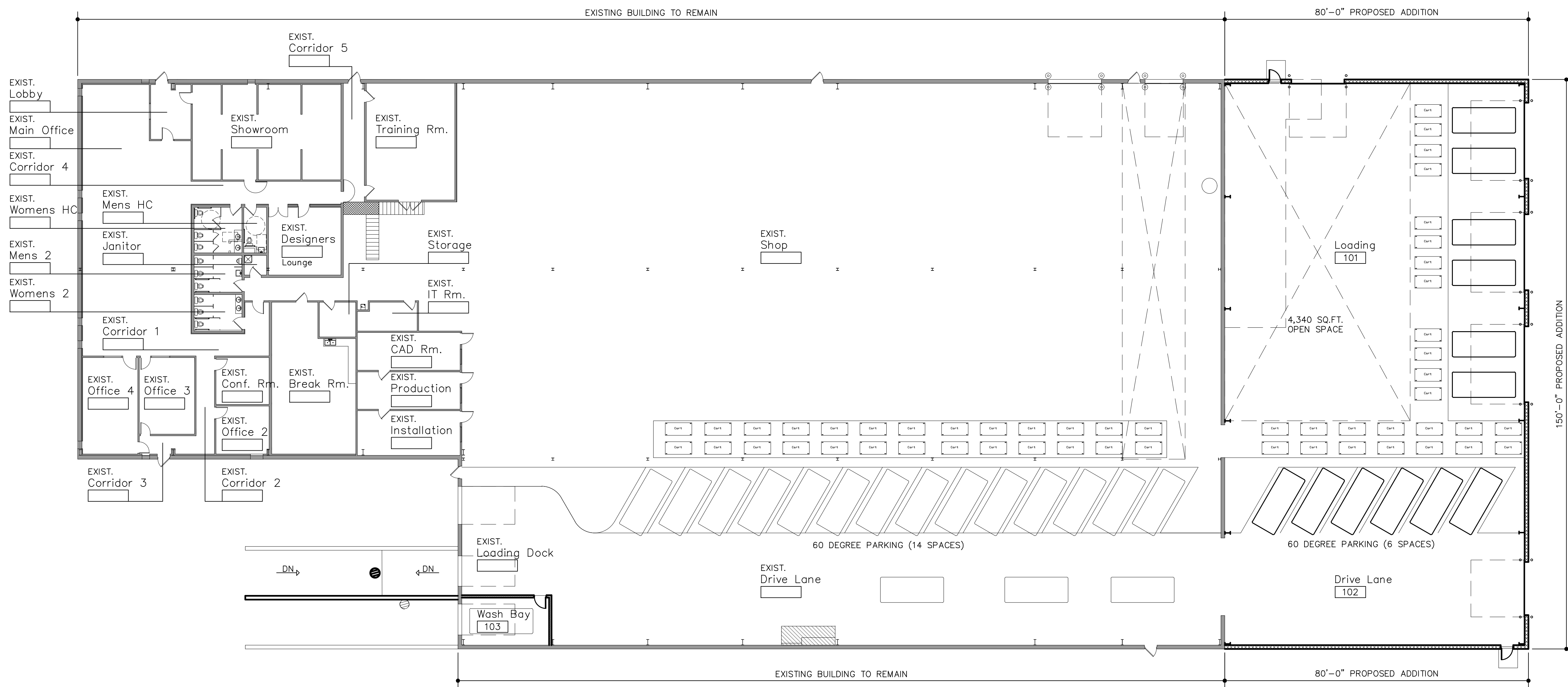
PROJECT
Closets by
Design Building
Addition
500 S. Glaspie St.
Oxford, MI 48317

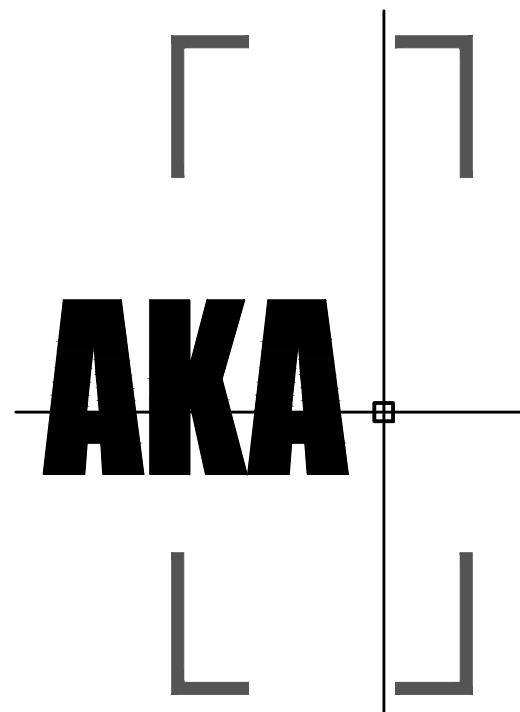
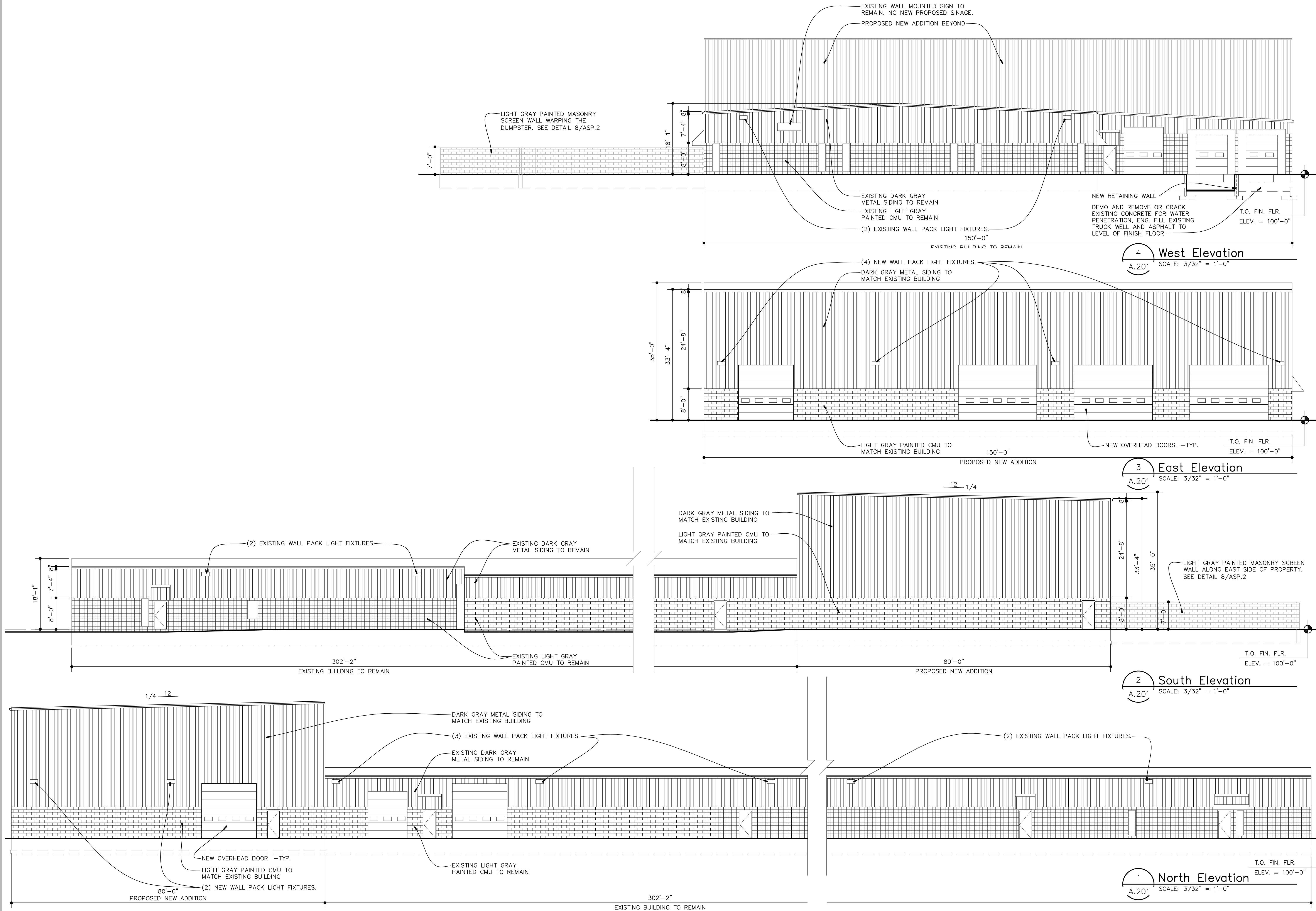
DATE ISSUED	ISSUED FOR
01.13.2023	Owner Review
02.06.2023	Site Plan Approval
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.	.
.	.
DRAWN	AKA
CHECKED	BK
APPROVED	SA

SHEET
Floor Plan

scale as shown

FILE NUMBER
2238
SHEET NUMBER
A.101





**AUGER KLEIN ALLER
ARCHITECTS INC.**

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PROJECT

Closets by
Design Building
Addition

500 S. Glaspie St.
Oxford, MI 48317

DATE ISSUED

01.13.2023

02.06.2023

ISSUED FOR

Owner Review

Site Plan Approval

DRAWN

AKA

CHECKED

BK

APPROVED

SA

SHEET

Elevations

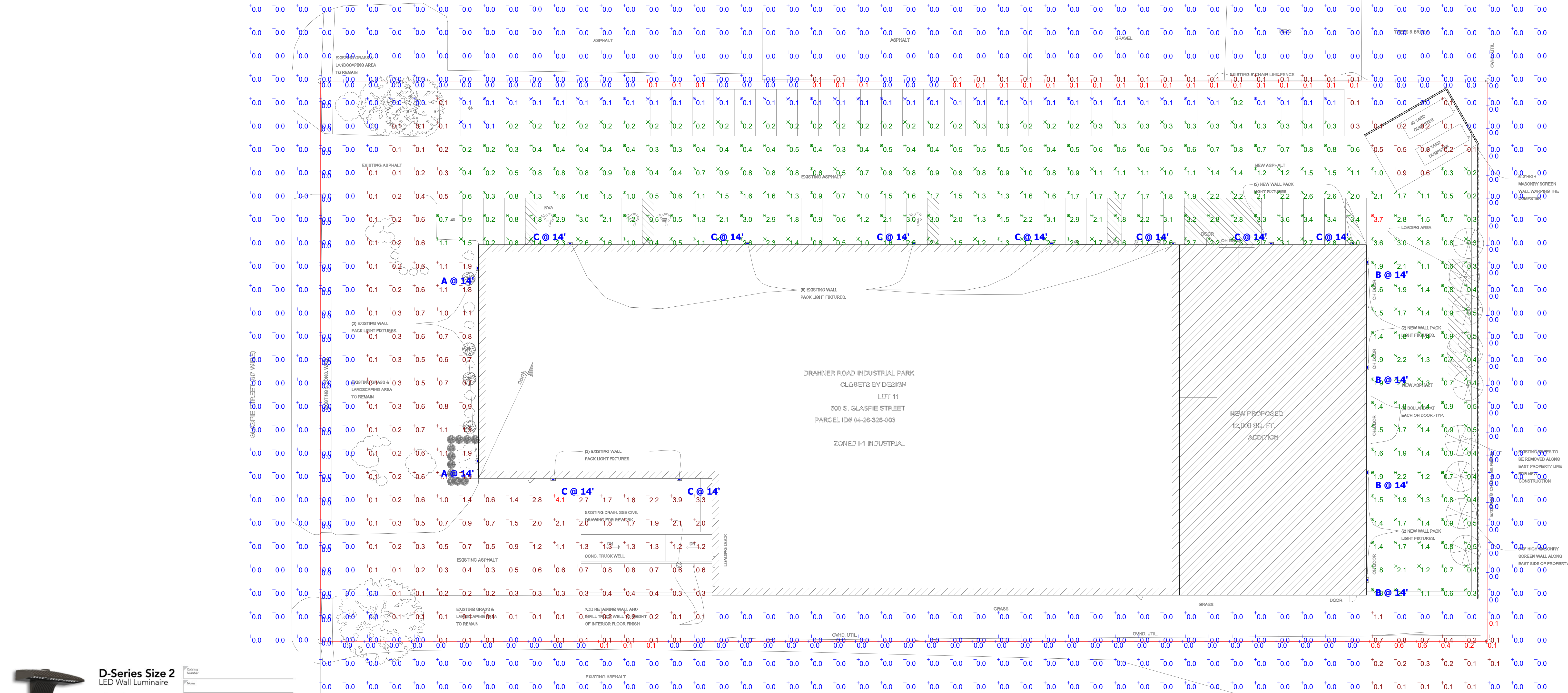
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FILE NUMBER

2238

SHEET NUMBER

A.201



D-Series Size 2 LED Wall Luminaire

d-series

Specifications Luminaire

Width: 18-1/2" (467mm) Weight: 21 lbs (9.5kg)

Depth: 10" (254mm) Height: 7-5/8" (194mm)

Back Box (BBW)

Width: 5-1/2" (140mm) Weight: 1 lbs (0.45kg)

Depth: 1-1/2" (38mm) Height: 4" (102mm)

Ordering Information

EXAMPLE: DSXW2 LED 30C 700 40K T3M MVOLT DDBTXD

Series	LEDs	Drive Current	Color Temperature	Distribution	Voltage	Mounting	Control Options		
DSXW2 LED	30C 20,000lm 3000K	150 100mA	3000K	T25 Type II Short	100VOLT	Shipped included (base) - luminaire mounting bracket	Shipped installed (base) - luminaire mounting bracket		
		300 200mA	4000K	T3M Type II Medium	120V				
	30C 30,000lm 3000K	150 100mA	3000K	T25 Type II Short	100VOLT			Shipped separately (base) - luminaire mounting bracket	Shipped installed (base) - luminaire mounting bracket
		300 200mA	4000K	T3M Type II Medium	120V				

Order Options

Shipped installed: DSXW2 Dark bronze, DSXW2 Natural aluminum, DSXW2 White

Shipped separately: DSXW2 Dark bronze, DSXW2 Natural aluminum, DSXW2 White

Notes

1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.

2. CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: 0' - 0"

General Note

- SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
- CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: 0' - 0"

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIRMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT ASG@GASSERBUSH.COM OR 734-266-6705.

Plan View

Scale - 1" = 20ft

Ordering Note

FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

Drawing Note

THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

Alternates Note

THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

Mounting Height Note

MOUNTING HEIGHT IS MEASURED FROM GRADE TO SKY SIDE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

Schedule					
Symbol	Label	QTY	Manufacturer	Description	Mounting Height
	A	2	Lithonia Lighting	DSXW2 LED WALLPACK 4000K	14'-0"
	B	4	Lithonia Lighting	DSXW2 LED WALLPACK 4000K	14'-0"
	C	9	Lithonia Lighting	DSXW2 LED WALLPACK 4000K	14'-0"

Statistics							
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
PARKING LOT	X	1.1 fc	3.7 fc	0.1 fc	37.0:1	11.0:1	0.3:1
PROPERTY LINE	+	0.0 fc	0.6 fc	0.0 fc	N/A	N/A	0.0:1
OVERALL	+	0.4 fc	4.1 fc	0.0 fc	N/A	N/A	0.1:1

Designer

JD/KB

Date

02/01/2023

Scale

Not to Scale

Drawing No.

#23-11339-V1



Description of building use at 500 S. Glaspie:

Existing building is used for Light Industrial/Offices

Proposed addition is to be able to have more storage of product and materials.

We are open from 6AM until 6PM Monday – Friday.

We have approximately 80 employees but only 40 work at the building. The others are commissioned salespeople that work out of their homes.

We have 17 vans that go out on installations daily and 2 company vehicles.



MCKENNA

March 14, 2023

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

Subject: **Closets by Design Building Addition – Site Plan Review #2** (*Site Plan Dated February 6, 2023*)

Location: **500 S. Glaspie Street – Parcel ID# 04-26-326-003** (*East side of S. Glaspie St, south of Scriptor Park*)

Zoning: **I-1, Industrial**

Dear Mr. Madore:

At the Village's request, we have reviewed the revised site plan for the construction of a building addition to the existing structure at the above referenced location. The applicant is Mr. Gary Dion who is the owner of the building and the business.

SITE LOCATION AND EXISTING CONDITIONS

The site is 120,000 square feet (SF) or 2.75 acres more or less in area. It is occupied by a single-story building totaling 40,135 SF in area. The applicant is the sole occupant of the building. An off-street parking lot is located on the north side of the building. The rear or eastern portion of the site is an unimproved grass area approximately 22,000 SF in size.

PROPOSED USE

The applicant is proposing to construct a 12,000 SF addition to the rear of the existing building in the unimproved grass area. A new asphalt and concrete vehicle maneuvering area is proposed to the north and east of the building addition.



DETROIT
1938 Franklin Street
Suite 203
Detroit, Michigan 48207

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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. Drawing Set.** The applicant must submit a revised set of plans in which all sheets are signed and sealed by a licensed professional surveyor, engineer, architect or registered landscape architect based on the sheet contents.
- 2. Use.** The current use is the assembly of products for installation in residences. A narrative letter dated February 13, 2023 states the current building houses the offices, showroom, training room, restrooms, break room, support spaces and fabrication shop for the business. The proposed addition is to provide additional storage, loading area and vehicle loading spaces for 12 additional company delivery vehicles. The existing use and its proposed expansion are permitted by right in the I-1, industrial district.
- 3. Dimensional Requirements.** Section 3.4.4 lists the dimensional standards for buildings and setbacks in the I-1 zoning district. The section requires a 50 ft rear yard setback when an industrial zoned site is adjacent to any residentially zoned property. Based on the dimensions on Sheet ASP.1, the existing building and the proposed addition are in compliance with all zoning ordinance dimensional requirements.
- 4. Building Elevations.** Elevations of the existing building and proposed addition have been provided. The applicant is proposing that the building addition use light grey concrete masonry unit (CMU) blocks at the foundation and ground floor wall to match the existing building. The applicant is also proposing to use a dark grey vertical metal siding on the addition's walls up to the roof line to match the existing building as well. As an industrial building, the proposed materials are durable and functional. By matching the existing materials, the addition will match the existing buildings utilitarian characteristics. The addition's proposed elevation is typical of a modern industrial use.
- 5. Off-Street Parking Requirements.** Article 7, Chapter 1 outlines off-street parking requirements. Section 7.1.9 outlines the minimum required number of off-street parking spaces based on type of use. The table below calculates the number of required spaces for the existing building and the proposed addition combined.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Light Industrial Use and Manufacturing: One (1) parking space per 550 SF usable floor area, plus one (1) space per 350 SF of office floor area (7,760 SF office and 27,000 SF usable floor area)	71	80	TBD
<i>After applying the above to determine the total number of required spaces, those spaces must provide with the following:</i>			
One (1) barrier-free parking space* per 25 required parking spaces	3	4	Yes

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

While the number of parking spaces shown on the site plan exceeds the minimum number required by ordinance, some of the provided spaces are located in front of existing overhead doors on the building's north



elevation. There are also five pedestrian doors located on the building's north elevation. There are striped access aisles along the north wall but determining whether the doors line up with the striped access aisles is difficult. Any parking spaces directly in front of overhead or pedestrian doors must be removed and the parking lot layout revised. In addition, issues with vehicle circulation and loading (see paragraph 6 below) may require the elimination of additional parking spaces.

The applicant's narrative letter indicates that currently there are 25 employees on site at the largest shift. Given the proposed addition and the ability to accommodate 12 additional drivers/installers, the number of employees may increase. Zoning ordinance Sec. 7.1.5 allows the Planning Commission to modify the number of required off-street parking spaces based on evidence that another standard would be more reasonable because of the level of current or future employment. Given that compliance with the ordinance standards may result in the site being overparked and given the potential need to have more truck maneuvering area, we recommend the applicant revise the parking layout to more accurately reflect the number of employees and customers on site and to accommodate a more functional truck circulation plan.

6. **Site Circulation and Loading.** The site plan proposes four new overhead loading doors on the east side of the addition as well as a new one on the north elevation. Sheet C2.0 includes turning movements for a box truck demonstrating access to the rear/east elevation is feasible. A 10 ft x 50 ft loading area is shown along the rear/east property line. It does not seem feasible for a tractor-trailer vehicle to maneuver to this location without requiring the vehicle traveling in reverse the length of the parking lot to exit the site. We also note that given the extensive number of overhead doors, it would appear more functional to have the loading zone conducted closer to the overhead doors or perhaps in the building. The site plan must be revised to provide a truck maneuvering plan showing the inner and outer wheel paths along with typical truck overhang and curve radii to determine that tractor trailer vehicles can access the applicant's preferred loading/unloading area and exit the site using forward driving movement.

A separate emergency vehicle maneuvering plan, which includes all details identified above, must also be provided to show how fire department vehicles will function on site. We recommend coordinating with the Fire Department to determine their access needs.

7. **Dumpster Enclosure.** The revised site plan shows the location for two 40 cubic yard dumpsters in the northeast corner of the site. Sec. 6.1.24 states a decorative wall shall enclose three sides of the dumpster storage area. The site plan must be revised to provide a dumpster enclosure in compliance with ordinance standards. A trash hauling vehicle maneuvering plan, which includes all details identified above, must also be provided to determine that a trash hauling vehicle can access the dumpsters and would not require the vehicle to reverse into Glaspie St traffic.
8. **Screening.** Sec. 7.2.4 requires industrial loading or unloading areas adjacent to a residential district to provide a six to eight foot high screening wall along the property boundary. The revised site plan shows the location of a screening wall approximately six (6) feet from the rear lot line. This lot line is adjacent to a residential area. The site plan must be revised to correct the height and wall material inconsistencies for the screening wall details on Sheets C2.0 and ASP.2. Please indicate if the existing six foot tall chain link fence along the rear property line will remain or is to be removed.
9. **Landscaping.** The applicant has submitted a site plan which includes the existing landscaping on Sheet ASP.1. No new landscaping is proposed. It appears the existing landscaping is in compliance with the



ordinance requirements at the time of the original building's construction. Sec. 7.2.9 allows the Planning Commission to reduce or waive the specific standards of the current ordinance requirements upon a determination that the existing vegetation is acceptable. While the existing landscape materials appear to be species typically planted in Michigan in the past, we defer to the Planning Commission as to whether or not it is necessary to upgrade the quality, type or quantity of plantings on site.

10. **Lighting.** The revised site plan includes a photometric plan. While the lighting plan is in compliance with ordinance standards, Sec. 7.3.1 states that one of the purposes of the lighting regulations is to maintain safety and security in the Village. The photometric plan indicates that the light levels at the two Glaspie St. curb cuts will be zero. Given that there are no public street lights on Glaspie St. a vehicle searching for and accessing the property will have to rely on their vehicle headlights. We recommend that applicant consider increasing the light levels at the two curb cuts to provide a safer environment while improving the functionality of the site. Per Sec. 7.3.2(B)(2), the light level at the street right-of-way line can be as high as one (1) footcandle. While new pole lights would be the most effective, an increase in the number of LEDs and the distribution pattern of the proposed wall packs can also efficiently increase the light levels at the curb cuts. Angled wall packs cannot be used as they would cause glare and negatively impact traffic. The correct fully shielded wall pack with the right configuration can provide light 40 feet from the source.
11. **Signage.** The site plan shows that the existing signage shall remain. If any new or revised signage is proposed for the site or building in the future, it must be in compliance with all signage standards at the time of application for a sign permit.

RECOMMENDATION

While the submitted application is in compliance with most ordinance standards, additional revisions to the parking lot layout and demonstration of a functional site circulation plan remain. The Planning Commission may choose to approve the site plan on the condition that the issues are addressed administratively or may request that a revised site plan be submitted for their review and consideration.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

Mario A. Ortega, AICP
Principal Planner



February 27, 2023

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

RE: 500 S. Glaspie Street
Second Engineering Site Plan Review

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed a *second* site plan review for the address listed above. It is noted that the applicant has submitted a completely new set of plans prepared by a different engineer than the original set. Therefore, we have conducted a completely new site plan review as if this was a first submittal.

The new plans consist of a cover sheet, an unsealed survey dated October 12, 2022 by Anderson, Eckstein, & Westrick, Inc., two engineering plan sheets prepared by Sharpe Engineering (dated February 6, 2023), four architectural and landscape plan sheets prepared by AKA Architects, Inc. (dated February 6, 2023), and a photometric plan sheet dated February 1, 2023. Only the engineering sheets were sealed by a registered professional.

The applicant is proposing to construct a 12,000 square-foot addition to the rear of an existing industrial zoned building owned by Closets by Design. Additional parking spaces and truck loading docks are also proposed. The improvements will occupy an area that is currently grass.

TOPOGRAPHICAL SURVEY

1. As shown on the survey, the existing public sidewalk is located on private property. No dedicated easement for public ingress/egress is noted on the survey. The applicant will be required to submit a signed, recordable document dedicating rights to the Village of Oxford to use this area as a public sidewalk, and to maintain it accordingly. We recommend that a legal description be prepared for this area, and our office can then assist by creating a suggested easement form.
2. No information has been provided on the survey relative to the locations of the water and sanitary sewer connections for the building. It is important to have this information documented to confirm that there will not be any conflicts with the proposed work on the site, particularly at the southwest corner of the building.

ENGINEERING SITE PLAN

1. An existing depressed loading dock at the southwest corner of the building will be filled into grade. This will require the construction of a new retaining wall, and the relocation of an existing catch basin. A note on the plan indicates that this area will be designed during

SINCE 1962

the engineering phase. ROWE will need more information regarding the grades and storm sewer layout of this area prior to approval.

2. At the rear of the property, the plan shows that the parking lot will have a typical curb and gutter on its east edge, as well as a screening wall. Since the existing grade will be cut by approximately three feet, a retaining wall as well as a screen wall will be required. Provide a cross-section of the retaining wall for structural review, and also provide a typical cross-section that clarifies how the three components (curb and two walls) will fit in this area in relation to the east property line.

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.

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: 2023.02.28 07:33:34-05'00'

Paul T. O'Meara, PE
Project Manager

cc: Mario Ortega – McKenna



OXFORD FIRE DEPARTMENT

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

March 8, 2023

Re : Site Plan
Closets By Design - Addition
500 S Glaspie St.
Oxford MI, 48371

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

- The current layout of the Fire Access Road does not comply with the fire code. The building's arrangement results in a dead-end fire access road that extends beyond 500 feet with no turnaround for fire apparatus. The fire code mandates that any dead access road greater than 150 feet must require a turnaround. Thus, we recommend moving the dumpster location and designating that area as a hammerhead, allowing fire apparatus to back up and turn around. This area should be marked as a "No Parking Fire Lane." (IFC 503.2.5)
- The current arrangement of the building's FDC (Fire Department Connection) can only be accessed from the neighboring property to the south. During the construction of this project, the FDC should be moved to the North side of the building, providing the required access and meeting the code requirement of a 36" clear space around the FDC.
- This addition will require Fire Suppression and additional fire alarm components.

The Fire Dept would recommend the planning commission only approved this project once corrections have been made pertaining to the fire dept. access.

Please forward further questions to BJ Frantz

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



THE VILLAGE

OF

Oxford
MICHIGAN



INSPECTORS: POLICE

Attached are a full set of plans that have been checked in and stamped received.
Please review 500 S. GLASPIE for:

(ADDITION)

- Completeness
- Current code
- Life and safety issues

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

Proper lighting on addition.

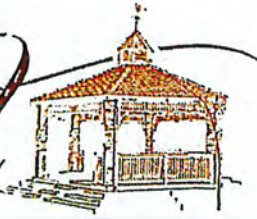
Signed:

Date:

[Signature] - Chief of Police
5/4/21

THE VILLAGE OF

Oxford
MICHIGAN



INSPECTORS: DPW

Attached are a full set of plans that have been checked in and stamped received.
Please review 500 S. GLASPIE for:

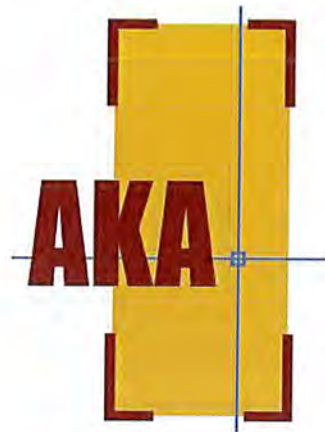
- ☐ Completeness (ADDITION)
- ☐ Current code
- ☐ Life and safety issues

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

No Changes to Water/sewer services

Signed: Don Bratley

Date: 5-5-22



**AUGER KLEIN ALLER
ARCHITECTS INC.**

303 E. THIRD STREET, STE. 100
ROCHESTER, MI 48307
248.614.9160

WWW.AKA-ARCHITECTS.NET

MEMORANDUM — RESPONSE TO REVIEW LETTER FOR SPA

DATE: February 06, 2023

To: Village of Oxford Planning Commission
22 W. Burdick Street
Oxford, Michigan 48317

FROM: Salvatore LoRe – AKA Architects

CC: Gary Dion – Owner of Closet by Design
Jim Sharpe – Sharpe Engineering
Brad Klein – AKA Architects

SUBJECT: Response to Review Letter from McKenna
dated May 23, 2022 for Site Plan Review #1
Closet by Design
500 S. Glaspie Street
Oxford, MI 48317

See below for our response to the numbered recommendation comments from the SPA review letter by Mario Ortega from McKenna Associates dated May 23, 2022.

Site Plan Review Comments:

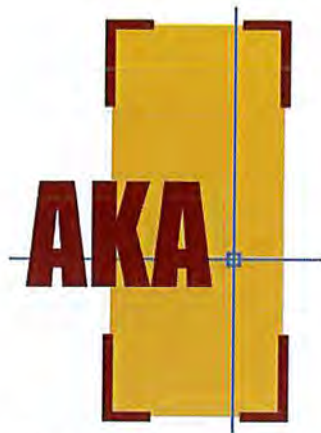
1. No response required.
2. No response required.
3. See Architectural sheet A.201 for all exterior elevations of the existing and new proposed addition.
4. See Parking Requirements and calculations on sheet C2.0 Civil Site Plan, that shows what is required and what is proposed.
5. See sheet C2.0 Civil Site Plan showing truck maneuvering at the rear of the addition that the Owner would be using on site. Per note #11 under Development Notes, it states no semi-trucks will access the rear of the building.

One of the two overhead doors at the southeast corner of the existing building is being raised up to allow a work vehicle into the new wash bay. We will be adding a retaining wall down the middle and infill the well and top it off with concrete. The existing catch basin will be relocated to the center of the truck well that is remaining. The architectural and civil engineering will be completed during the engineering phase after SPA.

6. See Architectural Site Plan (sheet ASP.1) for new proposed 7'-0" high masonry screen wall along the east side of the property.
7. See sheet ASP.1 identifying all the existing landscape / trees that will be remaining on site. The existing landscaping remaining complies with the landscape standards.
8. See sheet 1 of 1 for photometric site plan of the site lighting being proposed.
9. See sheet ASP.1 showing partial dumpster enclosure. The proposed new screen wall along the east side of the property line will be connected to the other two dumpster enclosure walls. There will always be one 40-yard dumpster on site at a given time. During pickup, they drop off an empty one and pick up the full one. Due to the mobility of dropping one 40 Yard dumpster and picking one up, entry gates are not being proposed.
10. See ASP.1 and A.201 showing the existing ground mounted and wall sign remaining. There is no new proposed signage for this development.

Please let us know if you have any further questions or comments.

End of Memorandum



**AUGER KLEIN ALLER
ARCHITECTS INC.**

303 E. THIRD STREET, STE. 100
ROCHESTER, MI 48307
248.814.9160

WWW.AKA-ARCHITECTS.NET

MEMORANDUM — RESPONSE TO REVIEW LETTER FOR SPA

DATE: February 06, 2023

TO: Village of Oxford Planning Commission
22 W. Burdick Street
Oxford, Michigan 48317

FROM: Salvatore LoRe — AKA Architects

CC: Gary Dion — Owner of Closet by Design
Jim Sharpe — Sharpe Engineering
Brad Klein — AKA Architects

SUBJECT: Response to Review Letter from ROWE dated
May 17, 2022 for Site Plan Review #1
Closet by Design
500 S. Glaspie Street
Oxford, MI 48317

See below for our response to the numbered recommendation comments from the SPA review letter by Paul T. O'Meara from ROWE dated May 17, 2022.

ALTA/NSPS Land Title Survey (Sheet 1):

1. See sheet 1 of 1 for Topographical Survey of the site.
2. See Parking Requirements and calculations on sheet C2.0 Civil Site Plan, that shows what is required and what is proposed. Sheet ASP.1 dimensions the existing handicap accessible parking spaces that are remaining.
3. Owner will provide a signed, recordable document dedicating the five-foot-wide space to the Village.
4. See Civil Drawing Site Plan. The areas of the public sidewalk that are not in compliance will be constructed across both driveways with the appropriate cross-slope as part of the site scope of work.
5. See sheet ASP.1 showing partial dumpster enclosure. The proposed new screen wall along the east side of the property line will be connected to the other two dumpster enclosure walls. There will always be one 40-yard dumpster on site at a given time. During pickup, they drop off an empty one and pick up the full one. Due to the mobility of dropping one 40 Yard dumpster and picking one up, entry gates are not being proposed.

6. See sheet 1 of 1 for Topographical Survey of the site showing existing utilities. See sheet C2.0 Civil Site Plan showing new proposed work.

New Work Site Plan (Sheet 2)

1. A) See Civil Drawings for Drainage being proposed. Final engineering will be completed upon receiving SPA.

B) i. See Civil Drawing, Grading and Stormwater Plan for what is being proposed.

ii. See Civil Drawings for extent of new pavement being proposed and proposed cross sections of the new pavement.

iii. Concrete pads are not being proposed in front of each of the proposed rear garage OH doors.

C) See Civil Drawing, Grading and Stormwater Plan for what is being proposed.

D) See ASP.1 showing permanent screen wall along the rear property line.
2. One of the two overhead doors at the southeast corner of the existing building is being raised up to allow a work vehicle into the new proposed wash bay. We will be adding a retaining wall down the middle and infill the well with fill and top it off with concrete, matching the same concrete pavement cross section shown on the Civil Drawings. The existing catch basin will be relocated to the center of the truck well that is remaining. The architectural and civil engineering will be completed during the engineering phase after SPA.

Please let us know if you have any further questions or comments.

End of Memorandum



**AUGER KLEIN ALLER
ARCHITECTS INC.**

303 E. THIRD STREET, STE. 100
ROCHESTER, MI 48307
248.614.9160
WWW.AKA-ARCHITECTS.NET

DATE: February 13, 2023
To: Village of Oxford Planning Commission
FROM: Salvatore LoRe – AKA Architects
SUBJECT: Description of the Existing and Proposed uses
of Closet by Design

Closet by Design is located at 500 S Glaspie Street, Oxford, MI 48371. They are proposing to add a 12,000 SF Addition to the rear of their existing 40,000 SF building.

Hours of operation are from 8am – 6pm and hours will remain the same with proposed addition. There are 25 employees on the largest shift. Number of company vehicles are 15. With the proposed addition, they are looking to add 12 more company vehicles.

The current 40,000 SF building houses the offices, show room, training room, restrooms, break room, support spaces, and fabrication shop. Within the fabrication shop there are 15 spaces for their company vehicles to drive into the shop area to load up the vehicles.

The proposed 12,000 SF Addition is to provide for additional loading, storage, and 12 additional spaces for their company vehicles loading material.

Salvatore LoRe Jr.
AKA Architects
Project Manager

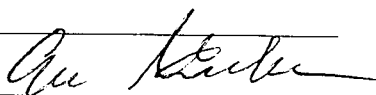
VILLAGE OF OXFORD
Building Services Department
22 West Burdick, P.O. Box 94
Oxford, MI 48371-0094
E-Mail: office@thevillageofoxford.org
248-628-2543



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: 15 E Burdick St, Oxford, MI 48371 Sidwell# _____
Name of Business: Berkshire Hathaway HomeServices Kee Realty
Name of Business Owner: Case Delange Owner Phone: 586-291-1089
Contractor Name: Printall License/Expiration date: 12-31-2023
Address: 68225 south main st City: richmond State: mi Zip: 48062
Phone: 586-872-3169 Email: eric@miprintall.com
Applicant's Signature: 

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: 12 sq. ft. Linear Width of Storefront or Building Frontage 48'
Area of any existing or proposed projecting signs: _____

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

PROJECTING _____ Sign Area: _____ Area of any existing or proposed wall signs: _____

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: _____

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

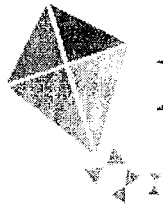
PC Design Approval\$150 ✓

TOTAL FEES: \$265

☐ APPROVED ☐ DISAPPROVED

Signature of Building Inspector

Date



PRINTALL

PROPERTY OWNER AUTHORIZATION FOR SIGN PERMIT APPLICATIONS

I, _____ John Burt _____, property owner or agent of property located at:

15 E Burdick St, Oxford, MI 48371

Do hereby give permission to:

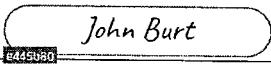
Printall

68225 South Main St.

Richmond MI 48062

Or its agent to secure a permit and install signs at the above location.

Property Owner _____ John Burt _____ (please type or print)

Signature of owner or agent  Date 2/15/23

Owner address _____ 3480 Country View Dr, Oxford MI 48371 _____

Oxford Mortgage One Building

30" x 90"



Installation of a New Cabinet
Face Colors of white and reflex blue

**Client:**

Mortgage One
Kee Realty

Project:

Wall Mount
Light Box

☐

Approved

☐

Disapproved

Signature

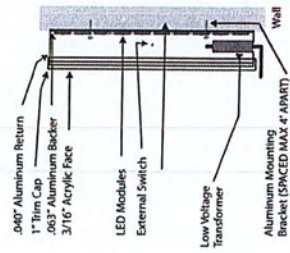
Date

Printall

68225 S. Main Street
Richmond MI 48062
(586) 430-4383
eric@miprintall.com



Cut
VINYL



Details - Sign Box

- Overall Size: 30.00" x 60.00"
- To read: Mortgage One
- Return Color: Bronze
- Edgecap Color: Bronze
- 8" deep Cabinet

- Standard Vinyl Included
- Illuminated with high-efficiency low-voltage LED's
- UL Listed



Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Sign Design Review – 15 E. Burdick St / Mortgage One

DATE: March 8, 2023

Printall on behalf of business owner Case Delange has applied for a sign permit to install one (1) internally illuminated wall sign for Mortgage One at 15 E. Burdick Street. The sign is proposed to be located on the building's east or side elevation facing the public parking lot. The business is located in the C-1 Core district.

Section 7.4.8(F)(1)(a)(1) states the maximum wall signage area shall be 30 SF. The building's east elevation currently has an 18 SF box wall sign. The submitted application and sign diagram have inconsistent area and dimension information. Per the ordinance, this tenant space may have an additional 12 SF of wall signage. All application sign dimensions must be revised for a sign area of 12 SF. We recommend a 30 inch high by 60 inch wide sign which would match the height of the existing sign.

Section 7.4.8(F)(1)(b) requires that internally illuminated signs in the C-1 Core district receive design approval from the Planning Commission. The proposed sign is a box or cabinet sign with a white acrylic face. A contrasting opaque grey logo along with navy text will be applied to the acrylic face. This sign style is conventional and does not contribute to the historic character of the downtown. However, the building renovation and existing box sign are contemporary in character and the proposed box sign would be consistent with the building's aesthetic which merely follows current trends.

The proposed white plastic face with contrasting opaque letters will create the effect of a square fully illuminated box. The high percentage of white background area will allow for a high level of light transmission and glare. We recommend the face colors be inverted to have a navy background with white letters. This would reduce the light transmission area while still creating effective signage for non-daylight hours. Inverted color or reverse logos are quite common and utilized effectively for commercial uses.

The illumination of the text would still have an impact on driver visibility. 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/m^2) or NITs.

We recommend the Planning Commission grant approval for the proposed sign based on a style which is in keeping with the current aesthetic of this particular building. Any approval should be contingent upon the sign measuring 30 inches by 60 inches, the acrylic face utilizing a navy background with white letters and the installation of a dimmer control module. We recommend the luminance level not exceed 100 cd/m^2 from dusk to dawn.

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

PAID

JUN 7 2022

VILLAGE OF OXFORD



SITE PLAN REVIEW APPLICATION

A site plan submitted for review and approval shall contain all of the following data prior to its submission. Site plans shall consist of an overall plan for the entire development. All plans must be legible and sufficient quality to provide for reproduction.

Article 9, Chapter 1 of the Zoning Ordinance, has been provided in order to ensure that all site plan information and requirements have been provided by the applicant for Planning Commission review. Missing information could result in a delay in plans being reviewed by the Planning Commission until all required information has been provided.

Applicant must provide **10 copies** of the site plan, application, fees, and all relative documents at least twenty-five (25) days prior to the next regularly scheduled meeting of the Planning Commission.

DATE 6/7/22 PROJECT ADDRESS 43 N Washington

APPLICANT INFORMATION

Name: Chuck Schneider

Address: 2681 Hurdley Rd

City: Lapeer

State: MI

Zip: 48446

Phone: 248 821-0752

Cell: none

Email: Chuck Schneider 76 E Whoo. Com.

PROPERTY OWNER INFORMATION

Name:

Address:

City:

State:

Zip:

Phone:

Cell:

Email:

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

PROPERTY DESCRIPTION			
Description of Proposed Project:			
Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core	
	<input type="checkbox"/> RM Multiple Family	<input checked="" type="checkbox"/> C-1 Central Business - Transition	
	<input type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business	
		<input type="checkbox"/> P-1 Vehicular Parking	
Present Use: <i>Vacant Land</i>		Proposed Use:	
Front Yard Setback	<i>10 ft.</i>	Building Height	ft.
Side Yard Setback	<i>10 ft.</i>	Lot Coverage (%)	%
Rear Yard Setback	<i>10 ft.</i>	Total Floor Area	sq. ft.
Lot Size	<i>1/4 sq. ft.</i>	Off Street Parking	cars

PROFESSIONALS WHO PREPARED DRAWINGS			
Name: <i>Emily Kempis An</i>			
Mailing Address: <i>128 E. Hunt St</i>			
City: <i>Rochester</i>	State: <i>Mi</i>	Zip: <i>48307</i>	
Telephone: <i>248 651-6766</i>	Email:		
Design Responsibility: <i>Electrical / Floorplan - Construction Plans</i>			
Name: <i>Jon Skupe</i>			
Mailing Address: <i>N. Washington</i>			
City: <i>Oxford</i>	State: <i>Mi</i>	Zip: <i>48371</i>	
Telephone: <i>248 877-2102</i>	Email:		
Design Responsibility: <i>Site Plan - Engineering</i>			

Existing Vacant Land will be improved with three storage units for the house the owner collection of Cars, Trucks, Boats, Travel Trailers.

INCLUDE THE FOLLOWING:

1. **10** folded copies of the site plan, sealed by a registered architect, engineer, or landscape architect.
2. Flash drive with application, site plan, and all supporting documentation.
3. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
4. Proof of property ownership or interest in property (purchase agreement, etc.)
5. Fees: \$200.00 Application Fee
TOTAL: 1513.00 Multi-Family/Commercial/Industrial see Cost form

6. If necessary, review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:

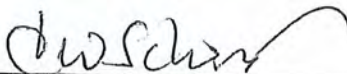
- | | |
|---|---|
| <input type="checkbox"/> Oakland County Road Commission | <input type="checkbox"/> Michigan Department of Environmental Quality |
| <input type="checkbox"/> Oakland County Health Department | <input type="checkbox"/> Oakland County Drain Commissioner |
| <input type="checkbox"/> Michigan Department of Natural Resources | |

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

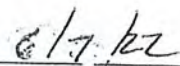
Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.



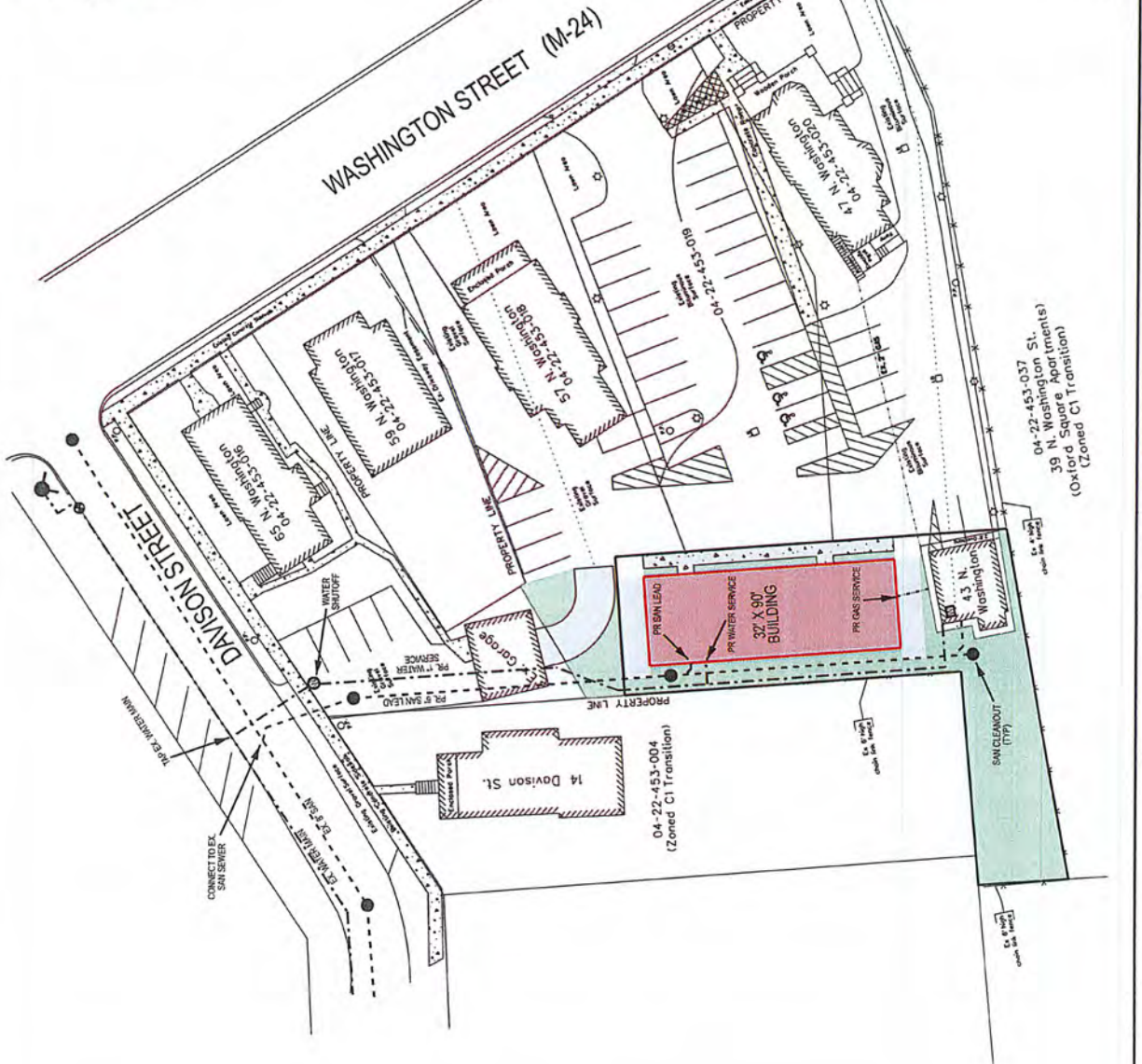
Signature of Applicant



Date

Signature of Property Owner

Date



KENNEDY SURVEYING, INC.

105 N. Washington St.
Oxford, Michigan 48371
PROPOSED LAND DIVISION

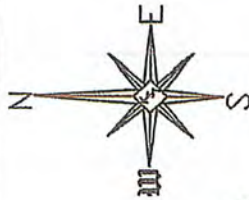
Phone (248) 628-4241
Fax (248) 628-7191

Certified Exclusively To: Mission Development, Charles Schneider

Date: January 26, 2022

Address: 2681 Hadley Road, Lapeer, Michigan 48446-9743

Job No. 21-8797 Page 1 of 2



WASHINGTON STREET 66 FT. WD.
(M-24) STATE TRUNK LINE

WITNESSES:

South 1/4 Cor., Sec. 22, T5N-R10E, Village of Oxford
Center of Lid of Monument Box west of Sanitary Sewer Manhole
S 78° W 93.66' Fnd. PK/Remon. Washer, N. face 16" Maple
N 67° W 61.08' Fnd. PK/Remon. Washer, SW. face 29" Maple
N 72° E 71.82' Fnd. PK/Remon. Washer, S. face 15" Maple
S 72° E 79.95' Fnd. PK/Remon. Washer, N. face 15" Maple

Southeast Cor., Sec. 22, T5N-R10E, Village of Oxford
Fnd. mark on the cover on a sanitary sewer manhole
S 29° E 61.25' Fnd. PK/Remon. Washer, NE. face Power Pole
N 42° E 58.51' Punched hole in SW bolt cap to light pole
S 54° W 51.27' Punched hole in NE bolt cap to light pole
N 34° W 46.19' Punched hole in SE bolt cap to light pole
North 100.00' Fnd. 5/8" Iron Rod in a Monument Box
S 30° E 28.29' Fnd. Mag. Nail



JAN 28 2022

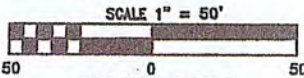
"GEORGE DAVIDSON'S ADDITION"
L. 01, P. 37, O.C.R.

810-354-454-020

Prop. 32'x90' Building
PARCEL "A"
7,008 Sq. Ft.
(Gross Area)

N03°46'33"E 137.57'

04-22-453-004



GRAPHIC SCALE
DATA FILES: 98-4711, 13-7085 & 17-7950

LEGEND

- = Found 1/2" Iron Rod
Unless Otherwise Noted
- = Set 1/2" Iron Rod W/Cap
- ⊙ = Found Concrete Monument
- M = Measured Distance
- R = Recorded Distance
- S = Set Distance
- P.O.B. = Point of Beginning
- — — = Ex. Fence Line

DWG No. 21-87972
Drawn By: SST

Common line to the South line of
"GEORGE DAVIDSON'S ADDITION TO THE
VILLAGE OF OXFORD" and the North line
of "ASSESSOR'S PLAT No. 2"

P.O.B.
SW corner
of Lot 6

Fnd. #60 Nail
SW Root of
30" Maple
West line of
Lot 14

Southwest corner Lot 1,
Fnd. Iron pipe @ 4 way
fence corner

West Line
"ASSESSOR'S PLAT No. 2"

N03°50'12"W 432.35'

"ASSESSOR'S PLAT No. 2"
L. 41, P. 27, O.C.R.

Southeast Cor., Sec. 22,
T05N, R10E, Village of Oxford,
point on manhole cover
100.00' South of Witness
Corner

South line Section 22

South 1/4 Cor., Sec. 22,
T05N, R10E, Village of Oxford,
Center of Lid of Monument
Box

BURDICK STREET 66 FT. WD. (Public)

This survey was done without the benefit of a Title Policy,
therefore, all easements of record and other factors relevant
to title may not be shown.

When Recorded Please
Return Original(s) To:
Kennedy Surveying, Inc.
105 N. Washington St.
Oxford, Michigan 48371

KENNEDY SURVEYING INC.

105 NORTH WASHINGTON STREET
OXFORD, MICHIGAN 48371
(248) 628-4241 FAX (248) 628-7191

January 28, 2022

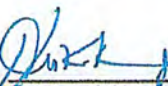
Mission Development
2681 Hadley Road
Lapeer, Michigan 48446-9743
Job No. 21-8797, Page 2 of 2

PROPERTY DESCRIPTION FOR PROPOSED LAND DIVISION

Part of Lot 6, Block 2 of "GEORGE DAVISON ADDITION TO THE VILLAGE OF OXFORD" being a subdivision of part of the Southeast $\frac{1}{4}$ of Section 22, Town 5 North, Range 10 East, Village of Oxford, Oakland County, Michigan. As recorded in Liber 1 of Plats, on page 37 of Oakland County Records and part of Lot 14 of "ASSESSOR'S PLAT NO. 2" being a subdivision of part of the Southeast $\frac{1}{4}$ of Section 22, Town 5 North, Range 10 East, Village of Oxford, Oakland County, Michigan. As recorded in Liber 41 of Plats, on page 27 of Oakland County Records. Being more particularly described as commencing at the South $\frac{1}{4}$ corner of said Section 22; thence North $03^{\circ}50'12''$ West 432.35 feet to the southwest corner of Lot 1, Block 2 of said "GEORGE DAVISON ADDITION TO THE VILLAGE OF OXFORD"; thence North $85^{\circ}53'05''$ East 281.24 feet along the south line of said "GEORGE DAVISON ADDITION TO THE VILLAGE OF OXFORD" to the southwest corner of said Lot 6 and the Point of Beginning; thence proceeding North $03^{\circ}46'33''$ West 120.70 feet along the west line of said Lot 6 to a point; thence North $86^{\circ}13'27''$ East 50.00 feet to a point; thence South $03^{\circ}46'33''$ East 137.57 feet to a point; thence South $80^{\circ}20'15''$ West 50.27 feet to a point; thence North $03^{\circ}46'33''$ West 22.03 feet to the Point of Beginning. Containing 7,008 Square Feet or 0.161 of an Acre (Gross Area). Reserved therefrom all easements and right of ways of record.

NOTES:

- 1.) The above property description is part of the following Parent Parcel #04-22-453-018, -019 & -020.
- 2.) The bearings as expressed on this proposed land division and used in the property description are related to the bearing of the south line of Section 22, $S88^{\circ}29'00''$ West.
- 3.) No work was done in the field to verify the accuracy of the land division and property description provided and should be used for "TAX PURPOSES ONLY".


Huston K. Kennedy, PS
Kennedy Surveying, Inc.

HKK/clk





March 15, 2023

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

Subject: **Car Restoration Storage Building – Site Plan Review #1** (*Site Plan Dated January 16, 2023*)

Location: **43 N. Washington Street – Parcel ID# TBD** (*West side of N. Washington St, south of Davison St.*)

Zoning: **C-1 Transition**

Dear Mr. Madore:

At the Village's request, we have reviewed the site plan for the construction of a new accessory building at the above referenced location. The applicant is Mr. Chuck Schneider who is the owner of the property and the business.

SITE LOCATION AND EXISTING CONDITIONS

The site is a newly created lot approximately 9,350 square feet (SF) in area located to the rear of 47 N Washington St and 57 N Washington St. This new lot is currently occupied by a single-story building approximately 680 SF in area located at the northeast corner of the property. The building is occupied by an office for a car restoration and storage business. The remainder of the lot is a combination of an existing parking lot and an unimproved grass yard. The aerial photo to the right is provided for context.



PROPOSED USE

The applicant is proposing to construct a new 4,466 SF building to the north of the existing structure for three individual car storage units.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
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 principles.

- A. **Drawing Set.** The applicant must submit a revised set of plans in which all sheets are signed and sealed by a licensed professional surveyor, engineer, architect or registered landscape architect based on the sheet contents.
- B. **Use.** The current use is an office space for a car restoration company. The applicant has indicated that the proposed new building is for the limited display and storage of vehicles that have been or will be restored. The applicant has not specified if restoration work will be conducted on site. The applicant has also not indicated if the storage of vehicles is for a limited period of time or for an extended period. Per Sec. 3.3.1, accessory buildings and uses which are customarily incidental to the permitted uses in the cited section and corresponding district are permitted by right in the C-1 Transition district. This section also states that mini warehouses and self-storage facilities are only permitted in the C-2, I-1 and as a special land use in the F, flex district. The applicant should specify the use of the storage spaces. Information to be provided includes whether the vehicles and materials stored shall be temporary, if the business shall hold items for property owners or if the vehicle owners are leasing space from the property owner, and the activities conducted on site, including but not limited to, if vehicle repair is conducted on site.
- C. **Dimensional Requirements.** Section 3.4.6 lists the dimensional standards for buildings and setbacks in the C-1 Transition zoning district. The building footprint on Sheet 02 and the dimensions on Sheet 1 of 4 are inconsistent. The applicant must submit a revised site plan and building elevations that have the same proposed building dimensions. The site plan must clearly label the required setback requirements and the building's location in relation to the setbacks.
- D. **Building Elevations.** Elevations for the proposed building have been provided on Sheets 3 of 4 and 4 of 4. The applicant is proposing to utilize a horizontal black "metal" siding at the building foundation, a smaller scale dark grey horizontal metal siding on the front or east elevation, a vertical dark gray metal siding on the north, south and west elevations with a dark grey metal roof.

The proposed building is located in the form-based code overlay boundary. If the building is functioning as an accessory structure, Sec. 3.5.2(J)(2) requires it must be constructed of materials that complement the principal structure and other surroundings. If the building is functioning as a secondary commercial building, Sec. 3.5.2(C) outlines the building requirements, including that overhead doors may not be located on the front of the building. In addition, Sec. 9.1.9(I) states that the standards for the Planning Commission to grant site plan approval require the building design and architecture relate to and are harmonious with the surrounding neighborhood with regard to scale, mass, proportion and materials. This building will be located within the Village's historic downtown. At a minimum, site plan approval criteria require the building façade design and materials complement the historic downtown character. The recommendations of the DDA should be considered regarding compliance with this approval standard.

The proposed building's façade and design is equivalent to a contemporary pole barn. Given the proposed use, the building's utilitarian nature is somewhat understandable. But given its location within the historic downtown, site plan approval should be contingent upon the creation of a façade that is in keeping with the downtown character. At a minimum, high quality materials, such as a limestone foundation and a traditional



modular brick running bond wall façade, should be considered. A standing seam metal roof would complement the masonry product.

- E. **Off-Street Parking Requirements.** Section 7.1.9 outlines the minimum required number of off-street parking spaces based on type of use. The table below calculates the number of required spaces for the existing building and the proposed addition combined.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Office Space: One (1) parking space per 350 SF usable floor area. (680 SF office)	2	0	No
<i>After applying the above to determine the total number of required spaces, those spaces must provide with the following:</i>			
One (1) barrier-free parking space* per 25 required parking spaces	1	0	No

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

The new lot does not provide any parking spaces for the office use. The applicant does own the properties in front of the office use but has not indicated if parking will be shared. The applicant must indicate how parking for the office use will be provided. If parking is shared with the adjacent uses, a copy of the parking sharing agreement with the different entities must be provided to ensure that the new use can effectively operate if sold in the future.

- F. **Site Circulation and Loading.** The applicant must clarify if the new building will provide storage for operable vehicles. If the new building will store inoperable vehicles that are delivered to the facility then the site plan must be revised to provide a truck maneuvering plan showing the inner and outer wheel paths along with typical truck overhang and curve radii to determine that either tractor trailer vehicles or another type of delivery vehicle, such as a flatbed tow truck, can enter and exit the site.
- G. **Landscaping.** The applicant has not submitted a landscape plan for the site. The applicant must provide a landscape plan that identifies the location, species, and quantities of all existing and proposed plant materials along with planting cross section details. A plant material list identifying the quantities, species, and size for all existing and proposed plant material must also be provided. Required plant material shall not include more than 30% of any single plant species and comply with cited minimum size standards. The landscaping must be in compliance with all requirements of Article 7, Chapter 2 of the zoning ordinance including the provision of an irrigation system. 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.
- H. **Lighting.** The site plan does not include any information regarding existing or proposed exterior lighting. The applicant must submit a photometric plan that includes the location, mounting height and light levels for all existing and proposed light sources. Cut sheet details for the fixtures must be provided and all fixtures must be fully shielded, directed downward, and mounted on fixed brackets to ensure fixtures are not capable of being angled after installation. If existing fixtures are not fully shielded, they must be modified with opaque screens to fully direct downward all lighting or be replaced with new fixtures.



- I. **Dumpster Enclosure.** The site plan does not show the location of a trash dumpster. The site plan must be revised to provide the location of a new dumpster enclosure that is in compliance with all construction and material standards of Sec. 6.1.24.
- J. **Signage.** The site plan does not show any existing or proposed signage. If any new or revised signage is proposed for the site or building in the future, it must be in compliance with all signage standards at the time of application for a sign permit.

RECOMMENDATION

While the submitted application is in compliance with some ordinance standards, additional details remain. Detailed information is required to determine if the site complies with the requirements of the ordinance. We recommend that the applicant prepare a revised site plan addressing all issues identified above before the Planning Commission considers taking action on the project.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

Mario A. Ortega, AICP
Principal Planner



128 N. Saginaw Street
Lapeer, MI 48446 | (810) 664-9411
www.rowepsc.com

February 28, 2023

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

RE:

43 N. Washington Street
Engineering Site Plan Review

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed a site plan review for the address listed above. The plans were prepared by Sharpe Engineering, Inc., and consists of one conceptual plan sheet that is dated January 16, 2023. The plan was not signed or sealed by a registered professional.

The applicant is proposing to construct a 2,880 square feet storage building. The improvements will occupy an area that is currently grass. We have the following comments at this time:

1. The plan as submitted is conceptual in nature. Engineering design that would include a grading plan and utility plan are not included in this submittal. As a result, our comments will be conceptual in nature at this time.
2. The plan depicts a parcel of land without direct access to a right-of-way. The property lines as shown are not in agreement with the Oakland County Property Gateway map. It is assumed that a lot split is required as a part of this approval.
3. For a complete plan review and design, the applicant will need to submit a topographic survey, prepared by a registered land surveyor. Note that an existing outbuilding on the 14 Davison Street property will be located in close proximity to this new building, yet it is not referenced on this concept drawing.
4. With respect to the proposed water and sewer connections:
 - a. If a lot split for this property is approved (without direct access to a right-of-way), easements from two adjacent owners will be required to construct water and sewer connections as shown. The applicant should submit suggested easement documents to ROWE for review prior to obtaining signatures from the adjacent property owners. When signed, note that the easements must be prepared in recordable form.
 - b. The plan shows that the proposed water and sewer connections would be connected to not only the proposed storage building, but also the adjacent building at 43 N. Washington Street. It is not clear if this building currently has any water and sewer connections. The connection of two buildings on one private service is subject to approval by the Village's Building Official. If approved, the owner is advised that this property cannot be further split into two parcels (with two owners) in the future if water and sewer services are shared.

SINCE 1962

Flint, MI | Lapeer, MI | Farmington Hills, MI | Kentwood, MI | Mt. Pleasant, MI | Oscoda, MI | Grayling, MI | Myrtle Beach, SC

- c. The proposed water and sewer services would have to be bored underneath an existing potentially historic garage. ROWE does not recommend that this be constructed as shown, but it is ultimately under the jurisdiction of the Building Official. The final plan will need to show the type of pipes to be used for both the water and the sewer, as well as proposed inverts at each end and each cleanout.
5. Previously submitted architectural plans indicated that the new building would be three storage garage units. However, the site plan is depicting a new sidewalk running along the building's frontage, with what appears to be two man-sized doors. The applicant should clarify if this is accurate, and what the actual proposed building layout will be.
6. Since the existing area is currently lawn, the construction will increase storm water runoff. The plans as submitted do not show where the storm water will be discharged to, but it is assumed that there is no provision for storm water detention. The applicant should make provisions for detaining storm water on site or seeking a waiver from the Planning Commission for this requirement.

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.

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: 2023.02.28 09:18:20-05'00'

Paul T. O'Meara, PE
Project Manager

CC: Mario Ortega – McKenna

Oxford Village Clerk

From: Paul O'Meara <POMeara@rowepsc.com>
Sent: Monday, June 13, 2022 7:48 AM
To: Oxford Office; Mario Ortega; Oxford Village Manager
Subject: 43 N. Washington

Hello everyone,

I have looked over the plan submittal for the construction of a storage garage at the back of 43 N. Washington. The plans are just conceptual at this time, so there is not much for me to comment on. I offer the following:

1. If this landlocked new parcel is allowed as proposed, the owner of 22-453-019 will have to dedicate an access easement as shown. I can review the legal description to make sure it is accurate once it is prepared (as a separate, recordable document).
2. It does not appear that the applicant has had the property surveyed, so there is no drainage design. Once the lot split concept is approved, they will need to indicate how the property will drain. There will be little space left to direct the rear half of the roof away from the neighbor to the rear, so this will need to be considered and designed accordingly.
3. It appears that the front half of the property has historically been paved and been a part of the adjacent parking lot, so there is actually just a small amount of new impervious surface being created (about 2,000 sq.ft.). There will be little change in the amount of storm water runoff being discharged into the sewer system, so if you agree, I don't see the need to require on site storm water detention.

If you would like me to assemble these thoughts into a review letter for the Planning Commission, let me know. Otherwise, I will sit tight until a survey and drainage design has been prepared.

Paul T. O'Meara, PE | Project Manager

ROWE PROFESSIONAL
SERVICES COMPANY



128 N. Saginaw Street | Lapeer, MI 48446

O: (810) 664-9411 | F: (810) 664-3451 | C: (248) 318-1492

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OXFORD FIRE DEPARTMENT

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

June 13, 2022

Re: Plan review
Site Plan
Proposed 3 Unit Storage Building
Behind 47 and 57 North Washington

The Oxford Fire Department has received the plans for the proposed building listed above. A larger, detailed Site Plan, with the buildings intent and Occupant classification is required to move forward with the site plan review process.

Please forward further questions to Lieutenant Frantz

Lieutenant BJ Frantz
Fire inspector
Office: 248 969-9483
Cell: 248 916-8600



THE VILLAGE

OF

Oxford

MICHIGAN



INSPECTORS: POLICE

Attached are a full set of plans that have been checked in and stamped received.
Please review 43 N WASH. for:

NEW STORAGE UNITS

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

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

PROPER LIGHTING ON ALL SIDES OF BUILDING/STRUCTURE
AUDIBLE ALARM SYSTEM
VIDEO SURVEILLANCE RECOMMENDED

Signed:

[Signature] - Chief of Police

Date:

6/13/22

**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

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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