

**Village of Oxford Planning Commission Agenda**  
**Tuesday, April 18, 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: April 18, 2023
5. Approval of Minutes: March 21, 2023
6. Correspondence:
7. Call to Public
8. New Business:
9. Old Business:
  - a. **PC 23-04, Car Restoration Storage Building, Amended Plan, 43 N. Washington St., PID# TBD (new lot). Zoning: C-1 Transition. Applicant and Owner, Chuck Schneider**
  - b. **2022 Annual Review Letter, 2023 Action Plan**
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**  
**March 21, 2023 - 7:00 p.m.**  
**REGULAR MEETING MINUTES**  
**Meeting Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: (248) 628-2543**  
**www.thevillageofoxford.org**

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**1. CALL TO ORDER**

Chairman Scott Flynn called the meeting to order at 7:00 p.m.

**2. RESPECTS TO THE FLAG**

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

**3. APPROVAL OF AGENDA:** Meeting Agenda March 21, 2023.

**MOTION:** by Pielack/McClellan to approve the agenda for March 21, 2023, as presented. All in favor. Motion adopted.

**4. APPROVAL OF MEETING MINUTES:** February 7, 2023, Regular Meeting Minutes.

**MOTION:** by McClellan/Helmuth to approve the February 7, 2023, meeting minutes as presented. All in favor. Motion adopted.

**5. CORRESPONDENCE:** A letter was received from the DDA regarding agenda item 8 (c) proposed building material.

**6. CALL TO PUBLIC:** No public comments.

**7. NEW BUSINESS:**

**a. PC 23-03, 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.**

Planner Mario Ortega summarized site plan review #2, McKenna letter dated February 6, 2023, for 500 S. Glaspie Street. 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. The existing use and proposed expansion are permitted by right in the I-1 Industrial District. Mr. Ortega reviewed Item 5, Off Street Parking Requirements, as outlined in Article 7, Chapter 1 of the zoning ordinance. Mr. Ortega recommended the applicant revise the parking layout to reflect the number of employees and customers more accurately on site and to accommodate a more functional truck circulation plan.

Under item 6, Site Circulation and Loading, the site plan must be revised to provide a truck maneuvering plan to determine that tractor trailer vehicles can access the applicant's preferred loading and unloading area and exit the site using forward driving movement. The Fire Department recommended a hammerhead area to allow fire apparatus to backup and turn around.

Screening, in item 8, must be revised to correct the height and wall material inconsistencies for the screening wall details on Sheets C2.0 and ASP.2, and indicate if the existing six-foot chain-link fence along the rear property line will remain or be removed.

The ROWE Engineering Site Plan review letter dated February 27, 2023, noted the existing public sidewalk is located on private property with no dedicated easement for public ingress/egress on the survey. The applicant will be required to submit a signed recordable document dedicating rights to the Village of Oxford to use and maintain. Locations of water and sanitary sewer connections for the building are needed.

The existing loading dock at the southwest corner of the building will need to be filled into grade, requiring the need for a new retaining wall and relocation of a catch basin. More information is needed regarding the grades and storm sewer layout prior to plan approval.

A cross-section of the retaining wall for structural review that clarifies how curb, and two walls will fit into the area in relation to the east property line is needed.

Project architect, Salvatore LoRe addressed commissioners on issues. Many items were addressed in the response letters from AKA Architects dated February 6, 2023, and February 13, 2023, Mr. LoRe noting: the dumpster will be moved to allow for a hammerhead turn around for fire apparatus and truck delivery to be shown on revised plans. The overhead doors will be removed leaving four parking spaces and will address the sidewalk easement and provide a cross-section of the retaining wall per ROWE engineering. The masonry fence will be a 7 ft. high brick structure. The existing chain link fencing will be removed. Off-street parking will be revised. Dimmers and timers will be on all lighting. Mr. LoRe asked for planning commission approval allowing administrative review for the revised plan.

**MOTION:** by Nold/Helmuth to postpone the site plan so that a new revised site plan can be presented to the planning commission for approval that addresses the issues that are identified in the McKenna Review letter dated March 14, 2023, the ROWE Engineering letter dated February 27, 2023, and Fire Department letter dated March 8, 2023, and pertaining to the following:

- Off street parking-revised layout.
- Maneuvering plan-emergency trucks
- Dumpster location and enclosure
- Landscaping-remove and replace plant material, and/or introduce new material.
- Lighting detail for safety and security
- Signage dimmer and timer from dusk to dawn

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

- b. **PC 23-02, 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.** Planner Ortega presented the Sign Design Review for 15 E. Burdick ST./Mortgage One as outlined in the McKenna Memorandum dated March 8, 2023, followed by discussion with commissioners. It was a consensus that the proposed lighted white background would create less

glare by making the background navy with white lettering in opposition to a white background with navy lettering. The applicant was not present.

**MOTION:** by McClellan/Nold to grant approval for the proposed sign located at 15 E. Burdick St. based on the recommendation from the McKenna Sign Review letter dated March 8, 2023: a style keeping the current aesthetic of the building 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 with the luminance level not to exceed 100 cd/m2 from dusk to dawn.

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

**c. PC 23-04, Car Collection Storage Building, 43 N. Washington St., PID# TBD (new lot). Zoning: C-Transition. Applicant and Owner, Chuck Schneider**

Planner Ortega made some corrections to the McKenna Site Plan Review letter dated March 15, 2023, clarifying that this structure will be a car collection storage building and not a car restoration storage. It will be an accessory building to the principal use of an office. 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. The lot has been newly created.

Review comments were made, and the applicant was asked to submit a revised or completed site plan to address the deficiencies. Building elevations must have the same proposed building dimensions. The site plan must clearly label required setbacks with the building's location in relation to the setbacks. The building will be located in the Village's historic downtown neighborhood. Approval criteria requires the building façade and material complement the historic downtown character. The DDA provided a letter to the commissioners requesting a brick façade. No parking plan has been provided. The ordinance requires a landscape plan that complies with Article 7 Chapter 2 of the zoning ordinance. Both interior and exterior lighting need to be specified on the site plan.

Applicant Chuck Schneider, 155 E. Glass Rd., Ortonville addressed commissioners regarding the purpose and use of the proposed structure. Mr. Schneider provided examples of collected items that his building would house. He currently has a dumpster that is shared by his adjacent properties that is emptied twice per week. Mr. Schneider has contracted with DTE for high-pressure sodium lamps that will be maintained by DTE for exterior lighting. No signage was proposed as he is not going to publicize his interests. Engineer Jim Sharpe then addressed commissioners regarding the parcel split and updated plan with an access easement in place.

Dale Wolicki, 59 S. Washington asked to speak stating he had legal interest in the proposed storage building with concern over water run-off with an inadequate catch basin.

Commissioners commented on the need for a complete site plan.

**MOTION:** by Nold/McClellan to postpone application for 43 N. Washington until the applicant provides a complete site plan.

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

- d. **2022 Annual Review Letter and Propose Action Plan for 2023-** Presented to commissioners for review to comment on at the next regular meeting. No action taken.

**8. 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.

**MOTION:** by Pielack/McClellan amending Article III, Sec. 1 of the zoning ordinance as presented. Roll Call Vote: Ayes: 4. Nold, Helmuth, Pielack, McClellan, Flynn. Nays: 0. Absent: 1. Ballard.

**9. PUBLIC COMMENT:** None.

**10. CONSULTANT & ADMINISTRATION COMMENTS:**

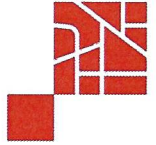
**11. COMMISSIONER COMMENTS:**

Oxford Township Planning Commission  
ZBA Update-No meeting.  
DDA

**12. ADJOURNMENT:** With no further business to discuss, meeting adjourned at 8:27 p.m.

**MOTION:** by Helmuth/McClellan. All in favor. Motion adopted.

Respectfully submitted,  
Tere Onica, Recording Secretary



April 13, 2023

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

Subject: **Vehicle Storage Building – Site Plan Review #3** (*Site Plan Dated April 10, 2023*)

Location: **43 N. Washington Street – Parcel ID# 04-22-453-047** (*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 revised 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 715 SF in area located at the southeast corner of the property. The building is occupied by an office use. 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**

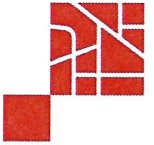
The applicant is proposing to construct a new 2,880 SF building to the north of the existing structure for the storage of vehicles.



**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

○ 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.

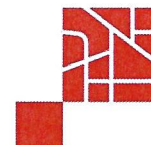
- A. **Use.** The existing building is currently used as an office space. The applicant has indicated that the proposed new building is for the storage of vehicles owned by the applicant. The applicant has indicated that the storage of vehicles is for a limited period of time. Per Sec. 3.3.1, accessory 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.
- B. **Dimensional Requirements.** Section 3.4.6 lists the dimensional standards for buildings and setbacks in the C-1 Transition zoning district. The proposed building is in compliance with building height and setback requirements of the ordinance.
- C. **Building Elevations.** Revised elevations for the proposed building have been provided on Sheets 2 of 3 and 3 of 3. 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. Sec. 3.5.2(J)(2) requires accessory structures to be constructed of materials that complement the principal structure and other surroundings. The standards of Sec. 9.1.9(I) indicate the Planning Commission shall grant site plan approval when, in their determination, the building design and architecture relate to and are harmonious with the surrounding neighborhood. This occurs when the scale, mass, proportion and materials of the new structure relate to and are harmonious with the buildings in the immediate area. This building is also located within the Village's historic downtown. The recommendations of the DDA should be considered regarding compliance with this approval standard.

While attractive, the proposed building's façade and design is equivalent to a contemporary pole barn. Based on 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 of the immediate area. High quality materials should be considered.

- D. **Off-Street Parking Requirements.** Section 7.1.9 outlines the minimum required number of off-street parking spaces based on type of use. Based on the size and configuration of the 43 N Washington property, the parking requirements for the proposed use will share the parking lot between 47 and 57 N Washington. This parking lot is already being shared by 47 and 57 N Washington St. The table below calculates the number of required spaces for the existing building and the uses within 47 and 57 N Washington St.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Existing Office Space: One (1) parking space per 350 SF usable floor area. (680 SF office)	2	2	Yes



<b>47 N. Washington St: One space per 350 SF usable commercial floor area. 1.7 parking spaces per residential unit. (1,267 SF and 1 unit)</b>	6	18	Yes
<b>57 N. Washington St: One space per 350 SF usable commercial floor area. 1.7 parking spaces per residential unit. (1,400 SF and 1 unit)</b>	6	10	Yes
<b><i>After applying the above to determine the total number of required spaces, those spaces must provide with the following:</i></b>			
<b>One (1) barrier-free parking space* per 25 required parking spaces</b>	1	3	Yes

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

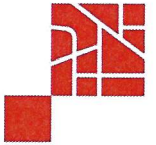
The new building will be utilized for storage which should not require parking for employees or customers. It is noted that the site is overparked given that the parking lot provides 16 more spaces than are required for the uses in the three existing buildings. The parking lot will be able to accommodate any ancillary parking needs for the new building. Given the shared use of the parking lot, a parking sharing agreement with the different entities must be provided to ensure that all users can effectively operate if ownership changes in the future.

- E. Landscaping.** The grading plan notes a planting area at the front foundation of the building between the overhead doors and pedestrian doors. The building plans include additional landscaping details. Based on the coverage of the lot, there are minimal opportunities for landscape improvements. There are also no specific areas on the site which would require landscaping improvements as outlined in Sec. 7.2.5. The Planning Commission should indicate if more specific details are necessary given the characteristics of the site.
- F. Lighting.** The elevation sheets indicate the installation of shielded barn lights which would appear to match the fixtures on the existing office building. These would be fully shielded and directed downward fixtures in compliance with ordinance standards.
- G. Dumpster Enclosure.** Development Note 10 states that the existing dumpster behind 57 N Washington will be utilized for this development. The applicant must provide a dumpster sharing agreement to ensure continued shared use of the existing dumpster.
- H. Signage.** Development Note 11 states that no signage is proposed for the new building. We note that if any signage is proposed in the future, it must comply with all ordinance requirements at the time of application.

## RECOMMENDATION

The submitted application is in substantial compliance with ordinance standards. However, additional documents are needed related to the function of the site. We recommend that any approval granted by the Planning Commission be contingent upon the following:

1. Applicant submittal of a parking sharing agreement.
2. Applicant submittal of a dumpster sharing agreement.
3. Any conditions of approval as noted by the Village Engineer and Fire Marshal.



Please do not hesitate to contact us with any questions.

Respectfully submitted,

**McKENNA**

Mario A. Ortega, AICP  
Principal Planner



April 11, 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 *third* site plan review for the address listed above. The plans were prepared by Sharpe Engineering, Inc., and consists of a site plan and grading plan, dated April 10, 2023. The plans were signed and sealed by a registered professional.

The applicant is proposing to construct a 2,880 square foot storage building. The improvements will occupy an area that is currently grass. Comments that have been addressed from ROWE's previous review (letter dated April 5, 2023) have been removed from this letter. Additional comments related to a previous comment are shown in *italic font* and newer comments are shown in standard font.

#### **SITE PLAN**

1. With respect to the proposed water and sewer connections:
  - a. A lot split for this property has been approved without direct access to a right-of-way. We understand that the applicant also owns the property at 65 N. Washington Street. Since it is acting as a separate parcel with a separate tax I.D., a signed, recordable easement from the owner will be required to construct the 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. *This item has not been addressed.*
  - 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 existing building at 43 N. Washington Street.
    - i. Although we understand that the existing building is connected to the water and sewer service for 47 N. Washington Street, which is not referenced on the plan. Clear instruction regarding the disconnection of these services in conjunction with this new proposed work must be included on these plans.

**SINCE 1962**

Mr. Joseph M. Madore, Manager  
April 11, 2023  
Page 2

- ii. 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. *The Building Official will need to approve this arrangement prior to the issuance of a permit.*

On the first review, it was noted that storm water detention is required for this project. The revised plan depicts downspouts being constructed to a six-inch PVC roof drain that will surround the building and then discharge to an existing leaching basin in the existing parking lot. Given the high infiltration rates of the soil in this area, this concept can be approved. An inspector representing the village should confirm during construction that the basin is in fact not connected to any storm sewer. If it is connected to a storm sewer, on site storm water detention would be required.

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: 2023.04.11 16:35:27-04'00'

Paul T. O'Meara, PE  
Project Manager

CC: Mario Ortega – McKenna

Print the Map!

04-22-452-001

04-22-452-002

04-22-457-009

04-22-457-010

04-22-457-011

04-22-457-012

04-22-457-013

04-22-453-002

04-22-453-003

04-22-453-004

04-22-453-047

04-22-453-006

04-22-453-016

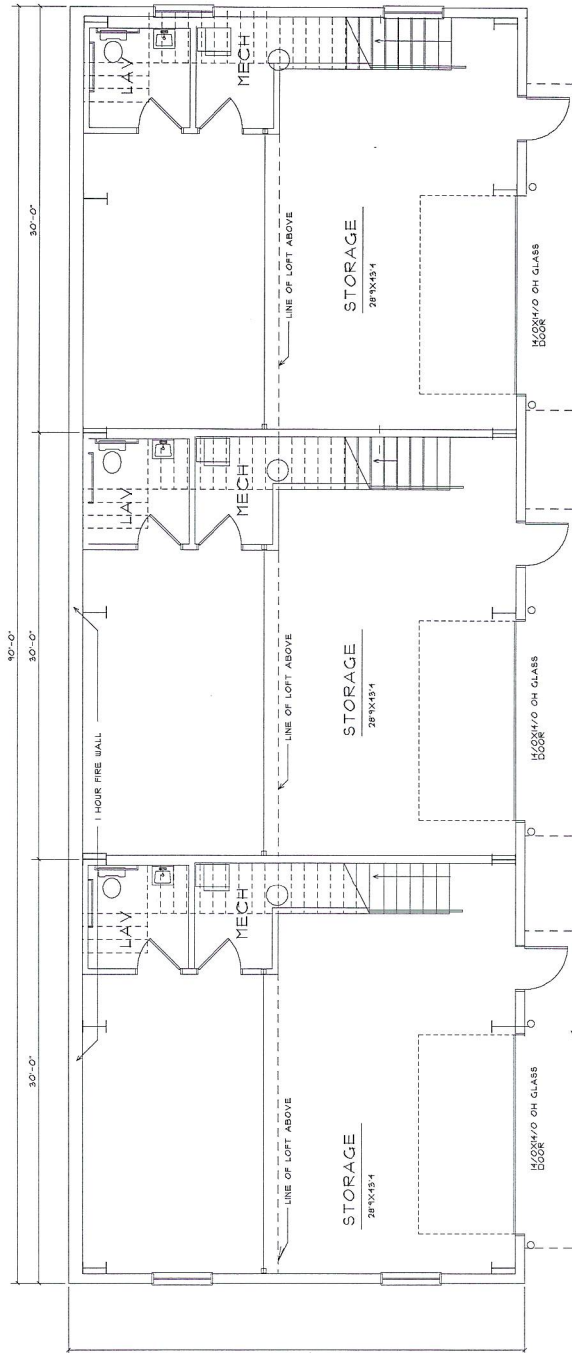
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04-22-453-050

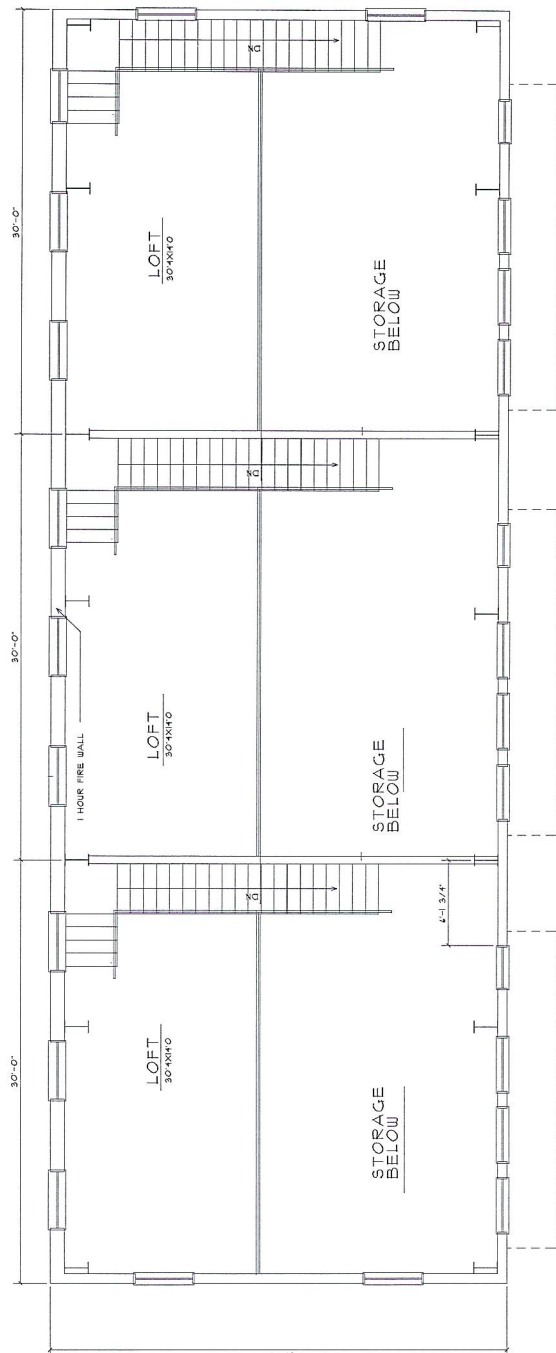
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FIRST FLOOR PLAN

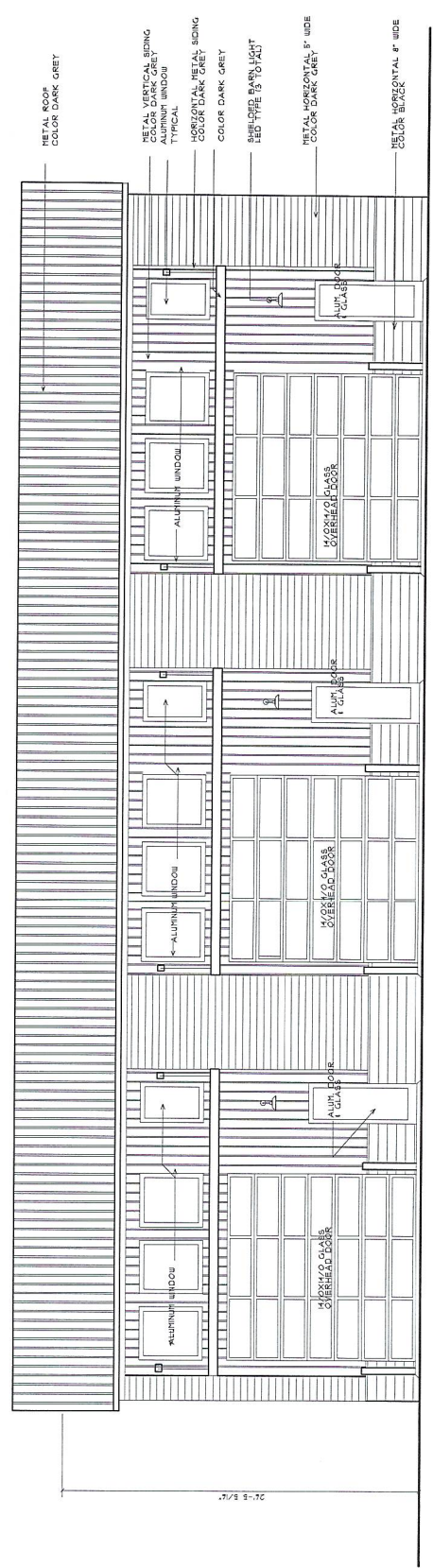
SCALE:  $V4^{\circ}=V^{\circ}-0^{\circ}$ 

AREA: 2880 SF



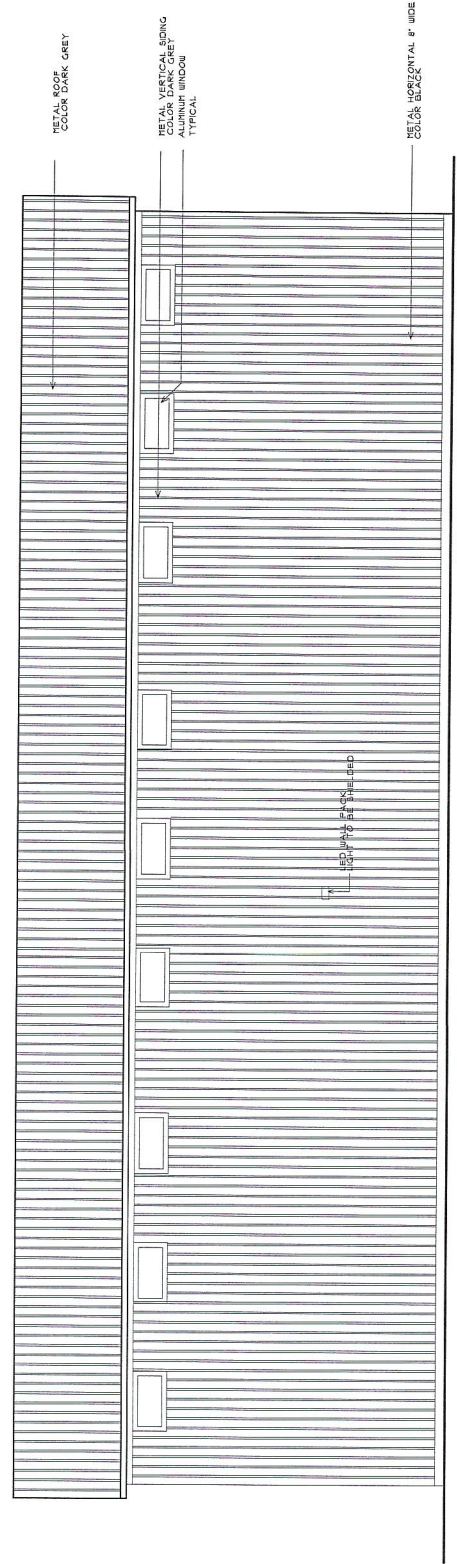
1 OCT 21 AM '91

SCALE: 1/4"=1'-0"



**FRONT ELEVATION**

SCALE: 1/4"=1'-0"  
 NOTE: ALL LIGHTING SHALL MEET THE REQUIREMENTS OF THE VILLAGE OF OXFORD FOR BEING SHIELD AND THE TIME THAT THE LIGHTS ARE ON.



**REAR ELEVATION**

SCALE: 1/4"=1'-0"



HENS & KWAPIS  
ARCHITECTS P.C.

128 E. THIRD STREET  
ROCKFORD, ILLINOIS 61107  
PH: 815-398-4788  
FAX: 815-398-5888  
hensandkwapis@gmail.com

M. S. HARRINGTON  
1400 N. POPLAR  
CHICAGO, ILLINOIS 60610  
BUILDING

REVISION  
4-10-2023  
2-2-2022

DRAWN BY:

CHECKED BY:  
DATE: 5-24-2022



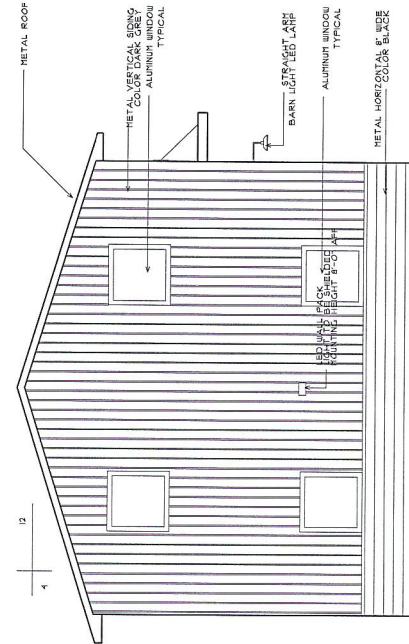
SEAL

SHEET NO.

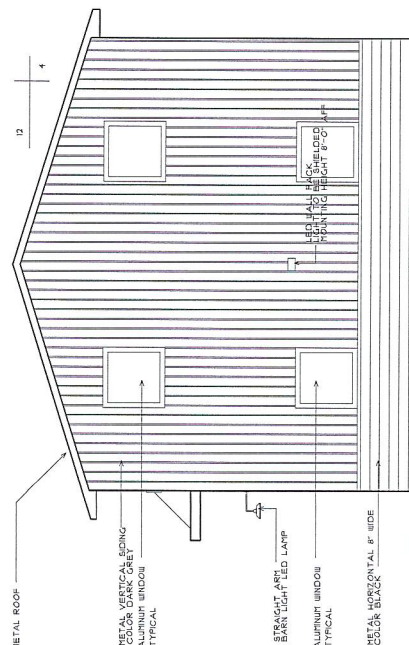
3 OF 3

JOB NUMBER

22-038-C



NORTH ELEVATION  
SCALE 1/4"=1'-0"



SOUTH ELEVATION  
SCALE 1/4"=1'-0"



126 E. THIRD STREET  
ROCHESTER, MICHIGAN  
48307  
PH: 248-651-8768  
FAX: 248-651-8969

PROPOSED 3 UNIT  
STORAGE BUILDING

4-10-2023

94.

CHECKED BY:

DATE: 3-26-2023



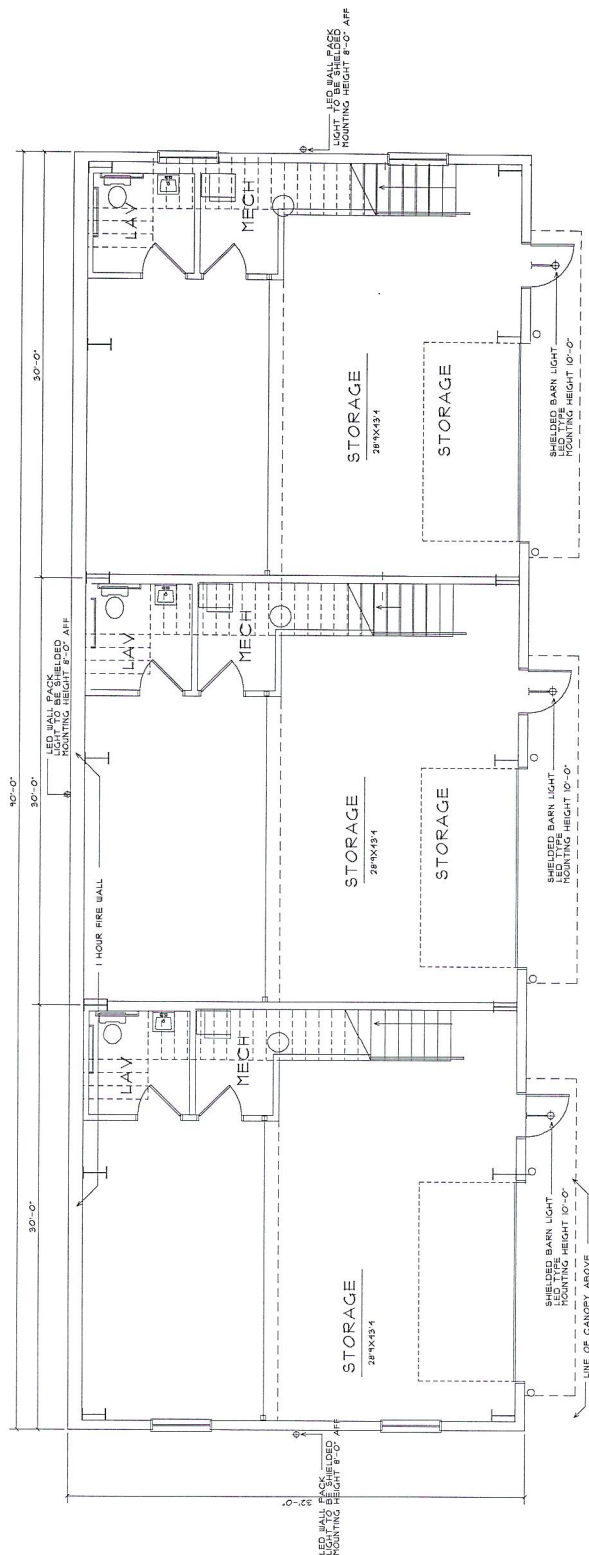
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JOB NUMBER

22-038-C



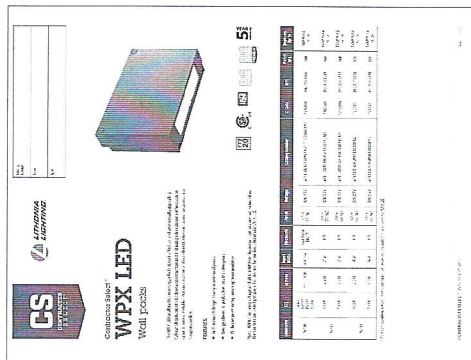
FIRST FLOOR PLAN (LIGHTING PLAN)

SCALE: 1/4"=1'-0"

GENERAL COUNTING NOTES.

GENERAL LIGHTING NOTES:

AREA: 2880 SF  
1440 SF PER UNIT



BARN LIGHT FIXTURE TO HAVE STRAIGHT ARM



UNCLASSIFIED

REVISION

DRAWN BY:

CHECKED BY: 4-10-2023

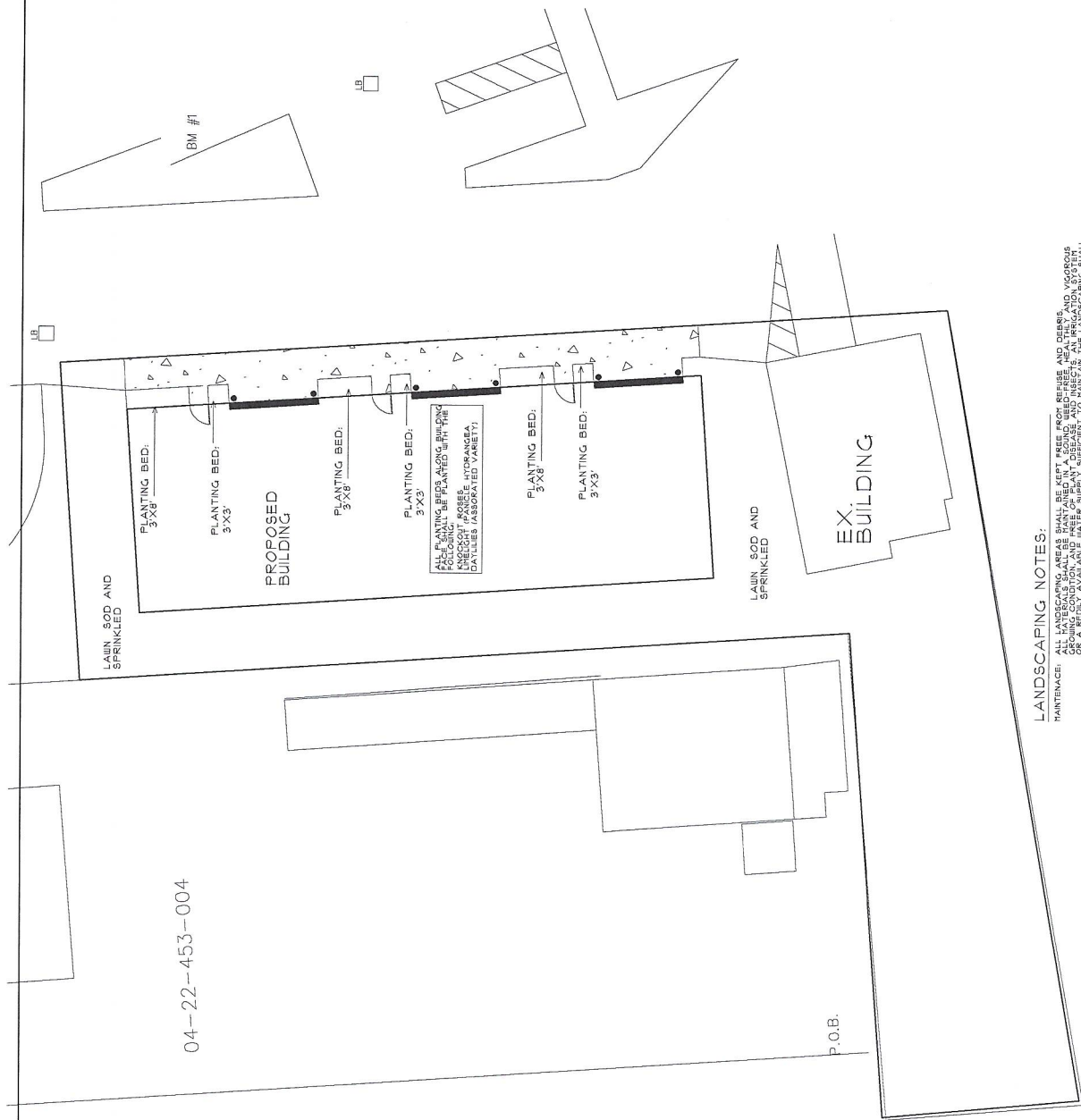


SEAL

SHEET NO.

**FOR NUMBER**

22-038-C



## SCALE: 1"=20'-0"

## LANDSCAPE MATERIALS

TYPE	SIZE
KNOCKOUT ROSES	12"-18" HGT.
LIMELIGHT (PANICLE HYDRANGEA)	18"-24" HGT.
DAYLILIES (ASSORTED VARIETY)	12"-18" HGT.

## LANDSCAPING NOTES:

[illegible]



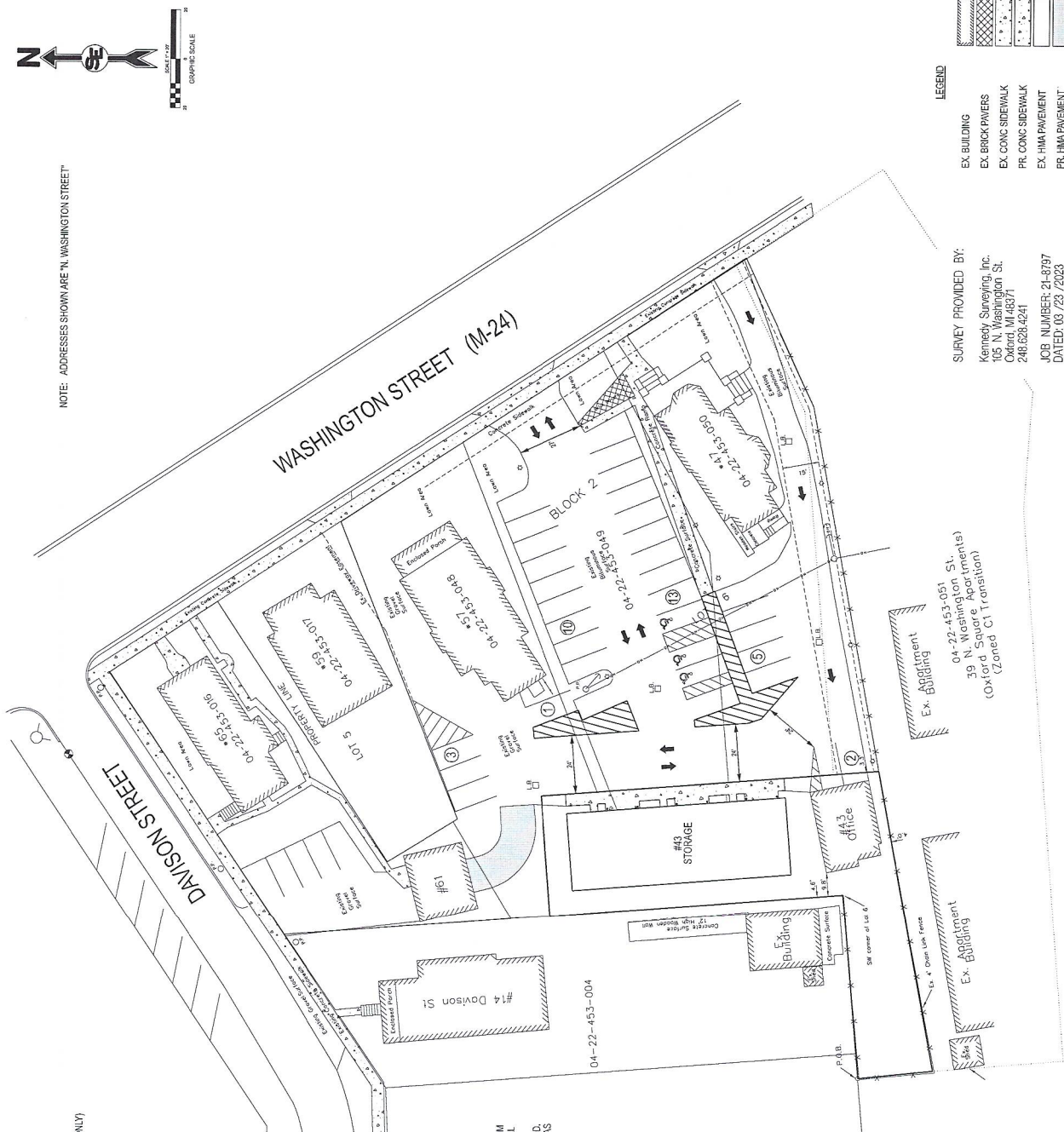
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**PARKING ORDINANCE**  
COMMERCIAL: 1 SPACE PER 350 SF x 80% (USABLE FLOOR AREA ONLY)

BUILDING NUMBER	BUSINESS SQUARE FEET	APT. UNITS	SPACES REQUIRED
EX. 43 OFFICE	715	0	2
NEW 43 STORAGE	2,880	0	7
EX. 47	1,584	1	6
57	1,749	1	6
TOTAL	6,928	2	21

<u>PARKING PROVIDED</u>	31 STANDARD SPACES
	+ 3 HANDICAP SPACES
	<u>34 TOTAL SPACES AVAILABLE</u>

1. WHEN ALL PROPERTY ACQUISITIONS ARE COMPLETED A SITE CONDOMINIUM WILL BE CREATED. EACH BUILDING WILL BE GIVEN AN INDIVIDUAL SIDEWALK AND ALL PARKING AREAS WILL BECOME COMMON ELEMENT.
2. 57 N. WASHINGTON PARKING LOT AND DRIVEWAY WILL NOT BE PAVED. HOWEVER, THEY HAVE BEEN PREVIOUSLY APPROVED BY THE VILLAGE AS LEGAL PARKING SPACES.



SURVEY PROVIDED BY:  
Kennedy Surveying, Inc.  
105 N. Washington St.  
Oxford, MI 48371  
248.628.4241

JOB NUMBER: 21-8797  
DATED: 03 /23 /2023

LEGEND

EX. BUILDING  
EX. BRICK PAVERS  
EX. CONC SIDEWALK  
PR. CONC SIDEWALK  
EX. HMA PAVEMENT  
PR. HMA PAVEMENT

DAVISON STREET DEVELOPMENT PROJECT

PLAN NAME:

VILLAGE:	OXFORD
COUNTY:	OAKLAND
SECTION:	22

INITIAL	01/16/23
THIS	04/10/23
SCALE:	1" = 20'

SHEET:	C3.0
PROJECT:	027 06 01



**SHARPE**  
ENGINEERING, Inc.  
101 N. Washington  
Oxford, MI 48337  
(313) 486-3371

04/04/22	REVISED PER OXY LETTER DATED 02/24/22
04/04/22	REVISED PER OXY CONSULT REVISIONS
04/04/22	REVISED PER OXY PC MEETING COMMENTS
04/04/22	REVISED PER OXY CONSULT REVISIONS

**MISS DIG SYSTEM**  
**KNOW WHAT'S BELOW**  
**00-482-7171 OR 811**  
CONTACT THE MISS  
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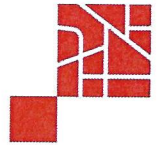
JAMES W. SHARPE  
PROFESSIONAL ENGINEER  
NO. 6201045659

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DEVELOPED FOR:  
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 E GLASS ROAD  
 TONVILLE, MI 48462







March 21, 2023

Village Council  
Village of Oxford  
22 W. Burdick Street, PO Box 94  
Oxford, Michigan 48371

**Subject: Planning Commission 2022 Annual Report and 2023 Action Plan**

Dear Council Members:

As required per the Michigan Planning Enabling Act, PA 33 of 2008, as amended, Section 125.3819(2), the Planning Commission respectfully submits a report of its 2022 activities. The Planning Enabling Act states:

*"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."*

The 2022 Annual Report outlines all relevant information related to Planning Commission actions including the meetings held, commission membership, and significant accomplishments. The 2023 Action Plan outlines a plan of activities that the Commission could undertake to further the implementation of the Village Master Plan and in keeping within their prescribed duties.

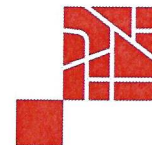
## MEETINGS

1. Tuesday, January 4, 2022
2. Tuesday, January 18, 2023
3. Tuesday, March 1, 2022
4. Tuesday, March 15, 2022
5. Tuesday, April 5, 2022
6. Tuesday, May 3, 2022
7. Tuesday, August 16, 2022
8. Tuesday, September 6, 2022
9. Tuesday, October 4, 2022
10. Tuesday, December 20, 2022

## PLANNING COMMISSIONERS

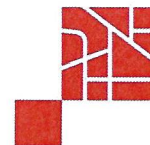
The following is a list of the Planning Commission members during the year including the officers as elected at the January 18, 2022 meeting.

- |  |  |
|--|--|
| 1. Justin Ballard, Chairperson             | Term expires end of 2024                             |
| 2. Leslie Pielack, Vice-Chair              | Term expires end of 2024                             |
| 3. Maureen Helmuth, Council Representative | Term expires end of 2026                             |
| 4. Scott Flynn                             | Term expires end of 2025                             |
| 5. Michelle McClellan                      | Term expires end of 2023                             |
| 6. Johnathon Nold                          | Term expires end of 2023                             |
| 7. Kelly Arckles                           | Accepted Resignation – Last meeting October 18, 2022 |



## **SITE PLAN REVIEWS**

1. **Adult-Use Marijuana Retailer – 850 S. Glaspie St.** The commission reviewed and approved a site plan to renovate an existing structure on January 18, 2022. Exclusive Brands will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance.
2. **Adult-Use Marijuana Retailer – 450 S. Glaspie St.** The commission reviewed and approved a site plan to renovate an existing structure on March 15, 2022. Gage Cannabis, doing business as (d/b/a) Cookies, will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance.
3. **Adult-Use Marijuana Retailer – 1000 Industrial Dr.** The commission reviewed and approved a site plan to renovate an existing structure on March 15, 2022. The applicant, 453 S Broadway, Inc., did not indicate the name which they will be doing business as. The applicant will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance.
4. **Adult-Use Marijuana Retailer – 650 S. Glaspie St.** The commission reviewed and approved a site plan to renovate the front/west portion of an existing structure on April 5, 2022. Main Property Holdings, LLC d/b/a Wyld Skye will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance. The rear/east portion of the building will be utilized by the existing manufacturing business.
5. **Adult-Use Marijuana Retailer – 592 Lakeville Rd.** The commission reviewed and approved a site plan to renovate the front/north portion of an existing multi-tenant structure on May 3, 2022. Jars Ventures d/b/a Jars will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance. The remaining units in the remainder of the building will be utilized by other industrial use tenants.
6. **New Building for an Adult-Use Marijuana Retailer – 400 S. Glaspie St.** The commission reviewed and approved a site plan to construct a new structure on May 3, 2022. District Park, LLC. d/b/a Skymint will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, constructing the new building and complying with all requirements of the Village's marijuana ordinance.
7. **Adult-Use Marijuana Retailer – 20 Church St.** The commission reviewed and approved a site plan to renovate an existing structure on August 16, 2022. Pinebrook Warren, LLC d/b/a Cloud Cannabis, will be allowed to operate an adult use marijuana retail facility at the above referenced location after submitting revised plans, conducting building renovations and complying with all requirements of the Village's marijuana ordinance.
8. **Industrial Building Parking Lot Expansion – 675 S. Glaspie St.** On October 4, 2022, the commission reviewed and granted preliminary site plan approval to expand the existing parking lot including the installation of a 1,000-gallon underground fuel storage tank for the North Oakland Transportation



Authority (NOTA). The preliminary approval requires the applicant to still receive final site plan approval complete the project.

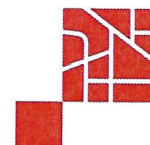
9. **New Car Wash Building – 153 S. Washington St.** On October 4, 2022 the commission reviewed and approved a site plan the construction of a new car wash building. The project requires the demolition of an existing contractor's building and the construction of an automatic car wash building on the east side of the site. The project required the review and approval of variances from the ZBA. After receiving approval, the applicant requested a modification to the approved plans which required an additional review and approval in 2023.

### OTHER CONSIDERATIONS

1. **Sign Design Review – 90 S. Washington St.** The commission reviewed a request for an internally illuminated wall sign for "Brick Financial," a financial services office, and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.
2. **Sign Design Review – 53 S. Washington St. Unit C.** The commission reviewed a request for an internally illuminated wall sign for Defined Café restaurant and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.
3. **Sign Design Review – 53 S. Washington St. Unit A.** The commission reviewed a request for an internally illuminated channel cut letter wall sign for Re-Max real estate office and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.
4. **Sign Design Review – 4 W. Burdick St.** The commission reviewed a request for an internally illuminated wall sign for Nash Flanders Law office and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.
5. **Special Use Sign Review – 17 S. Washington St.** The commission reviewed an application to allow a wall mounted sign to obscure existing architectural elements and details, contrary to the requirements of the zoning ordinance. Approval for the sign was granted contingent upon the light luminance level not exceeding 100 cd/m<sup>2</sup>.

### ZONING ORDINANCE TEXT AMENDMENTS

1. **Internally illuminated sign review process amendment discussion.** Over the course of several meetings, the commission discussed the current internally illuminated sign review process in the C-1 districts which requires a meeting with the Planning Commission. While some consideration was given to reducing the amount of time necessary to obtain a permit to install a sign, there was also concern with maintaining the need to consider carefully the design of signs and light levels as they relate to the character of downtown. Based on the current ordinance standards, the ability to discuss amongst the commission members the merits of each sign was deemed a valuable process that shouldn't be eliminated at this time.



**Commissioners, the following action plan text is the same text from last year. It is here for your consideration and to discuss the need to add new items, remove or enhance the previous tasks.**

## **PROPOSED ACTION PLAN**

The following is a list of planning projects the Village should consider undertaking soon. They include many projects that were identified in past Annual Action Plans. They also include items that have been in the Redevelopment Ready Communities Baseline Report. Completing the tasks identified in the report can make the Village for Redevelopment Ready certification and the Michigan Economic Development Corporation (MEDC) grant opportunities that come with it.

As is normally the case, items such as the number of reviews or unforeseen issues (such as pressing ordinance amendments or the Covid pandemic) have prevented the Village from addressing these projects. However, making these items a priority will help the Village maintain its reputation as a desirable community to live and conduct business.

### **1. Zoning Ordinance Reviews:**

The Baseline Report recommends that the zoning ordinance should be updated to align with the Master Plan. This would involve utilizing the Master Plan's goals and objectives to review the zoning ordinance and identify those existing sections which contradict any Master Plan policy. Also, if the zoning ordinance does not address any Master Plan goals, new language should be created to implement those goals.

### **2. Newly Relevant Ordinance Issues – Food Trucks and Short-Term Rentals:**

Zoning ordinances sometimes must respond to recently created new uses and businesses. Several years ago, most communities could not foresee the changes applications like Air B&B and VRBO would have on the vacation rental industry. The resurgence and quality change of food trucks has impacted the traditional brick and mortar restaurant industry while also allowing entrepreneurs to have an easier entry into a new business opportunity. Consistent ordinances for similar uses, such as the commercial display and sales of items, has also been identified in the past. The Planning Commission and Village Council could take the opportunity to identify and then prioritize new uses and businesses which are not currently regulated. When appropriate, new ordinances regulating the prioritized uses can then be adopted.

### **3. Historic Preservation:**

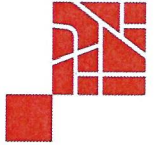
The first objective under the Master Plan's Cultural Goals section is to investigate public support for the creation of historic districts in the Village. The Master Plan identified this as a priority in order to preserve and highlight the cultural contributions within Oxford. This is because the Village does have a viable stock of historic structures that significantly contribute to its character. They distinguish Oxford from other adjacent communities. With no regulations in place, there are no preservation tools at the Village's disposal to ensure the historic character is not lost. An investigation of public support could lead to a historic preservation policy that would achieve the goals of the Village's master plans.

### **4. Review of existing bylaws:**

A comprehensive review of planning commission policies and procedures outlined in the bylaws to continue the efforts begun with the revision in 2018.

### **5. Training for members:**

Various free and pay-as-you go education opportunities exist for all Village officials. Training for all development related board members (PC, ZBA, DDA) was identified as a deficiency in the Baseline



Report. A summary list of the 2021 programs will be provided and the members could prioritize which classes are most relevant and provide the best value for the Village.

**REQUEST FOR ACTION**

Based on the above, the Planning Commission requests the Village Council accept the Planning Commission's 2022 Annual Report and 2023 Action Plan and consider incorporating some or all of the Action Plan elements into the budget for the 2023 fiscal year that it deems appropriate.

Respectfully submitted,

**PLANNING COMMISSION  
VILLAGE OF OXFORD, MICHIGAN**

Scott Flynn, Chairperson