

Village of Oxford Planning Commission Agenda
Tuesday, September 19, 2023, 7:00 P.M.
Council Chambers located at:
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

1. **Call to Order:** Chairman Scott Flynn
2. **Respects to the Flag**
3. **Roll Call:** Justin Ballard, Scott Flynn, CJ Gozdor, Maureen Helmuth, Jon Nold, Leslie Pielack, Tom Schultz.
4. **Approval of Agenda:** September 19, 2023
5. **Approval of Minutes:** July 18, 2023
6. **Correspondence**
7. **Call to Public**
8. **New Business:**
 - a. **PC 23-08,** Site Plan Review, Senior Living, 72 BeeHive Drive, Oxford, MI. 48371, PID# PO-04-22-477-005. Zoning: F, Flex District. Owner/Applicant BeeHive Homes of Oxford (Matt Kopmeyer).
9. **Old Business:**
 - a. **2023 Action Plan.** Business priorities: 1) Landscape standards. 2) Awning signage.
10. **Public Comment**
11. **Consultant & Administration Comments**
12. **Reports:** Oxford Township Planning Commission
ZBA
DDA
13. **Commissioner Comments**
14. **Future Business:**
15. **Adjournment**

VILLAGE OF OXFORD
PLANNING COMMISSION
July 18, 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 Scott Flynn called the meeting to order at 7:00 p.m.

2. RESPECTS TO THE FLAG

ROLL CALL: Members Present: 6. Justin Ballard, Scott Flynn, CJ Gozdor, Maureen Helmuth, John Nold, Michelle McClellan. Absent: 1. Leslie Pielack. Staff Present: Recording Secretary Tere Onica, Village Manager Joe Madore, Planner Mario Ortega.

3. APPROVAL OF AGENDA: Meeting Agenda July 18, 2023.

MOTION: by Nold/McClellan to approve the agenda for July 18, 2023, as presented. All in favor. Motion adopted.

4. APPROVAL OF MEETING MINUTES: June 6, 2023, Regular Meeting Minutes.

MOTION: by Gozdor/Helmuth to approve the June 6, 2023, meeting minutes as presented. All in favor. Motion adopted.

5. CORRESPONDENCE: Email from Commissioner McClellan. Letter from Jim and Diane Skylis in opposition to rezoning request for 25 Dennison.

6. PUBLIC HEARING: Request for rezoning from R-1 to C-1 Central Business -Transition

District: 25 Dennison, PID # PO-04-27-202-009. Applicant Robert Gjokaj. The purpose of the Public Hearing is to receive comments from the public in favor of, or in opposition to the re-zoning.

MOTION: by Nold/Helmuth to open the Public Hearing at 7:02 p.m. All present voting in favor. Motion adopted.

- Jim and Diane Skylis, 19 Hudson-Sent correspondence in opposed to rezoning request citing lack of parking, increased traffic, and area cleanliness.
- Justin Wilcock, 55 W. Burdick, representing Immanuel Church, spoke in opposition to the rezoning.
- Bill Dunn, 14 Dennison, Supported based on current zoning and public uses.
- John Duvall, 37 Dennison, concerned about C-1 Transitional zoning.
- Robert Gjokaj-Applicant. Rezoning is consistent with other zoning in the area. There are no current plans for development.

MOTION: by Nold/ Flynn to close the Public Hearing. All in favor. Motion adopted. Public Hearing closed at 7:16 p.m.

7. CALL TO PUBLIC: No public comments.

8. NEW BUSINESS:

- a. **PC 23-05, Rezoning Application, 25 Dennison, Oxford, MI. 48371. Zoning R-1, Single Family, Request to Rezone to C-1, Central Business-Transition, PID# PO-04-27-202-009. Applicant/Owner, Robert Gjokaj.** Planner Mario Ortega reviewed the McKenna letter dated

47 July 12, 2023, for Parcel # PO-04-27-202-009 rezoning request. The findings were consistent
48 with the Village of Oxford Future Land Use Map, Near West Side Redevelopment Plan,
49 compatible with physical features and uses for the proposed C-1 Transition district. The current
50 use is a two-story single residence with a detached garage, 58 ft of frontage on Dennison St. and
51 194 ft. of frontage on Hudson St. There was no change of use to the property being proposed.
52

53 **MOTION:** by Nold/Flynn to recommend to the Village Council approval for the rezoning of 25
54 Dennison St., Oxford, MI. 48371, from R-1 , Single Family Residential to the C-1 Transition
55 Zoning as proposed based on the finding of the facts as outlined in the McKenna letter dated
56 July 12, 2023.

57 **Roll Call Vote:** Ayes: 5. Gozdor, Ballard, Nold, Helmuth, Flynn. Nays: 1. McClellan. Absent:
58 1. Pielack. Motion adopted.
59

60 **b. PC 23-06, Sign Permit Application, 113 N. Washington St., Oxford, MI. 48371. Zoning C-1**
61 **Transition, PID# PO-04-22-377-008. Applicant/Owner Greater Michigan Oral Surgeons, Aaron**
62 **Trevarow.** Planner Mario Ortega reviewed the McKenna letter dated July 11, 2023, regarding the
63 Sign Design for Greater Michigan Oral Surgeons & Dental Implant Center. The set back is more than
64 the minimum requirement of three (3) ft.

65 Commissioner Helmuth left the meeting at 7:59 p.m., returning at 8:03 p.m.

66 **MOTION:** by Flynn/Ballard to grant approval for the proposed sign for 113 N. Washington
67 located in the C1-Transition zoning district with more than the minimum required set back of 3-
68 feet from the N. Washington Street lot line and with the installation of photometric sensor with
69 an automatic dimmer control module with the luminance level not to exceed 100 candelas.

70 **Roll Call Vote:** Ayes: 6. Ballard, McClellan, Nold, Helmuth, Gozdor, Flynn. Nays: 0. Absent:
71 1. Pielack. Motion adopted.
72

73 **9. OLD BUSINESS:**

74 **a. Proposed Action Plan- Discussion.** Chairman Flynn set the expectation for the discussion on
75 landscape standards to be discussed at the next meeting of the planning commission.
76

77 **10. PUBLIC COMMENT:** None.
78

79 **11. CONSULTANT & ADMINISTRATION COMMENTS:**

80 **12. COMMISSIONER COMMENTS:** Commissioner McClellan submitted a letter of resignation
81 from the Planning Commission citing scheduling conflicts thanking the community for the
82 opportunity to serve.

83 **Oxford Township Planning Commission-**Update by commissioner Nold.

84 **ZBA Update-**No meeting.

85 **DDA –** The Village Manager commented on downtown projects.
86

87 **13. ADJOURNMENT:** With no further business to discuss, the meeting was adjourned at 8:12 p.m.
88

89
90 Respectfully submitted,
91 Tere Onica, Recording Secretary

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



PC 23-08

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 7-28-2023 PROJECT ADDRESS 72 Beehive Drive

APPLICANT INFORMATION

Name: BeeHive Homes of Oxford (Matt Kopmeyer)

Address: 73 BeeHive Drive

City: Oxford

State: MI

Zip: 48371

Phone: 248-783-6288

Cell:

Email: matt@beehiveoxford.com

PROPERTY OWNER INFORMATION

Name: BeeHive Homes of Oxford (Matt Kopmeyer)

Address: 73 BeeHive Drive

City: Oxford

State: MI

Zip: 48371

Phone: 248-783-6288

Cell:

Email: matt@beehiveoxford.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: Construction of Second Building					
Zoning Classification:	<input type="checkbox"/> R-1 Single Family		<input type="checkbox"/> C-1 Central Business – Core		
	<input checked="" type="checkbox"/> RM Multiple Family		<input 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: Vacant			Proposed Use: Senior Living		
Front Yard Setback	51.9	ft.	Building Height	25	ft.
Side Yard Setback	102.6	ft.	Lot Coverage (%)	10.23	%
Rear Yard Setback		ft.	Total Floor Area	12,347	sq. ft.
Lot Size	247,601	sq. ft.	Off Street Parking	14	cars

PROFESSIONALS WHO PREPARED DRAWINGS			
Name: PEA Group (James P. Butler, PE)			
Mailing Address: 1849 Pond Run			
City: Auburn Hills		State: MI	Zip: 48326
Telephone: 248-689-9090 x1133		Email: jbutler@peagroup.com	
Design Responsibility: Civil Engineering and Landscape Architecture			
Name: Alt Architecture (James Alt)			
Mailing Address: 2440 Dayton-Xenia Road, Suite B			
City: Beavercreek		State: OH	Zip: 45434
Telephone: (937) 427-2770 x102		Email: jalt@altarchitecture.com	
Design Responsibility: Architect			



September 13, 2023

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

Subject: **Bee Hive Homes Building B – Site Plan Review #1** (Site Plan Dated August 3, 2023)

Location: **72 Beehive Drive – Parcel ID# 04-22-477-005** (South side of Beehive Dr., west of Glaspie St.)

Zoning: **F, Flex District**

Dear Mr. Madore:

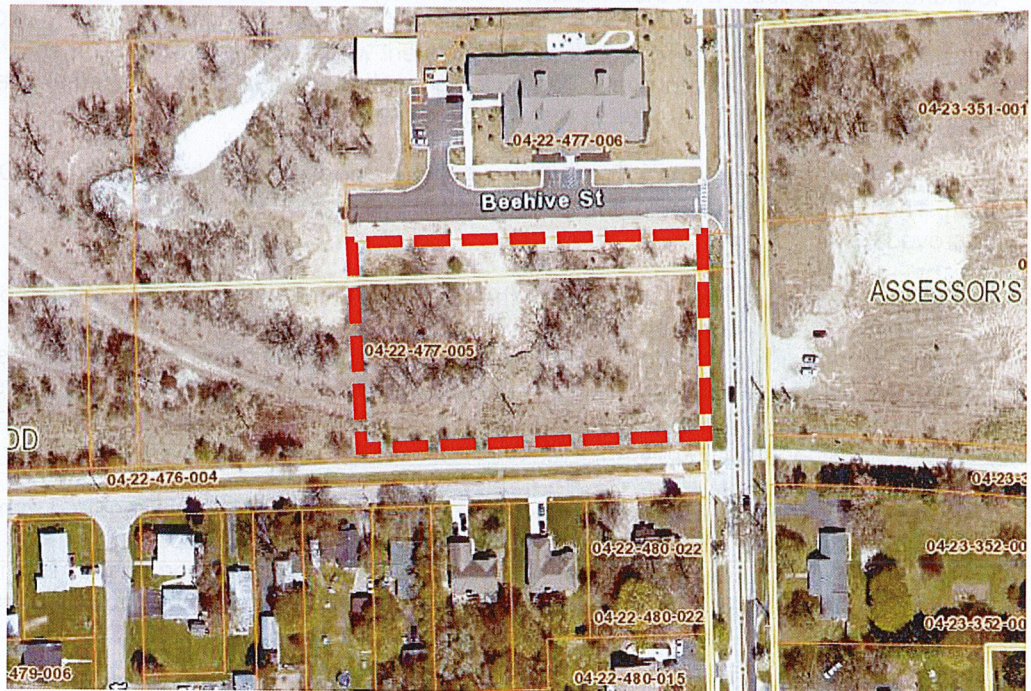
At the Village’s request, we have reviewed the site plan for the construction of a new senior living/congregate care building at the above referenced location. The applicant is Matt Kopmeyr of Bee Hive Homes who is the owner of the property and the business.

SITE LOCATION AND EXISTING CONDITIONS

The site is the southeast portion of a 4.5 acre parcel located on the south side of Beehive Drive and the west side of Glaspie St. It is currently vacant with some remnants of past development and is occupied by a few tree stands. While the grass fields are relatively flat, the existing trees are located on raised mounds in the center of the site and leading into the west side of the property.

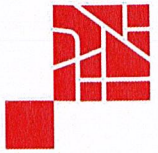
PREVIOUS APPROVALS AND PROPOSED USE

Bee Hive Homes building A is located on the north side of Beehive Drive. It is a single story 12,977 SF senior living facility for 20 residents located on 1.6 acres. The building was approved as the first phase of a proposed five building senior living development to occupy the east 6.1 acre of the site. The original development plan included 14 townhome units occupying the remaining 5.8 acres to the west.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM



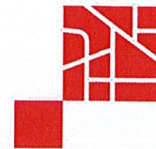
The site is located in the Flex zoning district which is intended to allow for those land uses which are compatible with the adjacent properties in the Village while also being appropriate for the size and location of the site. The overall Bee Hive development received special land use approval on December 5, 2018. The site plan for Building A was also approved at that time with the understanding that the overall development plan approved under special land use will apply to the remaining phases of the development. Construction of all future phases will require site plan approval. The special land use approval will not need to be updated unless changes to the overall development plan's layout and site improvements are proposed.

The applicant is proposing to construct Phase II, Building B, a new 12,347 SF building for a 20 bed congregate style senior living memory unit facility.

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. Parcel Configuration and Road Right-of-Way.** The legal description for this parcel and the Building A parcel both have Glaspie St existing as an easement over their property. As public roads within the Village, all public roads are their own separate rights-of-ways (r.o.w.) that are dedicated to the public not just easements. The Overall Development Plan includes an overall future road right-of-way width of 60 feet from the Glaspie St centerline and the existing and proposed buildings' locations are 25 feet from the future r.o.w. The 60 feet Glaspie St. future right-of-way should be officially dedicated to the public through the appropriate Village and or County process.
- B. Use and Special Land Use Compliance.** As discussed above, the Flex District allows for uses which are found to be compatible with their location in the Village and the site's characteristics. The development only requires site plan approval when the future phases are consistent with the approved Overall Development Plan. The Building B site plan proposed is consistent with the Overall Development Plan. The use is consistent with previous approvals. The building location and the site improvements are consistent as well. There are no significant changes to the approved plans.
- C. Dimensional Requirements.** The building location is consistent with the approved Overall Development Plan. The building's height and setbacks are all in compliance with zoning ordinance requirements and the approved plan.
- D. Building Elevations.** The elevations for the proposed building have been provided on Sheets A201 and A202. The applicant is proposing to have Building B match the style, color and materials used on Building A. The one-story structure will have nine foot exterior walls with a dutch roof that includes dormers and gable projections. The foundation will have cultured stone foundation and stucco/EIFS walls with composite shake shingle siding in the two highest gable ends. The building has a residential style despite the large building size and significant roof exposure. The building is attractive and will complement the existing structure..
- E. Off-Street Parking Requirements.** Section 7.1.9 outlines the minimum required number of off-street parking spaces based on type of use. Congregate care facilities require 0.24 parking spaces per resident. The 20 resident building requires five (5) parking spaces and 14 spaces are proposed. This includes two ADA van accessible parking spaces. The proposed parking configuration and quantity is consistent with the Overall Development Plan.

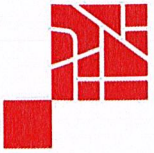


F. Landscaping. Sheets L-1.0 and L-1.1 include the landscape plan and planting details. The location, species, size and quantity for the proposed landscape materials are provided and generally appears to be in compliance with ordinance standards. However, the following must be addressed:

- 1) The minimum size for shrubs at installation is 36 inches in height or 30 inches in spread. Provided shrubs must be revised to meet this standard.
- 2) Sec. 7.2.3(C) requires that plant materials shall not include more than 30% of any single plant species. The plant list must be revised to provide the percentage of each planting in a separate column.
- 3) The six (6) red maples shown on the east side of the building along Glaspie St are located in the future r.o.w. and are also approximately 15 feet from the existing overhead power lines. Given that red maples can have a mature spread diameter of 35 ft., DTE's propensity to extensively trim back trees and to limit the impact on the local electrical system, the trees should be shifted to the west or a species with a more modest canopy may be more appropriate. We also recommend the more substantial landscape planting should be located out of the future r.o.w. to the greatest extent possible in order to preserve the planting's lifespan should road widening occur in the future.
- 4) The grading plan on Sheet C-4.0 shows the creation of a swale at the southwest corner of the building in an attempt to compensate for the existing raised mounds in this location. The landscape plan shows a tree protection fence around the existing trees and proposes three (3) Eastern White Pines in what appears to be either side of the proposed swale. This is also adjacent to the outdoor courtyard area. Given that Eastern White Pines are generally not tolerant of standing water, the grading plan should be adjusted, if necessary, to provide any proposed trees with an appropriate growing environment out of the swale. The species can be changed if needed.

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. The species selection should also be mindful of any long term impacts from the continuing weather and climate shifts that could impact the investment in landscape materials. We defer to the Planning Commission as to whether the proposed landscape materials are appropriate.

- G. Lighting.** A photometric plan has not been provided. The site plan and elevation sheets do not show any proposed lighting fixtures although the existing building does have hanging lantern fixtures on the walls. While not required, the intent of the lighting standards is to maintain safety and security to complement the use of sites during night or low-light hours. The lack of lighting for the pedestrian paths, within the off-street parking areas and at the intersection with Glaspie St is noted. The Planning Commission should indicate if there is a need to create a safe environment in these areas with the installation of fully shielded light fixtures.
- H. Dumpster Enclosure.** Enclosed dumpsters are located to the west of Building A. The Overall Development Plan noted that the intent is for these dumpsters to serve all five buildings in the project. The existing dumpsters are in compliance with ordinance standards and with the approve Overall Development Plan.
- I. Signage.** No signage is proposed for this phase. An existing ground monument sign is located at the northwest corner of the Glaspie and Beehive drive intersection. 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 compliance with the approved Overall Development Plan. However, several site plan related items need to be addressed. We recommend that any approval granted by the Planning Commission be contingent upon the following:

1. Applicant dedication of the Glaspie St right-of-way.
2. Applicant submittal of a revised landscape plan that addresses the comments in Paragraph F above as well as any items identified by the Planning Commission.
3. If the Planning Commission determines lighting is necessary, then a revised site plan showing the location, mounting height, and type of fixture of lighting necessary for a safer environment.
4. 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



OXFORD FIRE DEPARTMENT

96 N. Washington St. • Oxford, Michigan, 48371

Ph. (248) 969-9483 • Fax. (248) 969-9489

August 29, 2023

Re: Site plan Review
Beehive Homes
72 Beehive Drive
Oxford, Mi 48371

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

- Exit and emergency lighting shall meet all code requirements on final occupancy.
- Extinguisher placement shall meet all code requirements on final occupancy.
- The address shall be clearly displayed at the front of the building.
- The Knox box shall be mounted to the right or left of the main entrance.
- **Fire suppression plans shall be submitted for Third party review too. Fire Savvy Consultants 701 Woodward Heights, suite106 Ferndale, MI 48220.**
- Fire Alarm plans shall be submitted for review.

Please forward further questions to Fire Marshal BJ Frantz

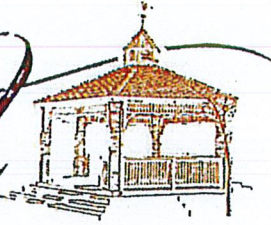
BJ Frantz
Fire Marshal
Office :248 969-9483
Cell : 248 916-8600

THE VILLAGE

OF

Oxford

MICHIGAN



INSPECTORS: Police

Attached are a full set of plans that have been checked in and stamped received.
Please review 72 BEEHIVE for:

- Completeness
- Current code
- Life and safety issues

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

PROPER ILLUMINATION ON ALL SIDES OF CONSTRUCTION
AUDIO/VISUAL ALARM - CAMERA

Signed: Michael D. Solowid - Chief of Police
Date: 9/12/23