

Village of Oxford Planning Commission Agenda
Tuesday, April 6, 2021 7:00 P.M.
Meeting Location: Council Chambers, 22 W. Burdick St.
Oxford, MI. 484371
(248) 628-2543

Public input will be allowed during Item 9, Public Comment. Public may voluntarily state their name and address for the record. In adherence to the Open Meetings Act, this time is for commissioners to hear comments from the public and not to engage in discussion with the public. Each person will be allowed an opportunity to speak for no more than 3 minutes. All comments will be addressed to the Chairman.

1. Call to Order by Chair Justin Ballard at 7:00pm
2. Respects to the Flag
3. Roll Call: Gary Douglas, Maureen Helmuth, Justin Ballard, Leslie Pielack, Michelle McClellan, Jon Nold, Kelly Arkles.
4. Approval of Agenda: April 6, 2021
5. Approval of Minutes: March 2, 2021
6. Correspondence" None
7. New Business:
 - a. Site Plan Review: 592 Lakeville Rd. Parcel ID # PO-0423-377-001, Building Addition, I-1 Zoning.
8. Old Business: None
 - a. Amendment A: Zoning Ordinance Section 4.1.4(B)(15) Text Amendment to Remove Tattoo Parlors from Adult Use
 - b. Amendment C: Zoning Ordinance Section 6.1.18 (B)Text Amendment Commercial Vehicles
 - c. Master Plan Review
9. Public Comment:
10. Consultant & Administration Comments:
11. Commissioner Comments:
 - Oxford Township Planning Commission Update:
 - ZBA update- Nothing to report.
 - DDA update- Pete Scholz
12. Adjournment:

VILLAGE OF OXFORD
PLANNING COMMISSION

March 02, 2021 7:00 p.m.

REGULAR TELECONFERENCE MEETING MINUTES

To Participate in Meeting: Call-in access number (312) 626-6799

Meeting ID: 840 672 2978 - Meeting passcode 202392

Or use link to join the meeting via the internet:

<https://us02web.zoom.us/j/8406722978?pwd=Z3lkL0tiZVYzYzB0VUhMYXIEMmNWdz09>

Office Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: 248-628-2543

This meeting was held remotely per PA 228

for safety reasons to mitigate risk of transfer of the COVID-19 virus.

Planning Commission Contact Information: Justin Ballard: justin.ballard@ballardintl.com; Leslie Pielack: leslie.pielack@gmail.com; Gary Douglas: willguver@gmail.com; Maureen Helmuth: hlemo@aol.com; Michelle McClellan: mcclellan72@yahoo.com; Jon Nold: jnold@oxfordtownship.org; karkles@gmail.com;

1. CALL TO ORDER

Chairman Justin Ballard called the meeting to order at 7:05 p.m.

2. RESPECTS TO THE FLAG

3. ROLL CALL: Members Present- Arkles, location: Village of Oxford, MI; Ballard, location: Village of Oxford, MI; Pielack, location: Village of Oxford, MI.; Douglas, location: Village of Oxford, MI.; McClellan, location: Village of Oxford, MI.; Nold, location: Oxford Township, MI.; Absent 1. Helmuth. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna Planner Mario Ortega, Fire Chief Pete Scholz.

4. APPROVAL OF AGENDA: Meeting Agenda March 2, 2021.

MOTION: by Douglas/Nold to approve the agenda as presented.

Roll Call Vote: Ayes: 6. Arkles, Ballard, Douglas, Helmuth, McClellan, Nold, Pielack. Nays: 0. Absent: 1. Helmuth. Motion carried.

5. APPROVAL OF MEETING MINUTES: February 2, 2021 Regular Meeting Minutes.

MOTION: by Nold/Pielack to approve the Village of Oxford February 2, 2021 minutes as presented.

Roll Call Vote: Ayes: 6. Douglas, McClellan, Nold, Pielack, Arkles, Ballard. Nays: 0. Absent: 1. Helmuth. Motion carried.

6. CORRESPONDENCE: Correspondence from Council President Kelsey Cooke.

MOTION: by Douglas/Nold to receive and file the correspondence from Council President Kelsey Cooke.

Roll Call Vote: Ayes: 6. Douglas, McClellan, Nold, Pielack, Arkles, Ballard. Nays: 0. Absent: 1. Helmuth. Motion carried.

7. OLD BUSINESS:

- a. **Amendment A: Zoning Ordinance Section 4.1.4(B)(15) Text Amendment to Remove Tattoo Parlors from Adult Use.** Planner Ortega drafted proposed changes to the ordinance and presented them to the commissioners for consideration. Village Council suggested Tattoo Parlors be permitted in commercial zoning C-1 and C-2. Discussion followed regarding the distinction between microblading and permanent makeup and a full-service tattoo parlor as the principal activity. Criteria of approval and Special Land Use was discussed. Planner Ortega will revise to include topics of discussion in follow up meeting.

No action taken.

b. Amendment C: Zoning Ordinance Section 6.1.18 (B) Text Amendment Commercial Vehicles. Planner Ortega reviewed the changes under definitions, removing extraneous terminology and focusing more on the commercial vehicles. No action taken.

c. Master Plan Review-Mr. Ortega started to look at various documents to provide commissioners with some samples of reviews to look at specific goals and objectives. A draft of a Master Plan review will be forthcoming. No action taken.

8. NEW BUSINESS: None.

9. PUBLIC COMMENT: None

Lori Bourgeau-clarification on council thoughts regarding zoning for tattoo parlors and commercial vehicles.

10. CONSULTANT AND ADMINISTRATIVE COMMENTS

Comments made on ZOOM meetings and issues arising from meeting remotely.

11. COMMISSIONER COMMENTS

OXFORD Township Planning Commission report.

ZBA- Nothing to report.

DDA- Mr. Madore gave an update.

15. ADJOURNMENT:

MOTION: by Douglas/ Nold to adjourn at 8:38 p.m. All in favor. Motion carried.

Roll Call Vote: Ayes: 6. Douglas, McClellan, Nold, Pielack, Arkles, Ballard. Nays: 0. Absent: 1. Helmuth. Motion carried.

Respectfully submitted,
Tere Onica, Recording Secretary



March 30, 2021

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

Subject: **Davis Building Addition – Site Plan Review #1** (*Site Plan Dated March 5, 2021*)

Location: **592 Lakeville Road – Parcel ID# 04-23-377-001** (*South side of Lakeville Road, west of Bay Pointe Drive*)

Zoning: **I-1, Industrial**

Dear Mr. Madore:

At the Village's request, we have reviewed the above referenced site plan for the construction of a building addition to the existing structure at the above reference location. The applicant is Mr. Dan Davis who is also the building owner.

SITE LOCATION AND EXISTING CONDITIONS

The site is 89,299 square foot (SF) or 2.05 acres in area. It is occupied by a single-story building totaling 7,200 SF in area. The building is separated into five (5) tenant spaces. Units 100, 150 and 200 are 1,600 SF each and units 300 and 400 are 1,200 SF each. The majority of the site is an unimproved open yard area located to the rear or south of an existing stockade fence and is predominately used for the storage of vehicles associated with the building tenants. The applicant/building owner utilizes one of the units for their roofing contractor business. Property to the north and west are located in Orion Township while property to the east and south are located within the Village. The photo to the right provides context.





PROPOSED USE

The applicant/building owner is proposing to construct a 2,337 SF addition on the southern end of the principal building and create a single tenant space. The addition would have two overhead doors for vehicle entry and an open floor plan.

SITE PLAN REVIEW COMMENTS

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

1. **Use.** As a multi-tenant building, the new unit may be utilized by any use that is permitted by right in the I-1 district after receiving a zoning compliance review, certificate of occupancy review and any other required permits or approvals. An I-1 special use could occupy the unit after receiving the required approvals. This review is conducted on the basis of establishing leasable industrial tenant space, i.e. white-box space.
2. **Dimensional Requirements.** Section 3.4.4 lists the dimensional standards for buildings and setbacks in the I-1 zoning district. Based on the setbacks and dimensions on Sheet C-3, the existing building and the proposed addition is compliant with the front and rear setbacks and the building height requirements. Industrial zoned property adjacent to any residential district have a 50 foot minimum side yard setback. The property to the east is zoned R-1, Single Family Residential and the existing building is 4.8 feet from the east property line which is considered legally non-conforming. Per Section 8.3.A, legally non-conforming structures may be enlarged in a way which does not increase a nonconformity. The proposed addition is maintaining the 4.8 foot setback from the east property line and is in compliance with the ordinance.
3. **Building Addition.** Sheet 3 from the architect shows the elevations for the proposed building. The existing building has a standing seam green metal roof with a tan brick facade facing Lakeville Road and tan shake siding on the gable wall. The addition is comprised of a block foundation wall with horizontal metal siding. No specifics are provided on the types of shingles for the roof. The applicant should provide the colors for the facade materials and the type and color of the roof materials. The materials and colors should match and/or complement the existing building.
4. **Off-Street Parking Requirements.** Article 7, Chapter 1 outlines off-street parking requirements. Section 7.1.9 outlines the required number of parking spaces for each type of use. One of the tenant spaces is currently leased out for used car sales which is classified as retail use for the parking standards table. The table below calculates the number of required parking spaces for the existing building and the proposed addition floor area.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Office Use: One (1) parking space per 350 SF usable floor area (640 SF usable floor area)	2	2	Yes
Retail Use/Used Car Sales: One (1) parking space per 350 SF usable floor area (1,280 SF usable floor area)	4	4	Yes



Industrial Use/Warehouse: One (1) parking space per 1,700 SF usable floor area (5,709 SF usable floor area)	3	3	Yes
After applying the above to determine the total number of required spaces, those spaces must provide with the following:			
One (1) barrier-free parking space* per 25 required parking spaces	1	1	Yes

Sheet C3 shows the location of nine (9) parking spaces which includes one (1) van accessible barrier free parking space with the required accessible aisle. The spaces meet the dimensional requirements, and, per the table above, the applicant has provided the required number of spaces. The applicant must be made aware that if the use of the remaining 5,709 SF of usable floor area changes from warehousing/storage the site will be required to show the location of required designated parking before a tenant other than warehousing can occupy the building.

5. **Screening.** Section 4.1.46(A) requires the outdoor storage of vehicles to be screened from public view with an 8-foot high wall or fence. The site plan shows an existing stockade fence parallel to the Lakeville Road frontage which effectively screens the yard from the road. A chain link fence is located from the southeast corner of the proposed addition along the eastern property line to the rear property line. A chain link fence is also located along the western property line. The adjacent property to the west is located in Orion Charter Township and is zoned industrial. The property to the south is zoned residential and appears to be occupied by a wetland with standing woods and was not developed when the Oxford Lakes subdivision was developed. The property to the east is zoned residential and is occupied by existing woodlands and along a hill that eventually is 12 feet higher in grade than the subject site. A wood fence should be provided along the eastern property line to provide screening.
6. **Landscaping.** Sheet C2 shows the removal of an existing concrete slab in front of the Lakeville Road fence in addition to removing the second dirt/gravel curbcut located in front of the existing building. Sheet L-1 shows the planting of hydroseed grass in both areas in addition to preserving the existing river birch trees and evergreen hedge. The applicant is also proposing the installation of 22 Spirea Anthony Waterer flowering shrubs at the base of the existing fence. The removal of the curbcut and deteriorated concrete slab will greatly improve the appearance of the front yard and will be enhanced with the new shrubs.
7. **Signage.** The site plan does not show any existing or proposed signage. If any signage is proposed on the site or building it must be in compliance with all signage standards at the time of application of a sign permit.
8. **Exterior Lighting.** The site plan does not indicate that there is any existing on site lighting. Architecture Sheet 3 shows two wall pack fixtures proposed on the west elevation of the addition. Site Plan sheet C4 shows detailed cut sheets for the wall pack which is not shielded. The wall pack fixture must be replaced with a shielded wall pack that directs all light downward.

RECOMMENDATION

The addition of new leasable space will better utilize the site and allow for another operation within the Village. The applicant has provided greater detail and information since their initial application, however, several additional pieces of information remain outstanding. We recommend the Planning Commission grant site plan



approval for the proposed addition contingent upon the applicant submitting a revised site plan for final administrative approval. The revised site plan shall address:

1. Submittal of material types and colors for the facade and roof shingles that the Planning Commission has determined shall complement and/or are compatible with the existing building;
2. The inclusion of a screening wall along the eastern property line from the corner of the addition to the rear property line that the Planning Commission has determined will effectively screen the outdoor storage area; and
3. Replacement of the wall pack fixture with a fully shielded fixture that directs light downward.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

Mario A. Ortega, AICP
Principal Planner

cc: Applicant

VILLAGE OF OXFORD
Planning Commission
22 West Burdick, P.O. Box 91
Oxford, MI 48371-0094
248-628-2543



BY: _____

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 **15 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 02-11-21

PROJECT ADDRESS 592 Lakeville Rd. Oxford, MI 48371

APPLICANT INFORMATION

Name: Dan Davis

Address: 2445 Brown Road

City: Orion

State: Mi

Zip: 48359

Phone: 248-877-7663

Cell: _____

Email: ddavis@royal-roofing.com

PROPERTY OWNER INFORMATION

Name: [Redacted] CD 592 LLC.

Address: 2445 Brown Road

City: Orion

State: Mi

Zip: 48359

Phone: 248-877-7663

Cell: _____

Email: ddavis@royal-roofing.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:

Building Addition

Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core	
	<input type="checkbox"/> RM Multiple Family	<input type="checkbox"/> C-1 Central Business - Transition	
	<input checked="" type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business	
		<input type="checkbox"/> P-1 Vehicular Parking	
Present Use: <i>n/h</i>		Proposed Use: <i>Shop</i>	
Front Yard Setback	66.7 ft.	Building Height	17 ft.
Side Yard Setback	2.6, 138.6 ft.	Lot Coverage (%)	10.7 %
Rear Yard Setback	162.0 ft.	Total Floor Area	9,535 sq. ft.
Lot Size	89,299 sq. ft.	Off Street Parking	cars

PROFESSIONALS WHO PREPARED DRAWINGS

Name: Brad Brickel, P.E.		
Mailing Address: 46777 Woodward Ave.		
City: Pontiac	State: Mi	Zip: 48342
Telephone: 248-332-7931	Email: bbrickel@nfe-engr.com	
Design Responsibility: Professional Engineer		
Name:		
Mailing Address:		
City:	State:	Zip:
Telephone:	Email:	
Design Responsibility:		

ATTACH THE FOLLOWING:

1. 15 folded copies of the site plan, sealed by a registered architect, engineer, or landscape architect.
2. Digital copies of 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

2/16/21

Date _____


Signature of Property Owner

2/16/2

Date _____

VILLAGE USE ONLY

____ 1. Complete Zoning Compliance Form

____ 2. Complete Special Use Application

____ 3. Receive 15 Copies of Site Plan

____ 4. Distribute Plans to:

- ☐ Planner
- ☐ Engineer
- ☐ Fire Dept.
- ☐ Police Dept.

- ☐ Building Official
- ☐ DPW Dept.
- ☐ DDA (if within DDA District)
- ☐ Planning Commission (7)

____ 5. Planning Commission Meeting Date: _____

____ 6. Notice for Public Hearing

____ 7. Receive Reviews:

- ☐ Planner
- ☐ Engineer
- ☐ Fire Dept.
- ☐ Police Dept.

- ☐ Building Official
- ☐ DPW Dept.
- ☐ DDA (if within DDA District)

____ 8. Planning Commission Decision:

- ☐ Approved
- ☐ Denied
- ☐ Approved with Conditions (attached)

____ 9. Building Permit Application Received

____ 10. Building Permit Approved by Building Official

NOTES

MEMORANDUM OF LAND CONTRACT

Drafted by: John Apostol, 2100 Coe Ct, Auburn Hills, MI 48326

When recorded return to: Dan Davis, 2445 Brown Rd., Lake Orion, MI 48359

THIS MEMORANDUM OF LAND CONTRACT entered into this 31st day of July, 2019 by and between: Goretski's Construction Company, a Michigan corporation

Whose address is: 4850 S. Hill Rd., Milford Township, MI 48381, hereinafter "SELLER"

and: Dan Davis

whose address is: 2445 Brown Rd., Lake Orion, MI 48359, hereinafter "BUYER"

WITNESSETH:

WHEREAS, BUYER and SELLER have entered into a Land Contract of even date herewith; and,

WHEREAS, the parties desire to enter into this Memorandum of Land Contract to give record notice of existence of the Land Contract.

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, SELLER acknowledges and agrees that they have sold to BUYER on the land contract dated 7/31/2019, the following described premises: See attached Exhibit A.

Tax Parcel No: 04-23-377-001

Commonly known as: 592 Lakeville Road, Oxford Village, MI 48371

The purpose of this Memorandum of Land Contract is to give record notice to the existence of the aforesaid Land Contract.

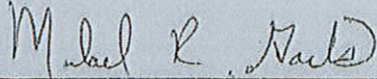
IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Land Contract and have caused their hands and seals to be affixed hereto the day and year first above written.

Dated: July 31, 2019

Signed and Sealed:


Seller:

Goretski's Construction Company, a
Michigan corporation



Michael R. Goretski, President

Buyer:


Dan Davis

STATE OF MICHIGAN


COUNTY OF

Oakland

}
} ss
}

On this 31st day of July, 2019, before me personally appeared, Goretski's Construction Company, a Michigan corporation Michael R. Goretski, President, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

JOHN L. APOSTOL
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF OAKLAND
MY COMMISSION EXPIRES JULY 2, 2024
ACTING IN THE COUNTY OF Oakland

Notary Public: 

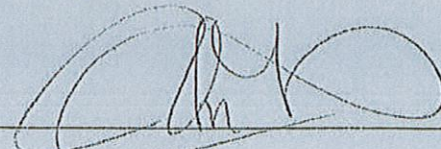
Printed Name: _____

_____, County, MI

My Commission Expires: _____

On this 31st day of July, 2019, before me personally appeared, Dan Davis, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

JOHN L. APOSTOL
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF OAKLAND
MY COMMISSION EXPIRES JULY 2, 2024
ACTING IN THE COUNTY OF Oakland

Notary Public: 

Printed Name: _____

_____, County, MI

My Commission Expires: _____

WARRANTY DEED

Drafted by: John Apostol, 2100 Coe Ct, Auburn Hills, MI 48326

When recorded return to: Dan Davis, 2445 Brown Rd., Lake Orion, MI 48359

THE GRANTOR(s): Goretski's Construction Company, a Michigan corporation

Whose address is: 4850 S. Hill Rd., Milford Township, MI 48381

Conveys and warrants to: Dan Davis

Whose address is: 2445 Brown Rd., Lake Orion, MI 48359

the following described premises: See attached Exhibit A.

Tax Parcel No: 04-23-377-001

Commonly known as: 592 Lakeville Road, Oxford Village, MI 48371

for the sum of Four Hundred Eighty Thousand Dollars and No Cents (\$480,000.00)

COUNTY Transfer Tax:	\$528.00
STATE Transfer Tax:	\$3,600.00

Subject to easements, reservations and restrictions of record.

Subject to acts or omissions by persons other than Grantor subsequent to 7/31/2019 being the date of a certain Land Contract in fulfillment of which this deed is given.

If the land being conveyed is unplatted, the following is deemed to be included: "This property may be located within the vicinity of farmland or farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."

"The Grantor grants to the grantee the right to make all division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967."

Grantor: Goretski's Construction Company, a Michigan corporation
Grantee: Dan Davis
Page 2 of 3

Dated: July 31, 2019

Signed and Sealed:

Goretski's Construction Company, a
Michigan corporation

Michael R. Goretski

Michael R. Goretski, President

STATE OF MICHIGAN

COUNTY OF

Oakland

}
} ss
}

On this 31st day of July, 2019, before me personally appeared, Goretski's Construction Company, a Michigan corporation Michael R. Goretski, President, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she/they executed the same as his/her/their free act and deed.

JOHN L. APOSTOL
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF OAKLAND
MY COMMISSION EXPIRES JULY 2, 2024
ACTING IN THE COUNTY OF Oakland

Notary Public:

[Signature]

Printed Name: _____

County, MI

My Commission Expires: _____

Grantor: Goretski's Construction Company, a Michigan corporation

Grantee: Dan Davis

Page 3 of 3

EXHIBIT A

Land situated in the Village of Oxford, County of Oakland, State of Michigan, more particularly described as:

Part of the Southwest 1/4 of Section 23, Town 5 North, Range 10 East, Village of Oxford, Oakland County, Michigan, beginning on the South Section line distant South 88 degrees 13 minutes 30 seconds West 1088.16 feet from South 1/4 corner; thence South 88 degrees 13 minutes 30 seconds West 198 feet; thence North 00 degrees 47 minutes 00 seconds West 448.23 feet to Southerly line of Lakeville Road; thence North 80 degrees 16 minutes 00 seconds East 191.12 feet; thence South 01 degrees 53 minutes 20 seconds East 474.80 feet to beginning.

AND ALSO DESCRIBED AS:

Part of the Southeast 1/4 of Southwest 1/4 of Section 23, Town 5 North, Range 10 East, Michigan, described as: Beginning at a point on the South line of said Section 23 which is North 89 degrees 40 minutes East 1493.36 feet from the Southwest corner of said Section 23, and running thence North 88 degrees 38 minutes East 196.57 feet to a point; thence North 00 degrees 30 minutes West 502.19 feet to a point on the center of Lakeville Road; thence South 81 degrees 48 minutes 30 seconds West 190.90 feet along the center of said Lakeville Road to a point; thence South 00 degrees 24 minutes West 479.67 feet to the point of beginning.

Tax Parcel No: 04-23-377-001

Commonly known as: 592 Lakeville Road, Oxford Village, MI 48371



BILL OF SALE

592 Lakeville Road, Oxford Village, MI 48371

Seller

Goretski's Construction Company, a Michigan corporation

Buyer

Dan Davis

KNOW ALL BY THESE PRESENTS, THAT I (WE) Goretski's Construction Company, a Michigan corporation

hereinafter called the "Seller" for and in consideration of \$1.00 the receipt whereof is hereby acknowledged, does by these presents, grant, bargain, sell and convey to: Dan Davis

hereinafter called the "Purchaser", the personal property described as follows:

All pre-printed items listed on purchase agreement and the following:

None

Seller warrants that these items are on the property located at: 592 Lakeville Road, Oxford Village, MI 48371 And the Seller does for his heirs, executors and administrators covenant and agree to warrant and defend the title to the property goods and chattels hereby conveyed, against the just and lawful claims and demand of all persons whomsoever.

The Seller being duly sworn, deposes and says that he is the Seller named in the within Bill of Sale, that he has knowledge of the facts, and that the consideration of said instrument was actual and adequate, and that the same was given in good faith for the purpose therein set forth, and not for the purpose of security, or for defrauding creditors of the Seller of subsequent purchasers.

Date: July 31, 2019

Seller:

Goretski's Construction Company, a Michigan corporation

A handwritten signature in black ink, appearing to read 'Michael R. Goretski', written over a horizontal line.

Michael R. Goretski, President



Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Revisions to Tattoo Parlor and Commercial Vehicles Ordinance
Amendments

DATE: March 31, 2021

Please find attached a revised draft memo to the Village Council along with revised ordinance amendments to address our discussion regarding tattoo parlors and commercial vehicles parking in residential areas.

Additional regulations for tattoo parlors have been created to limit the services they may provide and regulate their front facades.

Commercial vehicle ordinance has been revised to define a contractor vehicle and attempt to solely distinguish it based on the size of the body addition.

I look forward to discussing these changes with you.



Memorandum

TO: Kelsey Cooke, President
Village Council Members
Village of Oxford

FROM: Planning Commission

SUBJECT: Revisions to Ordinance Amendments Based on Council Comments

DATE: March 31, 2021

Please find attached revisions to Amendments A and C originally considered by Village Council in February 2021.

For tattoo parlors, the definition of the services provided has been revised to reflect State regulations. Additional standards regarding the front facade of the building have also been created.

For commercial vehicles, the intent is to allow certain vehicles to park in residential areas that would not be considered too large for a neighborhood. We believe allowing stake body trucks and flat bed trucks could be acceptable provided they are not too large. During our original discussion, the size of the vehicle seemed the most definitive way to identify a vehicle that could be acceptable. However, additional terminology was included that wasn't defined or drifted from the primary intent. The definition for Commercial Vehicle has been rewritten to focus on the size of the chassis. A commercial vehicle would be one with a chassis that accommodates a body length greater than nine (9) feet. The sentences have been revised to be complete and the graphic has been modified to show a cab and chassis vehicle.

In addition, all references to 'large' commercial vehicles, light-medium duty vehicle and passenger vehicles has been removed. The ordinance now focuses on distinguishing between vehicles with bodies on chassis that are nine (9) feet or less and those that are greater than nine (9) feet. Finally, a definition for a contractor's vehicle is proposed to further clarify the issue.

Village of Oxford
Draft Zoning Ordinance Amendment Language

The current ordinance standards are in normal text.

~~Standards proposed to be deleted are in red strikethrough text.~~

The original proposed ordinance standards are in blue italics text.

Revisions to proposed ordinance standards are in blue underlined italics text.

AMENDMENT A: Remove Tattoo Parlors from Regulated Uses.

Currently the zoning ordinance definition of tattoo parlors is very broad. The definition includes any establishment where the application and placement of ink, either permanently or temporarily, below the skin is conducted. This would also include newer beauty services which provide temporary or permanent make-up or eyebrows to customers. In addition, it is listed as a regulated use which are not currently identified as a permitted or special use in any district. The result is such services could not be established as a principal use in anywhere in the Village. The following proposes removing tattoo parlors from adult regulated uses and permits them in the C-2 district.

ARTICLE 2 • DEFINITIONS

PERSONAL SERVICE ESTABLISHMENT: A business that performs services on the premises for persons residing in nearby residential areas including but not limited to shoe repair, tailoring, beauty parlors, nail salons, or barbershops.

TATTOO PARLOR means a business having as its principal activity the application or placing, by any method, designs, letters, scrolls, figures, symbols, or any other marks upon or under the human skin within or any other substance resulting in the coloration of the skin by the aid of needles or any other instrument designed to touch or puncture the skin. *This includes cosmetic tattooing, permanent make-up and microblading/microstroking, eyebrow embroidery, feather touch and/or hair-like strokes.*

SECTION 3.3.1 – TABLE OF PERMITTED USES BY DISTRICT

Chart Key:

P: Principal Permitted Use

S: Special Use

T: Temporary Land Use

Uses	Districts								Additional Standards
	R-1	RM	C-1 Core	C-1 Trans	C-2	I-1	P-1	F	
OFFICE AND SERVICE USES									
Personal service establishments			P	P	P			S	
<i>Tattoo Parlor</i>			<u>S</u>	<u>P</u>	<u>P</u>			<u>S</u>	

SECTION 4.1.4 • ADULT REGULATED USES

- A. In the preparation and enactment of this Section, it is recognized that there are some uses which, because of their very nature, have serious objectionable characteristics which have a deleterious effect upon residential, office and commercial areas. Regulation of the locations of these uses is necessary to ensure that the adverse effects of such businesses will not cause or contribute to the blighting or downgrading of the Village's residential neighborhoods and commercial centers. It is the intent of this Section to provide reasonable regulations for the establishment of these uses in a viable, accessible location where the adverse impact of their operations may be minimized.

B. As used in this Ordinance, the following definitions shall apply to adult-regulated business uses:

1. "Adult Business" means adult book stores, adult movie theatres, adult personal service businesses, adult cabarets, adult novelty businesses, massage parlors, nude modeling studios, and tattoo parlors as defined in this Article.
2. "Adult Book Store" means an establishment having 20 percent of its stock in trade books, magazines, and other periodicals and/or photographs, drawings, slides, films, video tapes, recording tapes, and/or novelty items which are distinguished or characterized by their emphasis on matter depicting, describing, or relating to "Specified Sexual Activities" or "Specified Anatomical Areas" (as defined herein), or an establishment with a segment or section devoted to the sale or display of such material which exceeds twenty (20) percent of the floor area of the establishment.
3. "Adult Cabaret" means an establishment having as an activity the presentation or display of male and/or female impersonator(s), dancer(s), entertainer(s), waiter(s) or waitress(es), or employee(s), who display specified anatomical areas as defined herein, and which may or may not feature the service of food or beverage.
4. "Adult Movie Theater" means an enclosed building or room used for presenting motion picture films, video cassettes, cable television or any other visual media, having a dominant theme materials distinguished or characterized by an emphasis on matter depicting, describing or relating to "Specified Sexual Activities" or "Specified Anatomical Areas" (as defined herein) for observation by patrons therein.
5. "Adult Novelty Business" means a business which offers for sale of devices which simulate human genitals or devices designed for sexual stimulation.
6. "Adult Personal Service Business" means a business having as its principal activity a person, while nude or while displaying "Specified Anatomical Areas" (as defined herein), providing personal services for another person. Such business include, but are not limited to, modeling studios, body painting studios, wrestling studios, conversation parlors, and theatrical performances or entertainment.
7. "Specified Anatomical Areas" is defined as:
 - a. Less than completely and opaquely covered:
 1. Human genitals, pubic region;
 2. Buttocks, anus; and
 3. Female breast below a point immediately above the top of the areola.
 - b. Human male genitals in a discernibly turgid state, even if completely and opaquely covered.
8. "Specified Sexual Activities" are defined as:
 - a. Human genitals in a state of sexual stimulation or arousal;
 - b. Acts of human masturbation, sexual intercourse, or sodomy; and
 - c. Fondling or other erotic touching of human genitals, pubic region, buttocks, or female breast.
9. "Sexual Intercourse" includes fellatio, cunnilingus, anal intercourse, or any other intrusion, however light, of any part of a person's body, or of any object into the genital or anal openings of another's body.
10. "Sodomy" means sexual bestiality.
11. "Buttock" includes the anus and perineum of any person.
12. "Massage Parlor" means an establishment wherein private massage is practiced used or made available as a principal use of the premises.
13. "Massage" means manipulation of body muscle or tissue by rubbing, stroking, kneading, tapping or vibrating, through the use of physical, mechanical, or other device, of the body of another for a fee.
14. "Nude Modeling Studio" means any building, structure, premises or part thereof, used primarily as a place which offers as its principal activity the providing of models to displace specified anatomical areas as defined herein for artists and photographers for a fee.
15. ~~"Tattoo Parlor" means a business having as its principal activity the application or placing, by any method, designs, letters, scrolls, figures, symbols, or any other marks upon or under the human skin within or any other substance resulting in the coloration of the skin by the aid of needles or any other instrument designed to touch or puncture the skin.~~

- C. No adult business as defined herein shall be permitted within 1,000 foot radius of an existing adult business. Measurement of the 1,000 foot radius shall be made from the outer most boundaries of the lot or parcel upon which the proposed adult use will be situated.
- D. No adult business as defined herein shall be permitted within a 1,000 foot radius of any school, library, park, playground, movie theater, skating rink, pool hall, coin operated amusement center, licensed group day-care center as defined in Act 448 of Public Acts of 1980, or church, convent, monastery, synagogue, or similar place of worship. Measurement of the 1,000 foot radius shall be made from the outer most boundaries of the lot or parcel upon which the proposed adult use will be situated.
- E. The building and premises shall be designed and constructed so that material depicting, describing, or relating to "Specified Sexual Activities" or "Specified Anatomical Areas" (as defined in this Ordinance) cannot be observed by pedestrians or from vehicles on any public right of way. This provision shall apply to any display, decoration, sign, show window, or other opening.
- F. No person shall reside in or permit any person to reside in the premises of an adult business.
- G. The provisions of this Article regarding massage parlors, shall not apply to hospitals, sanitariums, nursing homes, medical clinics or the offices of a physician, surgeon, chiropractor, osteopath, psychologist, clinical social workers and family counselors, who are licensed to practice their respective professions in the State of Michigan, or who are permitted to practice temporarily under the auspices of an associate or an establishment duly licensed in the State of Michigan *in compliance with Public Act 471 of 2008, as amended*, certified members of the American Massage and Therapy Association, and certified members of the International Myomassethics Federation.

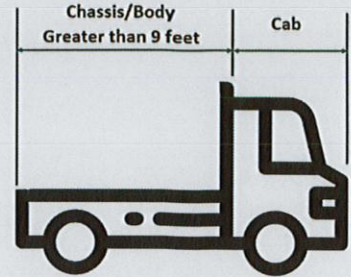
SECTION 4.1.29 • TATTOO PARLORS

The following regulations shall apply to Tattoo Parlors and any other facility attempting to provide body art services as regulated by the State of Michigan Public Health Code, Part 131 Body Art Facilities, 2010 PA 375; MCL 333.13101 et seq.:

- A. A Tattoo Parlor providing tattoo services as its principal use or a personal service establishment providing tattoo services as an accessory use shall only be allowed to provide the following service: the placement of a tattoo on a customer by a licensed body art technician. A tattoo shall be as defined in MCL 333.1301(1)(L)(i), specifically, an indelible mark made upon the body of another individual by the insertion of a pigment under the skin. As further defined by the rules established by the Michigan Department of Health and Human Services, a tattoo shall include cosmetic tattooing, permanent make-up and microblading/microstroking, eyebrow embroidery, feather touch and/or hair-like strokes.
- B. Personal service establishments, including tattoo parlors, shall not allow the following activities to be conducted within its facility: body piercing, branding, scarification, the placement an indelible design made upon the body of another individual by production of scars other than by branding or any other body art service that is not permitted by paragraph A above. For the purposes of this regulation "Body Piercing" means the perforation of human tissue other than the ear or nose for non-medical purposes.
- C. Any individual providing tattoo services shall have a valid State license kept on file with the Village Clerk.
- D. Any window providing direct visual access to the area where an active placement of a tattoo is conducted shall be effectively screened by the use of signage or frosted glass to provide the customer a sufficient level of privacy.
- E. The front facade of a tattoo parlor shall not have any additional color, graphic, image or display other than as permitted by the sign ordinance.

The following would revise the definition and regulations of commercial vehicles allowing contractor's vehicles to park in residential areas based on feedback from the Village Council.

COMMERCIAL VEHICLE: A truck or motor vehicle with cab and chassis and with a stake, rack, body, dump body, wrecker body, tanker body or any other body, the mounted height of which exceeds the height of the cab roof more than eight (8) inches. Any truck or motor vehicle which has a commercial license plate and is designed to accommodate a body length in excess of 9 feet. Commercial vehicles shall not include motor homes or recreational vehicles, but shall include construction equipment such as backhoes, power shovels, bulldozers, earth moving equipment, semi trucks, tractors and trailers.



CONTRACTOR VEHICLE: A truck or motor vehicle with a chassis that accommodates a body length nine (9) feet or less. A contractor vehicle may have a bed, stake, rack, body, dump body, wrecker body, tanker body or any other body mounted to the chassis provided it does not exceed nine (9) feet in length.

A. **Purpose.** The purpose of restrictions on commercial vehicles is to preserve the health, safety and general welfare of persons and property in areas designed and utilized for single family residential development. The parking of **large** commercial vehicles are frequently impediments to the ingress and egress of emergency vehicles and equipment, and are frequently unsafe when operated on residential streets. The noise, exhaust emissions and appearance of such **large** commercial vehicles tend to impair the health, safety and general welfare of the people of the Village.

B. **Residential Parking Prohibited Standards.** No **large** commercial vehicle **of any kind**, shall be parked in a residentially zoned or used area. Provided however, this provision shall not apply to commercial vehicles temporarily parked less than eight (8) hours in a residential area in conjunction with maintenance or service to a residential property.
Contractor vehicles shall be permitted to park in residentially zoned or used areas when parked on private property where the contractor resides.

C. **Presumption of Ownership.** In any proceeding for violation of any parking provision of this section, the person to whom a commercial vehicle is registered, as determined from the registration plate displayed on said motor vehicle, shall be presumed in evidence to be the person who committed the violation charged.

D. ***Examples of Commercial Vehicles.*** *The following chart shows examples of contractor vehicles and examples of commercial vehicles. The chart is merely to demonstrate examples and is not regulatory in and of itself.*

<i>Contractor Vehicle Examples</i>	<i>Commercial Vehicle Examples</i>
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March 30, 2021

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

Subject: **Five Year Review of the 2011 Master Plan and 2016 Redevelopment Plans**

Dear Mr. Madore:

In this five-year Master Plan review, each currently adopted planning document has been evaluated and documented below chapter by chapter and are immediately preceded by our review summaries. We offer the following report for the Village's consideration:

PART I – 2011 MASTER PLAN AMENDMENT

The 2011 Master Plan is an amendment adopted May 3, 2011. It is a direct amendment to the 2005 Master Plan adopted in April 2005 and replaced that document. The 2011 Master Plan started with the content of the 2005 plan and updated various sections as necessary.

INTRODUCTION & HISTORY CHAPTERS

The Introduction outlines the past planning efforts of the Village from the previous 1989 Master Plan, which was updated in 1997, to the current 2004 Master Plan, which the 2011 Master Plan has updated. The History chapter outlines the European settlement of the Village.

Review Summary:

While the history and regional location information remain the same, the Introduction makes an important note; the continued growth and development of the Village has led to limited areas for new growth.

The limited growth opportunities were already evident in 2004 and more so in 2011. Now, in 2021, the need to provide guidance for redevelopment and infill development is of paramount importance for the future of the Village. The proper strategy will provide for the preservation, rehabilitation and redevelopment of the Village's built and natural environment.

An effective plan will use strategies that reflect the physical, social and economic conditions of the Village. However, these characteristics are continuously changing. That makes it necessary to review and update, when necessary, the plans for the Village. While the overall redevelopment goals may be relatively constant, changes in the economic or physical characteristics can greatly affect the level of investment in the Village and may require revisions to the implementation steps outlined to meet those goals. Periodic adjustment to implementation strategies can ensure the overall redevelopment goals are still achievable.

EXISTING LAND USE CHAPTER

The following findings were made regarding the existing land use of the Village in the 2011 Master Plan amendment:



Aging Housing Stock: More than 45% of the Village's housing stock is over 50 years old and another 27 % of the Village's homes were built between 1970 and 1989. As houses age, there is an increasing need for repairs and maintenance. Also, older houses tend to be smaller than recently constructed housing and don't offer many of the amenities desired by modern home owners. Thus, there is a general constraint that older houses, and consequently older neighborhoods face compared to newer homes and neighborhoods.

Importance of Commercial Development: The Village's commercial areas need good accessibility and visibility to attract shoppers. Proper maintenance of the Village's commercial districts is vital to the functional, economic and aesthetic characteristics of these areas and to the positive image of the entire Village. As a tool for the orderly development of a community, the Master Plan should establish where and how changes may occur.

Value of the Industrial Park: The establishment of the industrial park situated in the southerly portion of the Village provides the residents and others around the vicinity a place of employment opportunities and adds to the Village's tax base. Good planning and effective code administration can assure that the industrial park remains a community asset.

Regional Recreational Opportunities: The 2011 Master Plan update references the different recreational assets found in the greater Oxford community including the lakes converted from gravel mining and the two vacant railroad corridors converted to pedestrian trails. Connections to these resources as envisioned in the 2006 Oxford Downtown Vision Plan are necessary for the residents to benefit from their close proximity to these valuable assets.

Review Summary:

The most significant change to the existing land use pattern in the Village is the further development of the vacant lots. The Master Plan also references the aging of the single-family housing stock. As of this year, 72% of the homes are over 30 years old and 45% of the housing is 70 years old or greater. The Master Plan does not conduct an evaluation of the quality of the existing homes, either through code compliance analysis or visual evaluation. While it does reference the need to reinvest in the existing homes, without knowing the existing physical condition, it is not known how extensive such an investment would need to be.

We also note that this chapter of the 2011 Master Plan does provide recommendations for policy changes and considerations but very little findings upon which the considerations are based on. All the proposed policy changes would greatly enhance the Village and address general concerns regarding each land use category, but in this chapter the basis for these specific considerations is not substantiated with public input or findings based on an evaluation of the existing physical conditions.

SOCIOECONOMIC ANALYSIS CHAPTER

The socioeconomic analysis presents the available data on the population living within the Village, including their age, household size and the income characteristics of residents. The education level and employment characteristics is also presented. Finally, the age, ownership characteristics and value of the housing stock is summarized.

The following findings are detailed in the 2011 Master Plan update:

Aging Population: The Village is projected to see a shift in the overall age of the population, which was also projected for the majority of communities in the area and the State overall. The highest number of residents by 2035 was still projected to be between 35 and 64. However, the age shift will see that age



group be a smaller percentage of the overall population. The second highest age group will switch from young adults (18-34 yrs old) to seniors, those older than 65 years of age, by 2035 comprising 26% of the Village's population.

Decrease in Housing Value: A decline in the value of the existing owner-occupied housing was shown in the existing numbers and for a projection into 2014. This is a result of the Great Recession of the late 2000s and is also shown in all communities in northern Oakland County and throughout the State and country. The number of foreclosed homes in the 48371 zip code in January 2010 was approximately 297, another indication of the impact of the recession. As a result, the need to address nuisances and blight and minimize their impact on the remaining owner occupied housing was emphasized.

Housing Ownership: The 2009 housing information indicated that the Village had a higher percentage of renter occupied housing than Oxford Township and generally consistent with Oakland County on average. Given that the Village has historically been developed to accommodate a wider variety of housing types and has the infrastructure that can enable rental units, a higher percentage of rental units is to be expected.

Income: Despite the impacts of the Great Recession, the median household income in the Village maintained its value and was projected to have a very minor increase projected into 2014. Other adjacent communities were projected to actually have a higher growth rate.

Review Summary:

A review of current trends would undoubtedly substantiate the continued aging of the community and the housing stock as those are long term trends that are found not only in the Village, but throughout Southeast Michigan. An update of the economic statistics, including the housing value, would help to provide a better picture of how the Village has weathered the effects of the Great Recession.

It should be noted that when the Master Plan update was conducted, the 2010 US Census data was not yet available to be included in the update. As a result, the data in the 2011 Master Plan Update was largely projections of older data, including the 2000 US Census data and the annual economic census evaluations. Ironically, the recent 2020 US Census data will not be available in the immediate future and the quality of that data may be impacted by the pandemic conditions at the time of data collection.

However, the Southeast Michigan Council of Governments (SEMCOG) population projections are highly accurate estimates based on various statistical modeling and are routinely utilized for community planning purposes. SEMCOG produces estimates of population and households for every county and community in the seven-county SEMCOG region. These estimates are provided annually.

Having accurate information regarding the residents and their economic status will greatly impact redevelopment trends in the Village. An older population may not be as willing or able to reinvest in their existing homes. But in order to attract a younger demographic could require a housing stock which provides the most recent amenities. While rehabilitation opportunities are attractive to some new residents, their economic ability to afford a project will impact how great a demand rehabilitation projects would generate. If existing residents have the available income, reinvestment in their existing housing could be more easily achieved.



CIRCULATION ANALYSIS CHAPTER

The Circulation Analysis summarizes the various roads, trails and sidewalks that residents and visitors utilize to traverse in and through the Village. The chapter summarizes the administrative classification and functional classification of existing roads and streets. The following conclusions were made regarding vehicle circulation issues and pedestrian access issues.

Population Decline and Traffic Growth: A major factor influencing future circulation decisions in any community is projected growth or decline. In the Village of Oxford, one contributing factor to the prospective growth is the availability of vacant land for future development. Even though 5.3 percent of the Village's land is currently vacant, the Village is projected to decline in population. However, there may still be a higher amount of traffic generated along M-24 and other nearby roadways. This increase in traffic will likely be the result of increased population in surrounding communities.

Downtown and Circulation Issues: Circulation and the ability to easily access a particular location by vehicle, foot, or bike is extremely important to the viability of the Village's downtown. Oxford must seek a balance between the needs of the automobile and the needs of pedestrian and bicyclists on the Village's roadways and incorporate what is often referred to as "complete streets" or "livable streets". With more than 35,000 average daily trips along Washington in the heart of the Village, striking this balance is a challenge. Complicating this matter is the speed at which vehicles travel through the Village and the large number of semi-trucks moving from I-69 to I-75.

Improve Pedestrian Circulation Safety: Pedestrian traffic, especially during the summer months, is heavy throughout the Village's residential district. Foot and bicycle traffic to and from the Village's major activity and recreational centers is concentrated along local streets and public walkways which provide access to these areas. A majority of the local street right-of-ways within Oxford contain sidewalks and where those walks exist are generally in good condition. A coordinated community wide bikeway system in conjunction with the Polly Ann Trail Plan should be considered as pedestrian-oriented projects. A particular problem for pedestrian access continues to be the limited number of safe crossings on M-24.

Complete Streets: Any new road or road improvement project in the Village of Oxford must take into consideration all modes of transportation and incorporate pedestrian or other non-motorized facilities appropriate to the new road or road improvement's context.

Review Summary:

These findings are still very relevant for the Village. While the recent M-24 rebuild project has taken into account a lot of Village issues, the minimal amount of right-of-way does not allow for many opportunities to enhance the pedestrian experience unless the improvements were designed that way from the beginning.

While the circulation findings are still relevant, it will be important to have a greater emphasis on the implementation policies related to the pedestrian circulation system. While some improvements may have occurred since the 2011 Master Plan, the need to revise and update the implementation strategy to address the pedestrian circulation issues is evident given the lack of significant improvement in the conditions over the past ten years. Incorporation of these issues in the Village's Capital Improvements Plan could more significantly address the issues raised by the 2011 Master Plan.

COMMUNITY FACILITIES CHAPTER

This chapter provides a description of the recreation facilities located within the Village and the overall region. It references the 2010 Parks and Recreation Master Plan and indicates that the Recreation Plan provides a very



comprehensive analysis and plan for recreation opportunities. The most recent Parks and Recreation Master Plan was created and developed to the standards of the Michigan Department of Natural Resources for recreation plans. The 2016 Plan was accepted by the MDNR and makes the Village eligible for State parks and recreation grants for a five year period.

The chapter also outlines the existing Village facilities including Village Hall, the Police Department, Fire Department and Village Administrative Services. The Master Plan provides no in-depth analysis but does note that these services provide easily accessible and adequate services to the community.

Finally, the chapter summarizes the Village water system, sanitary sewer system and storm sewer system that serve all properties. Issues are noted for each system and a brief statement regarding the ways the Village has addressed those issues is summarized. In 2005, the Village Council adopted the Wellhead Protection Program to protect the potable water sources. It notes that the sanitary sewer lines could require extension, upgrading or replacement as needed as development and redevelopment occur. The plan notes that potential environmental hazards exist when discharging untreated storm water into the lakes. It suggests future expansion of the storm water system should consider water quality at the site when development or redevelopment occurs.

Review Summary:

Community facilities remain extremely relevant when evaluating the quality of the life desired by the Village. To maintain and improved the recreation opportunities for residents, the Parks and Recreation Master Plan must be created and adopted according to the 5-year MDNR schedule to ensure eligibility for grants. The MDNR grants are an important resource for the acquisition and development of recreation opportunities and every effort should be made to keep the Recreation Plans up-to-date and implement the 5-year project schedule in the plan.

Water mains, sanitary sewers and stormwater management are some of the most important factors that impact redevelopment. Any design and land use goals for preservation, rehabilitation and redevelopment are all reliant on dependable, well-maintained utility infrastructure. A comprehensive Capital Improvements Plan is necessary to ensure infrastructure investment is continuously being made at a level that is manageable and affordable to the Village and property owners. Any sudden failure that requires substantial infrastructure investment can result in stagnant level of land use reinvestment in the Village. Kicking the can down the road will only make it that much harder to encourage investment in the future.

Storm water management also has a direct effect on preservation, rehabilitation and redevelopment in the Village. One of the most effective ways to mitigate storm water quality issues is through the implementation of Best Management Practices (BMPs). These practices have a direct impact on how a site is designed and developed. Choosing the preferred BMPs and making applicants aware of the required methods of storm water management can ensure future projects protect the environmental quality of the Village's lakes.

The 2011 Master Plan raises these issues but does not indicate a priority list or outline for a Capital Improvements Plan nor does it address the need to establish BMPs in concert with the Village engineer and Department of Public Works.

GOALS AND OBJECTIVES CHAPTER

The 2011 Master Plan identifies a number of goals and objectives, which are broken down into six (6) subcategories, as follows:

- **Residential Goal:** To protect, preserve and enhance the Village's existing residential neighborhoods through the adoption and implementation of appropriate land use, building maintenance, and automobile parking regulations; through public investments to improve storm drainage and side walks; through the



preservation and improvement of public parks and green spaces; and through the adoption and implementation of land development regulations that assure that new development respects and continues the historic ambiance, architectural quality, and small town charm prevalent throughout the Village.

- **Cultural Goal:** Celebrate and highlight the diversity and cultural contributions of the Oxford community.
- **Leisure Goal:** Provide outdoor recreational and Leisure opportunities for persons of all ages and all abilities that are clean, safe, functional, and attractive.
- **Environmental Goal:** Make the Village of Oxford a green community by creating tools to assist neighborhoods and business districts to be more energy efficient, minimize natural resource use and the impact on the natural environment.
- **Transportation Goal:** To assure safe and convenient transportation and circulation for the residents of and visitors to the Village; through the enhancement of rear entryways and new commercial pedestrian access opportunities; through the installation of additional traffic lights, and instituting traffic calming in residential areas; through the implementation of a comprehensive and workable pedestrian circulation system; and through improving access to and parking for downtown businesses.
- **Commercial and Industrial Goal:** To preserve and enhance the long term viability of commerce and industry in the Village by improving parking and access; by improving pedestrian circulation; by encouraging sustainable, mixed uses of the downtown, while minimizing conflicting uses; and by retaining and supporting the expansion of the Village's employment base while maintaining the high quality of the Village's natural environmental resource base.

Review Summary:

The objectives for each goal outline implementation steps to achieve the vision of the 2011 Master Plan Amendment. Most of these are ongoing programmatic activities or general policy statements that continue to be relevant in guiding decisions within the Village. We recommend that Planning Commission reaffirm these goals as representing the current vision for the Village.

The Goals and Objectives Chapter outlines the visioning workshops, focus groups and public meetings held for the original 2005 Master Plan. Three workshops were held in 2003, several more were held in 2006 for the creation of the Downtown Vision Plan and one in 2009 during the Parks and Recreation Master Plan process. As part of the recommendation and in line with RRC best practices, we recommend the public be re-engaged and include key stakeholders, residents, businesses and community and regional organizations for the next planning process.

FUTURE LAND USE PLAN AND ZONING PLAN CHAPTERS

The Future Land Use chapter outlines the various types of land uses that can be developed in the Village for the long-term future. The chapter includes the Future Land Use Map which assigns a future use category for each parcel within the Village. The chapter also details the specific acreage for each future land use category in Table 9 of the 2011 Master Plan (shown below).



Each of the future land use categories found in the table also have a corresponding subsection within the chapter that speaks to their general location within the Village and their relationship to the adjacent uses. The overall land development philosophy is outlined and is generally intended to insure maximum compatibility between existing and future uses.

The Central Business District and Downtown Parking include more specific development details as it relates to the design and layout of those designated properties. The design principals of the Downtown Vision Plan are referenced and cited to promote consistency between the Village and the DDA plans for the heart of the community.

The Future Land Use Chapter also includes a regional coordinated plan for open space preservation. Developed by Oakland County Planning and Economic Department developed a Green Infrastructure Vision that promotes the use and preservation of open spaces, natural areas and waterways in the Village and Oxford Township. The plan was included as a means of showing support for the coordinated preservation of natural resources which traverse political boundaries and benefit the community overall.

Future Land Use	Acres	Percent of Total
Single-family Residential	313	33%
Multiple-family	73	8%
Central Business District	33	4%
Downtown Parking	14	1%
Commercial	15	2%
Office/Residential	16	2%
Light Industrial	73	8%
Recreation	77	8%
Public/Semi-Public	69	7%
Water	161	17%
Roads and streets	98	10%
Total	942	100%

The 2011 Master Plan Amendment also includes a Zoning Plan as required by the Michigan Planning Act, Act 33 of 2008, and is considered another expectation of RRC's best practices.

Review Summary:

Due to the substantially developed character of the Village and minimal amount of vacant land available for development, the general location of the Future Land Use categories closely matches the built environment. This is a standard and acceptable approach to land use planning when considering the other approaches taken to master plans generally. The chapter references these approaches; the Future Land Use Plan is intended to be:

Long-Range – The Plan identifies and responds to existing and anticipated issues affecting land development through 2030.

Comprehensive – Prior to finalization of the Plan, all major types of land uses appropriate to the Village were considered.

Generalized – To avoid detailed or site-specific issues of minor consequence in the context of the Village Master Plan, the Plan incorporates broad principles of land development relationships.

Regional – Conditions beyond Village boundaries which may have impact on the Village are considered.

While this approach has served the Village well, the current and future development challenges the Village will face tend to require a more specialized approach. A suggested arrangement of land uses that is flexible to accommodate changing needs and conditions works when there is space available to mitigate any incompatibilities between the existing and new uses. A more detailed and targeted approach to the redevelopment issues facing the existing sites in the Village could encourage redevelopment that is more compatible and desirable by the residents. The Future Land Use chapter continues the framework established by the community in the past. However, more direction has become necessary to facilitate compatible redevelopment.



IMPLEMENTATION CHAPTER

The Implementation Chapter identifies general policies and approaches to integrate the 2011 Master Plan and its goals and objectives into the day-to-day operation of the Village. The following areas were identified as important tools which can promote and facilitate the implementation of the Master Plan.

- Public Information and Education
- Continued Cooperation Between Local Units of Government
- Continuous Planning
- Establishing Priorities Between the various Goals and Objectives
- Annual Planning Report
- Subdivision, Condominium and Residential Design Standards Revisions

regulations and mechanisms to implement the Master Plan, as well as some potential funding sources and partnerships for the Village to consider. These tools and resources are still applicable today.

Review Summary:

To ensure the established goals and objectives of the Master Plan are implemented and to track progress, it's strongly recommended that the Village create an implementation matrix. While the 2011 Master Plan details many actions that can be taken, they are all provided within paragraphs of texts and located throughout the various chapters of the Plan. A majority benefit of a centralized implementation table is that it allows the user to readily see the steps, priority, time frame, and possible funding sources for a variety of projects at once. An example of such an implementation matrix is detailed to the below.

Project	Priority	Recommended Timeframe	Partnership			Funding	
			Village	Other Govt.	Private	Public	Private
1.1 Revise the Zoning Ordinance to be consistent with this Plan	A	WITHIN ONE YEAR	PC	CC		•	
1.2 Adopt Parks and Recreation Plan every 5 years	A	ONGOING	CC	PC		•	
1.3 Rezone properties according to the Master Plan and new Zoning Ordinance	B	ONGOING	CC	PC		•	
1.4 Encourage retrofitting of older buildings	B	AS AVAILABLE	PC CC	MCHC	PD	•	•
1.5 Review this Master Plan every 5 years, or sooner as necessary to address changing conditions, redevelopment opportunities, and the changing needs of the community	B	ONGOING	PC	CC		•	
1.6 Maintain a list of historic sites and a corresponding map to document important structures	C	ONGOING	PC	MCHC	PD	•	•



PART II – NEAR EAST SIDE REDEVELOPMENT PLAN

In 2015 the Village undertook the creation of several addendums to the 2011 Master Plan. The Near East Side Redevelopment Plan reflects the strategies for redeveloping underutilized and incompatible sites immediately to the east of downtown. The Redevelopment Plan does not substantially deviate from the Master Plan's overall vision for the generalized land use pattern for the area. But it does provide site specific detailed implementation tools to facilitate the desired redevelopment of various sites. In some instances when the Redevelopment Plan conflicts with the 2011 Master Plan, the Redevelopment Plan shall take priority.

Public input was conducted for all the 2016 redevelopment plans in the form of an online public input and visual preference survey. The survey results were included in each redevelopment plan.

REDEVELOPMENT AREA CATEGORIES

For each redevelopment plan, the areas targeted for discussion were divided into the following three categories. The specific areas for each category are also listed and where they are is identified on the Near East Side Redevelopment Map.

Redevelopment Sites – The following are the high priority locations for new development within the Near East plan area. They are currently underused and incompatible with their surroundings and present opportunities for development that will complement nearby uses.

- 1) 60 S Washington St - Oxford Bank Site
- 2) 60 E Burdick St - Hampton Block
- 3) 40-80 N Washington St and Center St

Character Change Areas – These are lower-priority redevelopment areas. These areas will be redeveloped more slowly, on an ongoing basis. Generally, they were identified because their existing uses do not reflect their future land use category in the Master Plan, and also because they can better complement their surroundings through redevelopment.

- 4) Center Street
- 5) East Street
- 6) Mill Street
- 7) Broadway and Stanton

Planning Clarification Areas – There are two areas just outside of the Near East Side Redevelopment Plan boundary where the Planning status will be clarified by this plan.

- 8) 98 Glaspie
- 9) Glaspie/Burdick

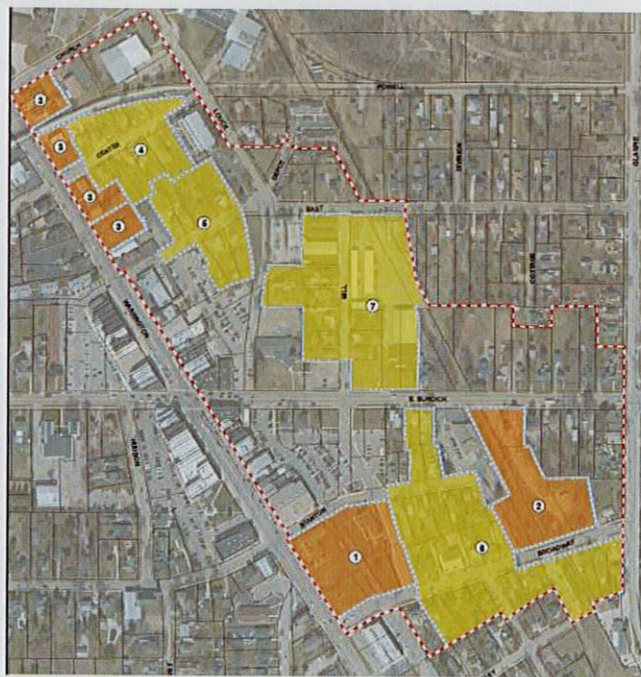


Figure 1 Near East Side Redevelopment Areas

Review Summary:

As discussed in the 2011 Master Plan Future Land Use chapter review, the Village's fully developed character required a specialized level of detailed redevelopment that the 2011 Master Plan did not provide. The 2016 Redevelopment Plans provide that level of detail. The plans were developed in a subcommittee tasked with



evaluating specific sites in the Village that represented the best opportunities for new investment. The types of development were discussed, and specific project guidelines were established to implement the vision for compatible redevelopment of each site. The result were the specific redevelopment site project sheets that identify the existing conditions, development objectives and implementation actions for each site.

The established objectives and implementation actions reflect recent desires of the Village while attempting to utilize the latest redevelopment techniques. Given the overall high number of sites identified, it is understandable that the projects have not yet been undertaken. The implementation strategies for each site should be discussed in detail and methods identified to enact those strategies by the Village. The creation of an Implementation Matrix, referenced above, will greatly assist in prioritizing the Village's efforts.

PART III – NEAR WEST SIDE REDEVELOPMENT PLAN

As described above, in 2015 the Village undertook the creation of several addendums to the 2011 Master Plan. The Near West Side Redevelopment Plan reflects the strategies for redeveloping underutilized and incompatible sites immediately to the west of downtown. The Near West Side's plan has the same relationship to the 2011 Master Plan as the Near East Side plan and the same public input process was utilized in its creation.

REDEVELOPMENT AREA CATEGORIES

For the Near West Side Redevelopment Plan, the areas targeted for discussion were divided into the following three categories. The specific areas for each category are also listed and where they are is identified on the Near West Side Redevelopment Map.

Redevelopment Sites – The following are the high priority locations for new development within the Near West Side plan area.

- 1) 47 N Washington St – Huntoon Site
- 2) 15 N Washington St
- 3) 22 W Burdick St – Village Hall

Character Change Areas – These are lower-priority redevelopment areas. These areas will be redeveloped more slowly, on an ongoing basis.

- 4) Davison Street
- 5) Hudson North
- 6) Hudson South

Planning Clarification Areas – There are two areas just outside of the Near East Side Redevelopment Plan boundary where the Planning status will be clarified by this plan.

- 7) Dayton Street Land

Review Summary:

Similar to the Near East Side Redevelopment Plan review, the established objectives and implementation actions for the Near West Side reflect the most recent desires of the Village while also attempting to utilize the latest redevelopment techniques. Given the overall high number of sites identified, it is



Figure 2 Near West Side Redevelopment Areas



understandable that the projects have not yet been undertaken. Although, the relatively recent reuse of 47 N Washington Street was not accomplished as envisioned by the Redevelopment Plan and in fact is in direct conflict with the redevelopment goals of the Village and the desires for overall development.

The implementation strategies for each Near West side site should be discussed in detail and methods identified to enact those strategies by the Village. The creation of an Implementation Matrix, referenced above, will greatly assist in prioritizing the Village's efforts.

PART IV – SOUTH WASHINGTON REDEVELOPMENT PLAN

As described above, in 2015 the Village undertook the creation of several addendums to the 2011 Master Plan. The South Washington Redevelopment Plan reflects the strategies for redeveloping underutilized and incompatible sites along the S Washington Street corridor from Stanton Street to the Village's southern boundary. The South Washington Redevelopment Plan has the same relationship to the 2011 Master Plan as the Near East Side and Near West Side plans. The same public input process was utilized in its creation.

REDEVELOPMENT AREA CATEGORIES

For the South Washington Redevelopment Plan, the areas targeted for discussion were divided into the following two categories. The specific areas for each category are also listed and where they are is identified on the South Washington Redevelopment Map.

Redevelopment Sites – The following are the high priority locations for new development within the Near West Side plan area.

- 1) 80-100 S Washington St
- 2) 124-134 S Washington St – Edison Alley End
- 3) 141-161 S Washington St – Washington Triangle

Character Change Areas – These are lower-priority redevelopment areas. These areas will be redeveloped more slowly, on an ongoing basis.

- 4) C-O District West
- 5) C-O District East

Review Summary:

Similar to the Near East Side and Near West Side Redevelopment Plans reviews, the established objectives and implementation actions for the South Washington plan reflect the most recent desires of the Village while also attempting to utilize the latest redevelopment techniques. Given the overall high number of sites identified in all three plans, it is understandable that the projects have not yet been undertaken. Although, the recent application to rezone the Washington Triangle was guided by the development objectives of the South Washington Redevelopment Plan for that site.

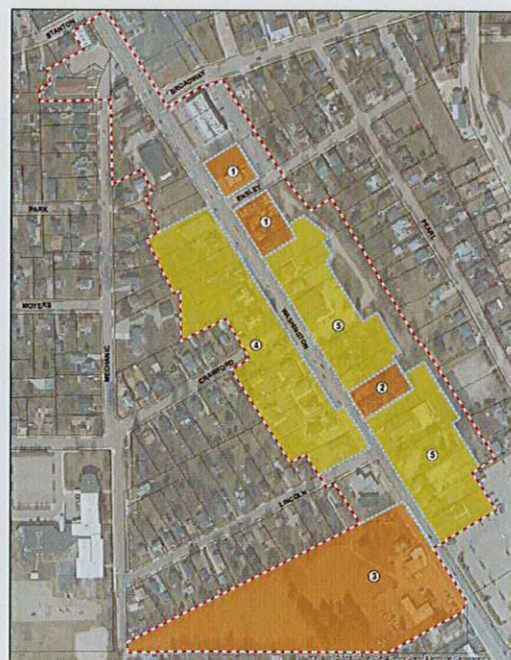


Figure 3 South Washington Redevelopment Areas



The implementation strategies for each South Washington redevelopment site should be discussed in detail and methods identified to enact those strategies by the Village. The creation of an Implementation Matrix, referenced above, will greatly assist in prioritizing the Village's efforts.

RECOMMENDATIONS

We recommend that the Planning Commission and Village Council reaffirm the goals and objectives of the 2011 Master Plan and extend the Master Plan into 2025. Based on our review, we find that the goals of the 2011 Master Plan reflect the community's desired direction for the future, into 2025. While the organization and components of the 2011 Master Plan have begun to show a need for a comprehensive update or development of a new plan, the 2016 planning efforts have effectively addressed the deficiencies in the 2011 plan. We believe that the specific redevelopment strategies of the 2016 Redevelopment Plans are still an effective way to achieve the preservation, rehabilitation and redevelopment of the Village.

We further recommend that the Village undertake additional planning efforts that have been identified in the course of this review. The recent Redevelopment Ready Communities evaluation has identified similar needed planning efforts to make the Village a prime candidate for significant reinvestment.

Based on best planning practices and this five-year review, the following planning projects should be undertaken by the Village of Oxford.

1. **The creation of a new Parks and Recreation Master Plan.** The Village's current Parks and Recreation Master Plan will expire in 2021. In order to maintain the Village's eligibility for MDNR acquisition and construction grants, a new Parks and Recreation Master Plan should be created and adopted prior to the MDNR deadline of February 2022.
2. **The creation of a Capital Improvements Plan.** The 2011 Master Plan identified the existing infrastructure services maintained by the Village. It also provided a brief summary of one issue for each component of necessary utility infrastructure. A five-year Capital Improvements Plan should be created to begin a comprehensive approach to the maintenance and investment in the Village's fundamentally necessary infrastructure. The creation of a plan will provide a measured approach to the gradual improvement of all the Village's infrastructure and begin to mitigate a need for emergency improvements which could severely impact property owners and potential investors in the Village.
3. **Budget for a new Comprehensive Master Plan.** The Village should begin to set aside funds to undertake a full comprehensive Master Plan update before 2025. At that time, the Redevelopment Plans would be in need of revision to reflect the recent economic climate. By then an analysis of the economic impact of the Covid-19 pandemic should be capable of being conducted. In addition, the 2020 US Census data can be easily incorporated into a new document. Finally, the need for public input to assess the past 20+ years of planning policy will be extremely influential. A new Master Plan can spur on new redevelopment for the next 20 years.
4. **Draft and adopt additional plans and amendments identified by the RRC Community Evaluation.** The Village should also undertake adopting more of the changes and policies suggested by the recent RRC community evaluation. Addressing the deficiencies identified in the RRC evaluation will make the Village potentially eligible for State grants through the MEDC.



We look forward to presenting these findings with the Planning Commission and Village Council. If you have any questions, please contact me.

Sincerely,

McKENNA

Mario A. Ortega, AICP
Principal Planner