

Village of Oxford Planning Commission Agenda
Tuesday, May 05, 2020 7:00 P.M. – Teleconference ONLY
Call-in access number: (701) 802-5176
Meeting Code: 1531799
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

1. Call to Order by Chair Justin Ballard at 7:00pm
2. Respects to the Flag
3. Roll Call: Rose Bejma, Jack Curtis, Gary Douglas, Maureen Helmuth, Justin Ballard, Leslie Pielack, Michelle McClellan
4. Approval of Agenda: May 5, 2020
5. Approval of Minutes: March 3, 2020
6. Correspondence: Oxford Township PC Report
7. Old Business:
 - a. Zoning Ordinance amendment to comply with new General Code Chapter 6, Animals, Article III, Section 6.61- Section 6.66. Recommendation to Council.
8. New Business:
 - a. 110 S. Washington- Sign Permit Application-Special Use Sign
 - b. 40 N. Washington Sign Permit Application-Mainstream Boutique
9. Public Comment:
10. Consultant & Administration Comments:
11. Commissioner Comments:

Oxford Township Planning Commission Update- Jack Curtis:
ZBA update- Rose Bejma:
DDA update- Pete Scholz
12. Adjournment:

**VILLAGE OF OXFORD
PLANNING COMMISSION
REGULAR MEETING MINUTES**

*Planning Commission Members: Rose Bejma, Jack Curtis, Kelsey Cooke, Gary Douglas,
Maureen Helmuth, Justin Ballard, Leslie Pielack*

22 West Burdick Street
Oxford, MI 48371

March 3, 2020

7:00 pm

1. CALL TO ORDER

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

2. RESPECTS TO THE FLAG

3. ROLL CALL: Members Present- Ballard, Curtis, Douglas, Helmuth, Pielack. Absent: 2, Bejma, Cooke. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica Attorney Robert Davis.

MOTION: by Helmuth/Curtis to excuse the absence of commissioner Bejma. All present voting in favor. Motion carried.

4. APPROVAL OF AGENDA: Meeting Agenda March 3, 2020.

MOTION: by Helmuth/Curtis to approve the March 3, 2020 meeting agenda without item 7(b) Tattoo Parlors and Adult Regulated Uses. All present voting in favor. Motion carried.

5. APPROVAL OF MEETING MINUTES: February 4, 2020 Regular Meeting.

MOTION: by Curtis/Helmuth to approve the Village of Oxford Planning Commission February 4, 2020 Regular Meeting minutes as presented. All present voting in favor. Motion carried.

6. CORRESPONDENCE: Resignation, Kelsey Cooke.

MOTION: by Helmuth/Pielack to receive and file letter of resignation from Kelsey Cooke. All present voting in favor. Motion carried.

7. OLD BUSINESS:

a. Adult Use Marijuana Zoning Ordinance Amendment: Attorney Robert Davis addressed the commissioners regarding Adult Use Marijuana as a Special Land Use (SLU) that grants a property right that runs with the land. Attorney Davis commented that litigation has started with municipalities being sued by the Marijuana industry. This offers us the benefit of time to review cases to avoid future litigation in the village. The PC has already selected the area allowing for marijuana facilities thereby eliminating the criteria for a SLU. The attorney is working on restructuring the process of issuing a license agreement with due process and license revocation when non-compliance is reported. The license can be renewed annually to ensure all zoning requirements are being met and adhered to. Associated fees can then be collected.

MOTION: by Curtis/Douglas to postpone Adult Use Marijuana language amendments to the next meeting to allow the village attorney to remove the SLU requirement on advice and recommendation of the village attorney. A brief discussion continued regarding the opinion of the McKenna Planner. By voice vote, all present voted in favor. Motion carried.

46
47 **8. NEW BUSINESS:**

- 48 a. **Zoning Ordinance Amendment to comply with new general ordinance 412, Keeping of**
49 **Chickens.** The village manager addressed the commissioners regarding the amendment to
50 Section 6.1.23 of the Zoning Ordinance. The packet material was there for review and to
51 consider setting a Public Hearing date at a future meeting of either the Planning Commission
52 or Village Council.
53

54 **PUBLIC COMMENT:**

55 Scott Dianda-Tranquility Fields franchise micro business, local franchise owner representing Ed
56 Santagleo.
57

58 **13. CONSULTANT AND ADMINISTRATIVE COMMENTS**

59
60 **14. COMMISSIONER COMMENTS:**

61 Oxford Township- Jack Curtis-gave updated on Beaumont PUD, M-24 project and Oxford
62 Township PC report given to the clerk to distribute.
63 ZBA-Rose Bejma-no meetings.
64 DDA-Pete Sholz
65
66

67 **15. ADJOURNMENT:**

68 **MOTION:** by Helmuth/Pielack to adjourn at 7:19 p.m. All in favor. Motion carried.
69
70
71

72 Respectfully submitted,
73 Tere Onica, Recording Secretary

Charter Township of Oxford
Planning Commission
2019

Meeting Date	Type	Minutes Approved	Action & Date
01/10/2019	R	CANCEL	
01/24/2019	R	CANCEL	
02/14/2019	R	CANCEL	
02/28/2019	R	03/28/2019	PH ORDINANCE 67A, regarding: Article 2, Section 2 Definitions; Article 3, Section 5 Schedule of Use Regulations; AG, Agriculture; Article 5, Use Regulations Following discussion by Township consultants, review of correspondence, and Commission discussion, the Planning Commission moved to postpone consideration of the proposed zoning ordinance text amendments until the next regular Planning Commission meeting. <i>Motion Carried</i> AMENDED FINAL SITE PLAN – SEYMOUR LAKE ROAD TOWNSHIP PARK Planning Commissioners granted a waiver per Article 8.3.D. of the Oxford Township Zoning Ordinance and approved the additional driveway on Seymour Lake Road at Seymour Lake Township Park to permit the loading/unloading and ease of operation for OCTV. <i>Motion Carried</i> PH ORDINANCE 67A, regarding: Amending the text of Section 8.1 (road frontage and access) to make this section consistent with Section 16.3 (zoning compliance permits) of the Zoning Ordinance which addresses zoning compliance permits and exceptions thereto; Amending the text of section of Article 11, Private Roads (11.2, 11.3, 11.4, 11.7 and 11.8) of the Zoning Ordinance to provide that proposed plans for private roads shall comply with the engineering design standards ordinance; Amending the text of Section 11.2(b) and 11.2(e) (private roads) to make these sections consistent with Sections 8.1 (road frontage and access) and 16.3 (zoning compliance permits); and Amending the text of Section 13.9 (condominium development) of the zoning ordinance to provide that proposed plans for improvements in a condominium shall comply with the engineering design standards ordinance Planning Commission recommended to the Township Board approval. <i>Motion Carried TB 1st Reading 3/13/2019 2nd Reading 4/10/2019</i>
03/14/2019	R	CANCEL	
03/28/2019	R	04/11/2019	ORDINANCE 67A, regarding: Article 2, Section 2 Definitions; Article 3, Section 5 Schedule of Use Regulations; AG, Agriculture; Article 5, Use Regulations

Charter Township of Oxford
Planning Commission
2019

04/11/2019	R		Planning Commission recommended to the Township Board approval. <i>Motion Carried TB 4/10/2019 removed from the agenda; PH by the TB was request by residents and held at the 5/9/2019 TB meeting; 5/9/2019 TB returned the proposed amendments back to the PC for review.</i> PRELIMINARY SITE PLAN: Applicant Trident – Crest III, LLC 3400 E. Lafayette, Detroit, MI 48207 - The Woods at Tullamore zoned R-1, single-family residential Parcel Id# 04-35-200-004. The Planning Commission approve the Preliminary Site Plan for the Woods of Tullamore site condominium, Parcel ID 04-35-200-004, zoned R-1, Single-Family Residential; applicant: Trident – Crest III, LLC. Approval is based upon the following findings: The final site plan is consistent with Township Ordinances and the approved preliminary site plan. Further, the recommendation of approval was conditioned upon the following: Any unresolved items contained within the Township Planner's review, dated April 4, 2019; Any unresolved items contained within the Township Engineer's review, dated March 29, 2019; Any additional unresolved items contained within the Oxford Fire Department's review, dated April 2, 2019. <i>Motion Carried TB accepted developer's contribution as pymt in lieu of constructing a safety path on 7/10/2019 - Paid</i>
04/25/2019	R		CANCEL
05/09/2019	R		PH ORDINANCE 67A, regarding: proposed amendments to Zoning Ordinance 67A, Article 3 Section 2 Official Zoning Map: Edits include two corrections to current zoning map to re-illustrate two areas where consent judgements had previously been determined, on Stanton Road and Oakwood Road. Update includes new parcel layer, under assigned zoning districts and as received by Oakland County, to reflect the current parcel dimensions and locations. Planning Commission recommended to the Township Board approval. <i>Motion Carried TB 1st Reading 6/12/2019 2nd Reading 7/10/2019</i> PH ORDINANCE 67A, regarding: adding regulations to restaurant use definition categories, special land use regulations, and edits C-1, Local Commercial, Intent of District provisions as shown in: Article 2 Section 2 Definitions; Article 3 Section 4 Intent of Districts; Article 3 Section 5.K Schedule of Use Regulations; C-1, Local Commercial; Article 3 Section 5.L Schedule of Use Regulations: C-2, General Commercial; Article 5 Use Regulations add Section 35 Restaurant Outdoor Cafes and Patios Planning Commission recommended to the Township Board approval. <i>Motion Carried Two Attorney placed the amendments on hold for further review.</i>

Charter Township of Oxford
Planning Commission
2019

05/23/2019	R	PRELIMINARY SITE PLAN: Applicant Woodbridge of Oxford, LLC 51410 Milano Drive, Macomb, MI 48042 – Enclave at Woodbridge proposed to construct on 18.83 Acres 39 duplex buildings which equals 78 total units (condominiums) RM – Multiple Family Parcel ID# 04-22-200-023 and 04-22-200-025 The Planning Commission approved the Preliminary Site Plan for the Enclaves at Woodbridge, Phases 1 & 2, parcel number P-04-22-200-023 and P-04-22-200-025, zoned RM, Multiple-Family Residential; Applicant: Woodbridge of Oxford, LLC. This recommendation for approval for Phases 1 & 2 is conditioned upon the following: The Planning Commission granting a waiver for Section 8.3, C.2. sufficient on-site storage for vehicles waiting to park or exit; Any unresolved items contained within the Township Planner's review, dated 05/02/2019; Any unresolved items contained within the Township Engineer's review, dated 04/30/2019; and Any unresolved items contained within the Oxford Fire Department's review, dated 04/15/2019. <i>Motion Carried</i>	Cancel
06/13/2019	R	FINAL SITE PLAN: Applicant M.D. Hubbard Spring – Parcel ID #04-26-303-008 & 009 address 565 S. Lapeer Road – Zoned I-1 Light Industrial: Request to pay cash-in-lieu of installing a safety path. The Planning Commission recommend to the Township Board approval of the requested payment in lieu of safety path construction in the amount of \$5,240.00. <i>Motion Carried TB accepted developer's contribution as pymt in lieu of constructing a safety path on 7/10/2019. Paid</i>	09/12/2019
		REVISED PRELIMINARY SITE PLAN: Applicant Trident-Crest III, LLC, 3400 E. Lafayette, Detroit, MI 48207 – The Woods at Tullamore proposal to construct a fifty-unit site condominium on the south side of Drahner Road, east of Lapeer Road zoned R-1, single-family residential Parcel ID #04-35-200-004. The Planning Commission approve the Revised Preliminary Site Plan for the Woods of Tullamore site condominium, Parcel ID #04-35-200-004, zoned R-1, Single-Family Residential; Applicant: Trident-Crest III, LLC. This approval is based on the following finding – the final site plan is consistent with Township Ordinances and the approved preliminary site plan. Further, this approval is conditioned upon the following: Any unresolved items contained in the revised review of Carlisle/Wortman, dated 05/29/2019; Any unresolved items contained in the revised review of Sharpe Engineering, dated 05/30/2019; and Any unresolved items contained in the revised review of the Oxford Fire Chief, dated 05/20/2019. <i>Motion Carried TB accepted</i>	

Charter Township of Oxford
Planning Commission
2019

<i>developer's contribution as pymt in lieu of constructing a safety path on 7/10/2019. Paid</i>		
06/27/2019	R	Cancel
07/11/2019	R	Cancel
07/25/2019	R	Cancel
08/08/2019	R	Cancel
08/22/2019	R	Cancel
09/12/2019	R	10/10/2019
PH on proposed amendments to the Charter Township of Oxford Master Plan. The Planning Commission conditionally approve the finalized draft of the 2019 Charter Township of Oxford Master Plan, as submitted and as required by Article 125.3843 Section 43 of the Michigan Planning Enabling Act, PA Act 33 of 2008. This approval is conditioned upon the following: Updating the areas on all maps and map description of property mislabeled as listed by the planner. <i>Motion Carried</i> PH proposed Special Land Use in the C-2 (General Commercial) zoning district for a drive-in/drive-thru business associated with permitted use, subject to Section 6.6 Location: 525 N. Lapeer Road Parcel # P-04-22-151-018 The Planning Commission grant Special Land Use approval to permit a drive-in/drive-thru business associated with a permitted use. Location: 525 N. Lapeer Road; Parcel: #04-22-151-018; Zoned: C-2 (General Commercial); Applicant: Andrew Zielke – Culver's. Drive-in/drive-thru use associated with a permitted use are listed as a special land use within the C-2 (General Commercial) zoning district in which the subject property is located, per Ordinance 67A, Article 3.5.L.2.K. This approval is based upon the following findings: The proposed special land use meets the Findings of Fact criteria contained in Section 4.5 of the Zoning Ordinance; The proposed drive-thru use meets the special provisions for drive-in/drive-thru businesses contained in Section 6.6 of the Zoning Ordinance. <i>Motion Carried</i> Zoning Ordinance 67A, regarding: Article 2 Section 2 Definitions; Article 3 Section 5 Schedule of Use Regulations: AG, Agriculture; Article 5 Use Regulations. The Planning Commission moved that because the previously heard Agriculture District Zoning Ordinance Amendments (Article 2 Section 2; Article 3 Section 5; and Article 5) remain unchanged since the previous recommendation by the Planning Commission, and because the Ordinance Review Sub-Committee has heard the residents' concerns and considered suggestions and recommends approval, the Planning Commission stands by the originally approved amendment and forwards the amendment back to the Township Board for First Reading. <i>Motion</i>		

Charter Township of Oxford
Planning Commission

2019

Carried TB 1ST Reading 10/9/2019 2nd Reading Never happen suppose to be on the 11/20/2019 TB Agenda. Returning to the TB Agenda March 2020

PRELIMINARY AND FINAL SITE PLAN: Applicant Andrew Zielke – Culver’s proposal to construct a 4,105 s.f. building containing a single restaurant with a drive-thru window on the west side of M-24, south of Market Street, zoned C-2, General Commercial, Parcel Id#04-22-151-018.

The Planning Commission approve the preliminary and final site plan for Culver’s Restaurant. Location: 525 N. Lapeer Road; Parcel: #04-22-151-018; Zoned: C-2 (General Commercial); Applicant: Andrew Zielke. This approval is based upon the finding that the submitted site plan meets the criteria for final site plan approval contained in Section 12.5 of the Zoning Ordinance. This Planning Commission waives the required screening Section 6.6.D. and 7.4 Green Belt and Landscaping Open Space landscaping requirements. Further, this approval is conditioned upon the following: Any additional unresolved items from Planner’s review dated September 5, 2019; Any additional unresolved items from Fire Chief’s review dated August 22, 2019; Any additional unresolved items from Engineer’s review dated August 26, 2019. *Motion Carried*

FINAL SITE PLAN: Applicant Trident – Crest III, LLC 3400 E. Lafayette, Detroit, MI 48207 - The Woods at Tullamore propose to construct a fifty-unit site condominium on the south side of Drahner Road, east of Lapeer Road zoned R-1, single-family residential Parcel Id# 04-35-200-004.

The Planning Commission grant Final Site Plan approval for the Woods at Tullamore, Parcel ID #04-35-200-004, zoned R-1, Single-Family Residential; applicant: Trident – Crest III. This approval is based upon the following findings: The final site plan is consistent with Township Ordinances and the approved preliminary site plan. Master Deed updated to comply with street tree requirements, Section 13.5.B. Further, this approval is conditioned upon the following: Any additional unresolved items from Planner’s review dated September 5, 2019; Any additional unresolved items from Fire Chief’s review dated August 27, 2019; Any additional unresolved items from Engineer’s review dated September 5, 2019; Any additional unresolved items from Attorney’s review dated August 5, 2019. *Motion Carried*

09/26/2019	R	Cancel
10/10/2019	R	10/24/2019
PH ORDINANCE 67A, Article 2 Section 2 Definitions; Article 3.4 Intent of Districts; Article 3 Section 5 Schedule of Use Regulations: C-1, Local Commercial and C-2, General Commercial;		

Charter Township of Oxford
Planning Commission
2019

Article 5 Use Regulations and add a new Section 5.35 Restaurant Outdoor Cafes and Patios. Planning Commission recommended to the Township Board approval with the seasonal time and date change to read March 1 instead of April 1 <i>Motion Carried. TB 11/20/2019 Removed from Agenda</i>			PRELIMINARY SITE PLAN: Applicant Carl Munaco – The Manors of Westlake proposed to complete the final portion of the Waterstone development parcel no. P-04-21-300-001 located east of Dunlap Road, south of West Bay Shore Drive and zoned R-1A, Single-Family Residential. The Planning Commission approve the preliminary site plan for the Manors of Westlake site condominium, parcel no. 04-21-300-001, zoned R-1A, Single-Family Residential; applicant: Carl Munaco. This recommendation of approval is based upon the following findings: The final site plan is consistent with Township Ordinances and the approved preliminary site plan. Further, this recommendation of approval is conditioned upon the following: Any additional unresolved items from Planner's review dated October 2, 2019; Any additional unresolved items from Engineer's review dated September 27, 2019; Any additional unresolved items from Fire Chief's review dated September 25, 2019. <i>Motion Carried</i>	
10/24/2019	R	12/12/2019	PRELIMINARY SITE PLAN: Applicant PK Contracting proposed to develop a 7.69-acre vacant site into a satellite location for their main business to use as an equipment and material storage yard, Parcel ID 04-09-300-020 2411, Xcelsior Drive, located north of Hummer Lake Road and west of Lapeer Road and zoned I-2, General Industrial. The Planning Commission approve the preliminary site plan for the Xcelsior Drive, PK Contracting storage yard, Parcel ID 04-09-300-020, zoned I-2, General Industrial; applicant: Kemp Building and Development Company. This recommendation of approval is conditioned upon the following: Any additional unresolved items from Planner's review dated October 21, 2019; Any additional unresolved items from Engineer's review dated October 16, 2019; Any additional unresolved items from Fire Chief's review dated October 14, 2019. The Planning Commission agrees to waive the pavement requirement as specified in Section 8.7.A. <i>Motion Carried</i>	
11/14/2019	R	Cancel		
12/12/2019	R	02/27/2020	PH on a proposed Planned Unit Development (PUD) rezoning and Preliminary Site Plan: Applicant William Beaumont Hospital proposed to develop a two phased medical facility: a 100,000 SF ambulatory building as Phase 1 and a 225,000 SF hospital building as the Phase 2, located on undeveloped property tax parcel P 04-22-200-004 along the east side of Lapeer Road	

Charter Township of Oxford
Planning Commission

2019

(M-24), south of Market Street and north of Elm Park Subdivision. The Planning Commission recommend to the Township Board approval of the Preliminary PUD for Beaumont Medical Campus; Parcel #04-22-200-004 located on Lapeer Road; currently zoned C-2, General Commercial; Applicant: William Beaumont Hospital. This recommendation of approval is based upon the finding that the proposed PUD meets the eligibility requirements of Section 14.2. Further, this recommendation of approval is contingent upon the following: Any unresolved items contained within the Township Planner's review, dated December 5, 2019; Any additional unresolved contained within the Township Engineer's review, dated December 3, 2019; Any additional unresolved items contained within the Fire Chief's review, dated December 2, 2019; Requesting that the applicant consider a better screening fence other than wood on the south side of the property, and enhance the water feature for the front detention pond shown on the landscape plan. **Motion Carried TB 1/8/2020: Approved the resolution for a Preliminary PUD SP, subject to the PC addressing items 1-3 in the resolution.**

PH ORDINANCE 67A proposed amendments regarding Article 3 Schedule of Use Regulations, Section 5.O. I-1, Light Industrial. Planning Commission recommended to the Township Board approval. **Motion Carried TB 1st Reading 1/08/2020 2nd Reading 2/12/2020**

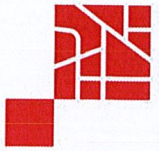
PH ORDINANCE 67A regarding Article 2 Rules of Construction and Definitions, Section 2 Definitions: Principal Building, Article 6 General Provisions, Section 2 Accessory Buildings and Structures: C. Attached Accessory Buildings and Structures F. Area in Relation to Principal Building Planning Commission recommended to the Township Board approval. **Motion Carried TB 1st Reading 1/08/2020 2nd Reading 2/12/2020**

2020 Meeting Schedule Approved.

Zoning Ordinance

Section 6.1.23 KEEPING OF FARM ANIMALS AND OTHER ANIMALS

The keeping, raising, or breeding of animals, poultry or livestock, including farm animals and non-domestic animals and reptiles (except domesticated cats, dogs, canaries, parakeets, parrots, gerbils, hamsters, guinea pigs, turtles, fish, rabbits and similar animals commonly kept as pets), shall be prohibited, except as permitted under the General Code of Ordinances Chapter 6, Animals, Article III Keeping of Chickens Section 6.61-Section 6.66 and, as may be permitted by and under conditions of public safety, comfort, convenience and quiet use of property imposed by the Zoning Board of Appeals.



April 28, 2020

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

Subject: **Real Estate One – Special Use Sign Review** (Application received March 5, 2020)

Location: **110 S Washington Street – Parcel #04-27-279-042** (East side of S Washington, at Crawford Street intersection)

Zoning: **C-1 Transition**

Dear Planning Commissioners:

At the request of the Village, we have reviewed the above referenced sign application. The contractor is Metro Detroit Signs on behalf of the business owner Real Estate One.

EXISTING CONDITIONS AND REQUESTED SIGNAGE

The lot is currently occupied by a two-story commercial office building and the primary tenant is the Real Estate One office. There has been an existing free standing sign located along the S Washington Street frontage. The applicant's letter dated March 2, 2020 states that the sign is damaged beyond repair and would like to replace the damaged sign with a new sign. The proposed free-standing sign would be 32.33 square feet (SF) in area and be 5.75 feet in overall height, which includes the base. The sign would be internally illuminated. The applicant is stating that the new sign is the exact same size as the damaged sign.





Section 7.4.8(F)(3)(a) states that free-standing signs shall not exceed six feet in height and 24 SF in area. The applicant is requesting a special use sign review by the Planning Commission to allow for the sign to exceed the maximum allowed sign area by 8.33 SF.

The existing sign is a nonconforming sign since it exceeds the maximum sign area allowed by the current zoning ordinance. Section 7.4.9(C)(4) states that a nonconforming sign shall not be repaired or re-erected after being damaged if the repair/replacement would exceed 50% of the cost of an identical new sign. The applicant has not provided estimates to compare the cost of a repair/replacement of the existing sign to a brand new sign. Since it is damaged beyond repair, the cost for repair or replacement seems to be excessive compared to simply installing a new sign. Per Section 7.4.9(A), it is the intent of the ordinance to encourage the eventual elimination of nonconforming signs

REQUESTED SIGN WAIVERS

The applicant is requesting the following waiver through the special use sign review process:

- A waiver from Section 7.4.8(F)(3)(a) to install a free-standing sign that exceeds the maximum allowed sign area by 8.33 SF.

CRITERIA FOR APPROVAL REVIEW COMMENTS

Section 7.4.10(B) gives the general standards for approval of Special Use Sign Applications. We have reviewed the application in accordance with those standards and sound planning and design principles. We offer the following comments for your consideration.

1. **The sign shall not endanger the public health, safety, and welfare by obscuring the vision of drivers on adjacent roads and streets.** The sign would not obscure the vision of drivers. It is proposed to be located in the same location as the existing sign. The driveway to the south is designed prevent a vehicle making a left turn and proceeding southbound on S Washington Street therefore not requiring existing vehicles to observe on-coming southbound traffic.
2. **The sign shall be constructed of materials that are consistent with the materials used for construction on other lots in the Village within three hundred feet of the proposed location.** The sign is proposed to be an internally illuminated box sign for multiple tenants. Although those are not fully consistent with the historic character of Downtown Oxford, the Village does not prohibit them. Two signs to on the same side of S Washington St to the north are of a similar, aged style while one sign to the south is a newer electronic messaging center sign. It is noted that all signs within 300 feet to the north and south on the west side of S Washington Street are all wooden signs with historic character that are externally illuminated.

The sign is, however, subject to design review by the Planning Commission due to the proposed internal illumination. We have no objections to the design, but if the Planning Commission wishes to request design changes, that is within their jurisdiction under Section 7.4.8(F)(1)(b) of the Zoning Ordinance.



3. **No part of the sign shall extend to a height greater than the height of any other structure within three-hundred feet of the sign location.** The sign will be 5.75 feet in height from ground elevation and will meet this requirement.
4. **The sign shall not be located so as to block the view of other signs on adjacent or nearby sites, thereby adversely affecting the ability of an existing commercial enterprise to do business in the Village.** The sign is centrally located on the lot. The lot is one of the wider lots on S Washington Street with approximately 180 feet of frontage. The sign would not block the view of any other signs.
5. **The sign shall not be constructed or located so as to be a visual nuisance to nearby residential uses.** The sign may be visible from one or two homes on Crawford Street but would be directly perpendicular to the lot lines and not be oriented towards the homes. The sign will not be a visual nuisance to nearby residential uses.
6. **The sign shall be generally compatible with the overall community character and shall not create a disruptive visual appearance that will adversely affect property values in the Village.** The proposed sign is compatible with the older signs in the immediate area. However, rather than contribute to the character of the Village it will merely continue to be an average, aged appearance compared to more modern attractive signage.
7. **General Special Use Criteria.** The Planning Commission may also consider relevant criteria for granting general Special Uses, in Section 9.2.5 of the Zoning Ordinance. We find the following criteria relevant:
 - a. **Sign Location.** Generally, for Special Use Sign applications, the Planning Commission has required a simple drawing showing clearly where the sign is proposed. Photo-sims of the proposed signs have been submitted and indicate that the new sign will be located in the same position as the damaged sign.
 - b. **The proposed use shall be designed, constructed, operated, and maintained so as to assure long-term compatibility with surrounding land uses.** The sign has been professionally designed and will be professionally installed.
 - c. **The proposed special use shall be compatible with and in accordance with the general principles and future land use configuration of the Village Master Plan.** By allowing a nonconforming sign to be replaced rather than follow the ordinance's intent to eventually eliminate them, the granting of the waiver would not be compatible with the principles of the Village's Master Plans. Adopting an ordinance that has chosen a maximum sign area of 24 SF is an action intended to carryout previously determined sign design and style objectives. It may be necessary to reconsider such standards if it is now determined larger signs could have a place to exist in the Village.

RECOMMENDATION

While the sign meets four to five of the sign criteria for approval, the proposed sign does not contribute significantly to the overall character of the Village. Based on the intent of the nonconforming sign standards outlined in Section 7.4.9(A) to eventually eliminate nonconforming signs, we advise the Planning Commission to deny the special use sign approval as proposed.

Please feel free to contact us with any questions.



Respectfully submitted,

McKENNA

Mario A. Ortega, AICP
Principal Planner

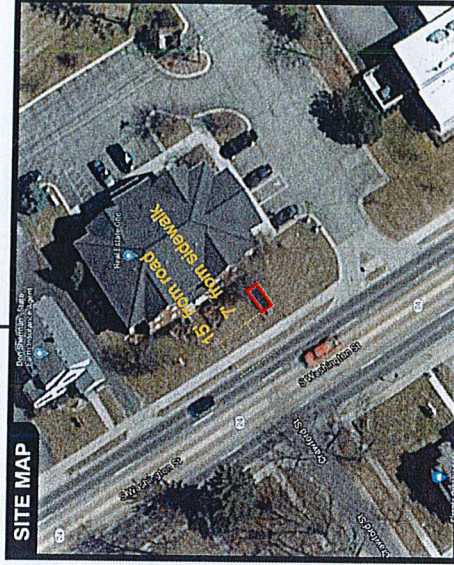
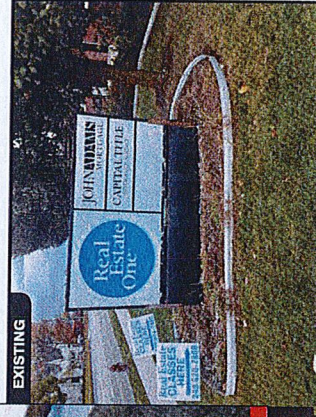
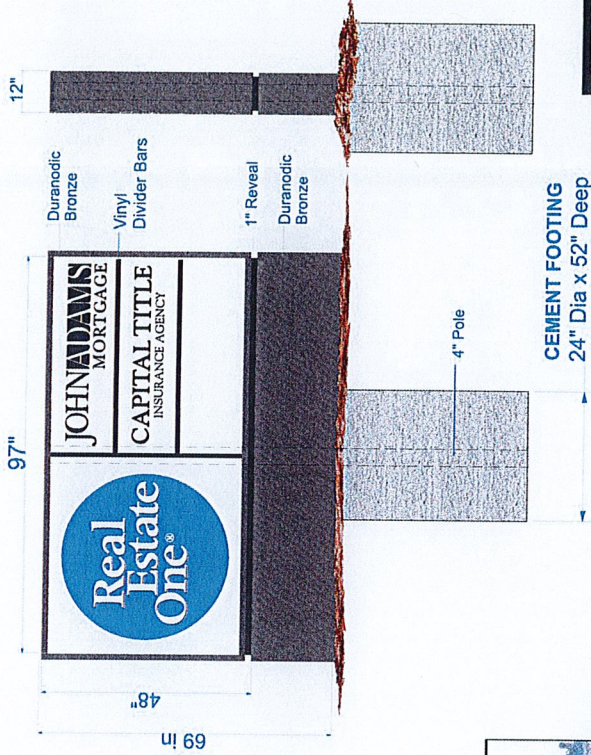
CC: Joe Madore, Village Manager

SIGN DIMENSIONS

48" x 97" = 32.33 sqft

NOTES

- Pending Variance
(city ordinance max 24 sqft OAH 6')
- Remake and install illuminating, double-sided monument (one face for each side with vinyl dividers)
- Pan Faces:** 3" flange, 2.25 depth
VO: 45" x 95.5"
Cut Size: 46.5" x 95.5"
- Internally illuminating with LED lights



11444 Kaltz Ave
Warren, MI 48089
Phone: 586-759-2700
www.metroal.com

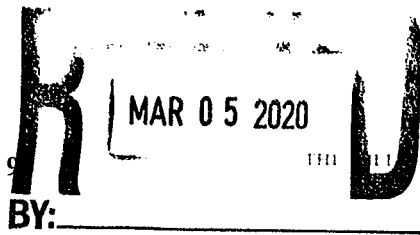
Revision: 03/03/20 #4
Work Order#: 12859.1

File Name: Real Estate One_Oxford_Monument Remake
Date: 11/14/19
Drawn By: Megan
Sales Person: Mary Ann Deters
Customer Signature _____ Date _____

Real Estate One
Family of Companies

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VILLAGE OF OXFORD
Building Department
22 West Burdick, P.O. Box 9
Oxford, MI 48371-0094
248-628-2543



SIGN PERMIT APPLICATION

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

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

LOCATION: 110 S Washington St Sidwell# _____
Name of Business: Real Estate One
Name of Business Owner: Real Estate One Owner Phone: 249-208-2911
Contractor Name: Metro Detroit Signs License/Expiration date: 12/31/21
Address: 11444 Kaltz Ave City: Warren State: MI Zip: 48089
Phone: 586-759-2700 Email: kdeters@metrodetroitsigns.com
Applicant's Signature: Paul B. Deters 3-2-20

Type of Sign (Fill in Only Those that Apply)

GROUND Yes Sign Area: 32.33 sq feet Height: 5.75 feet overall ht including base
(not including base or supports)
(including base or supports)

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

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

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

MARQUEE _____ Sign Area: _____

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

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

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

SPECIAL LAND USE

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

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

PC DESIGN APPROVAL

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

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

ADDITIONAL REQUIREMENTS

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

FEES

Application Fee\$15

Permit Fee per sign.....\$85

Contractor Registration Fee\$15

Special Land Use Fee (if needed)\$300

Public Hearing Fee (for SLU)\$150

PC Design Approval\$150

TOTAL FEES: _____

FOR VILLAGE USE ONLY

- _____ 1. Distribute plans to Planner
- _____ 2. Receive Decision Form from Planner
- _____ 3. Sign Permit Issued to Applicant
- _____ 4. If Design Review or Special Use is Required:

- ☐ Planning Commission Meeting Date: _____
- ☐ Notice for Public Hearing (Special Use Only)
- ☐ Receive Review from Planner
- ☐ Planning Commission Decision: _____
- ☐ Sign Permit Issued

NOTES

Danod

Permit Application NOT Approved

Scn Proposed is Too Large

Ordinance # 7.4.3 2nd mention of it.



11444 Kaltz Ave. Warren, MI 48089
P: (586)759-2700 F: (586)759-2703
kdeters@metrodetroitsigns.com

DATE: 3/2/20

TO: Village of Oxford Building Dept.

FROM: Kevin Deters
Metro Detroit Signs

RE: Real Estate One – ground sign
110 S Washington St.

We are applying for a permit to replace the existing (damaged) ground sign. The sign is secured so it will not fall over, but it is damaged beyond repair. This sign will require special land use because the sign area is 32.33 sq feet, and the ordinance allows 24 sq feet. It also requires PC Design approval because the sign is internally illuminated. This will be a “like for like” sign changeover. The new sign is the exact same size as the existing damaged sign.

Here is our sign application with 2 copies of the drawing. I have also included a registration form with a copy of our licenses. There is also a \$565 check for the fees (\$15 registration, \$15 application, \$85 sign permit, \$300 Special Land Use fee, \$150 PC Design Approval).

Feel free to call me at (586)759-2700 if anything else is needed. Thank you for your assistance.



Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Sign Design Review – 40 N. Washington St./Mainstream Boutique

DATE: April 29, 2020

The business owner of Mainstream Boutique has applied for a sign permit to install an internally illuminated sign on the storefront located at 40 N. Washington, Unit 4. The sign would be located on the building's westside elevation, facing N. Washington Street. The sign is 22.5 square feet (SF) in area and meets the dimensional and locational requirements of the Zoning Ordinance.

Section 7.4.8(F)(1)(b) requires that internally illuminated signs in the C-1 Core zoning district receive design approval from the Planning Commission. The sign has been placed on the May 5, 2020 agenda for design approval.

In my opinion, the proposed black and white sign is attractive and not overly obtrusive. It is below the permitted square footage and will be used by a tenant occupying 25 lineal feet of front wall space. The use of internally illuminated channel letters will create a lesser amount of glare and brightness than if the sign utilized the old square box sign with florescent tube lighting and had a plastic sheet with lettering attached. It will allow the brick façade to be more visible and not detract from the building's architectural features. The letters handwritten style will present a more classic, artistic look instead of a more rigid, multi-functional generic appearance found in any community.

We would advise the Planning Commission to grant sign approval if in the Planning Commission's opinion, the proposed sign will be attractive addition to the downtown.

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



SIGN PERMIT APPLICATION

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

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

LOCATION: 40 N. Washington Unit 4 Sidwell# _____
Name of Business: Mainstream Boutique
Name of Business Owner: Melissa King Owner Phone: (248) 444-1111
Contractor Name: Daniel C. Crannie Jr License/Expiration date: 5306075 - 12/31/20
Address: 4145 Market Place City: Flint State: MI Zip: 48507
Phone: (810) 487-0000 Email: debbie@signsbycrannie.com
Applicant's Signature: _____

Type of Sign (Fill in Only Those that Apply)

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

WALL X Sign Area: 22.5 Linear Width of Storefront or Building Frontage 25'
Area of any existing or proposed projecting signs: _____

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

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

MARQUEE _____ Sign Area: _____
PLEASE NOTE THAT MARQUEE SIGNS REQUIRE PLANNING COMMISSION APPROVAL

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

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

SPECIAL LAND USE

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

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

PC DESIGN APPROVAL

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

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

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
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FEES

Application Fee\$15

Permit Fee per sign.....\$85

Contractor Registration Fee\$15

Special Land Use Fee (if needed)\$300

Public Hearing Fee (for SLU)\$150

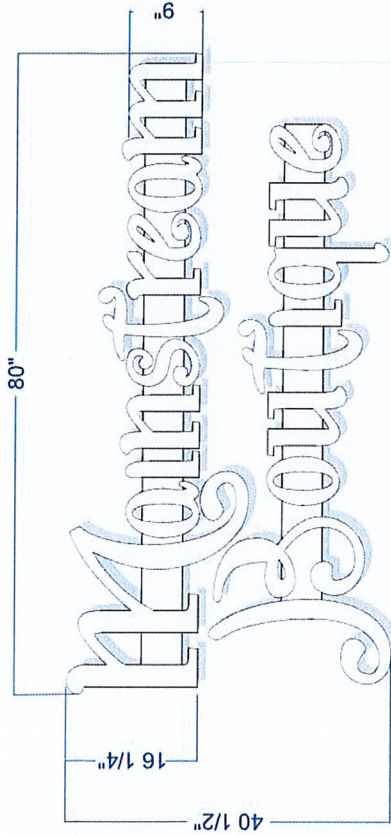
PC Design Approval\$150

TOTAL FEES: 265.00

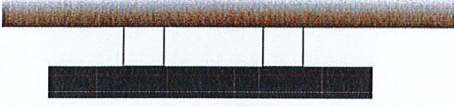
FOR VILLAGE USE ONLY

- _____ 1. Distribute plans to Planner
- _____ 2. Receive Decision Form from Planner
- _____ 3. Sign Permit Issued to Applicant
- _____ 4. If Design Review or Special Use is Required:
 - ☐ Planning Commission Meeting Date: _____
 - ☐ Notice for Public Hearing (Special Use Only)
 - ☐ Receive Review from Planner
 - ☐ Planning Commission Decision: _____
 - ☐ Sign Permit Issued

NOTES

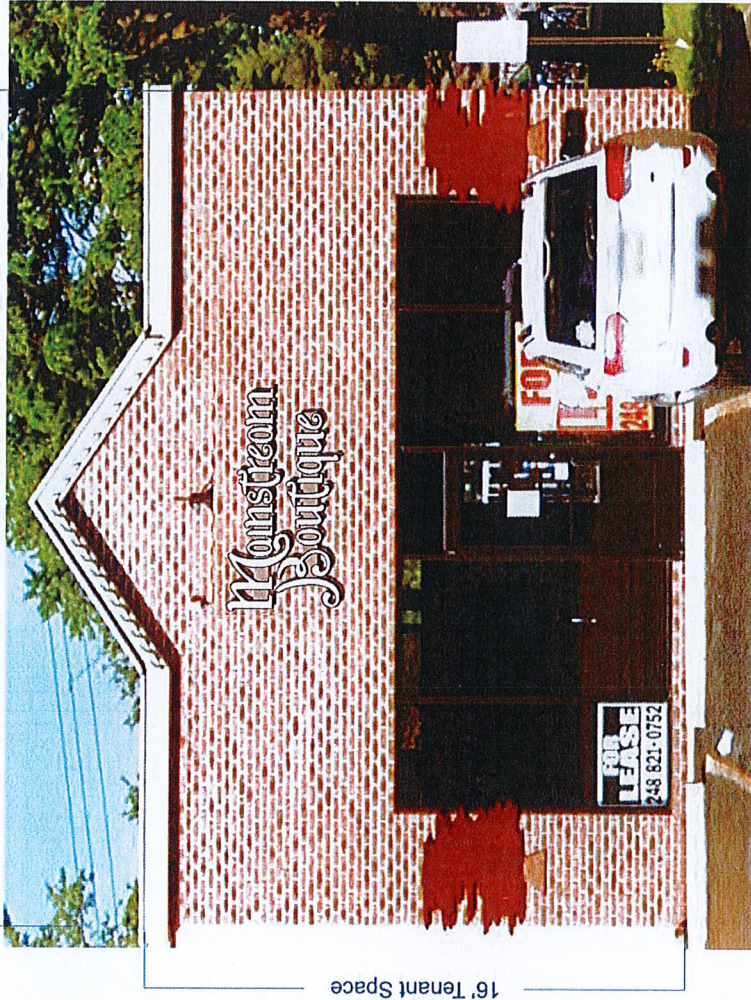


End View



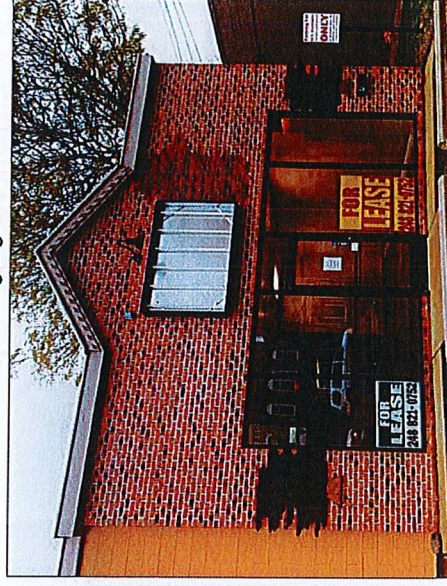
Signage = 22.5 SqFt
Allowable = 22.6 SqFt

25' Tenant Space
Proposed Sign



- Wall Sign (Qty. 1 - S/F - Lighted)**
- Channel Letters w/ White Face, Black Trim Caps & Returns
 - Signage To Be Raceway Mounted To Brick (Painted To Match Brick - TBD)
 - Existing Sign To Be Removed/Replaced

Existing Sign



X

Signature for approval of artwork - Proceed to production as shown

SIGNS BY...
Crammie
A FULL SERVICE SIGN COMPANY

4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrammie.com

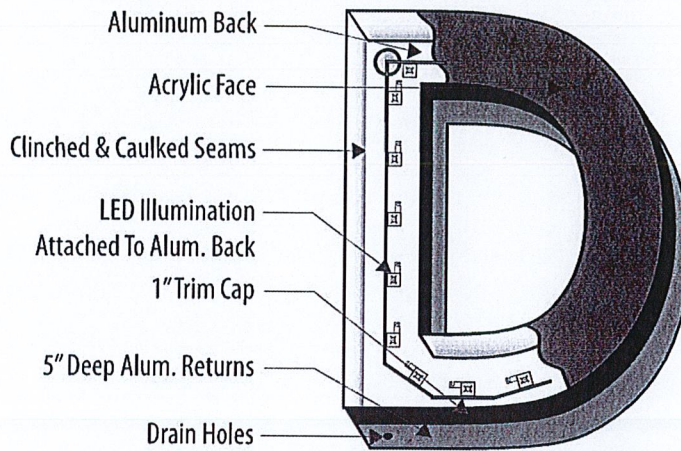
Customer: Mainstream Boutique
Address: 40 N. Washington
Oxford, MI

Salesperson: Shawn
Date: 1-15-20
D-T: X
Scale: 1/2"=1'-0"

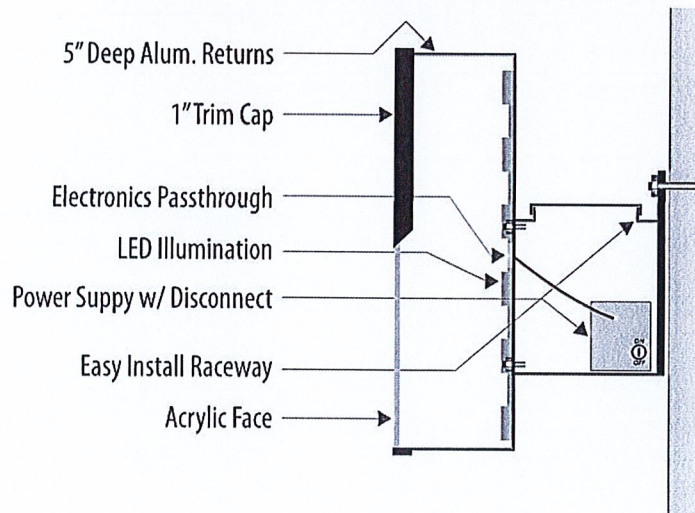
Filename: MainstreamBoutique-Wall Sign
Drawn By: James Naegle
Revision: JN 1-17-20 GA 2-11-20 GA 2-26-20

ORIGINAL ARTWORK, DESIGNS & LAYOUTS ARE THE SOLE PROPERTY OF SIGNS BY CRAMMIE AND MAY NOT BE REPRODUCED, DISPLAYED, TRANSMITTED TO ANYONE, IN FULL OR IN PART WITHOUT THE WRITTEN CONSENT OF SIGNS BY CRAMMIE. ©2020 Signs By Crammie

FRONT LIT LED CHANNEL LETTER

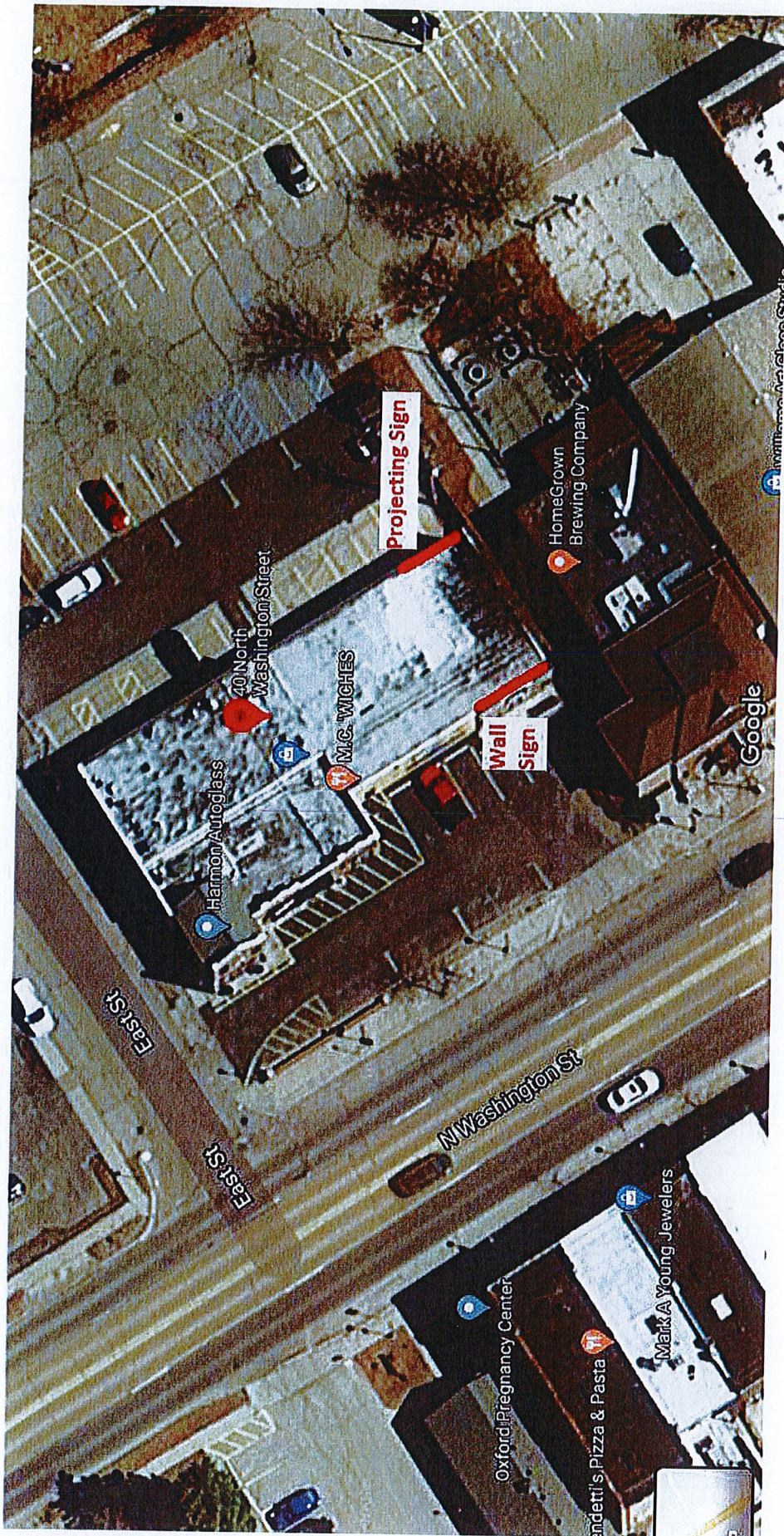


FRONT LIT LED CHANNEL LETTER RACEWAY MOUNTED TO WALL

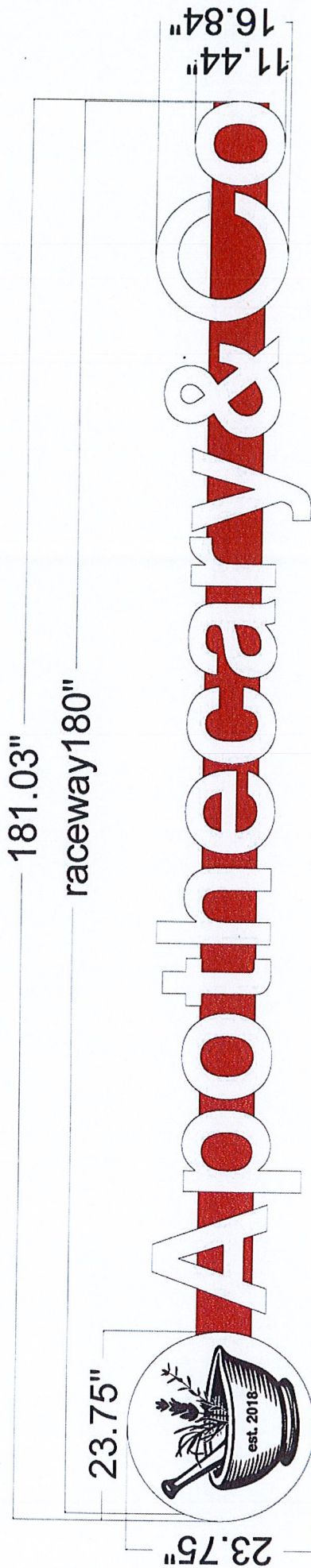


SIGNS BY...
Crannie
A FULL SERVICE SIGN COMPANY

4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com



*Note 1 set



Specs: One set preformed channel letters w/ plex faces and LED's - raceway mounted.

Face: 7328 white plex / digital print applied as per artwork (high concentration ink).

Trim: 3/4" black.

Return: 4" pre-finished black / Interiors white.

Illumination: Principal QwikMod White PLQM2-TW150-P.

Transformers: Principal PL-60-12-U 100-277VAC - rwy.

UL Specs: UL Listed w/ UL Labels.

Drain Holes: Yes.

Electrical Holes: To raceway / use 12 ga. STRANDED primary wire.

Mounting Holes: To raceway.

Raceway Info: EXTRUDED 7"H x 4.5"D x length above / disconnect switch w/ switch lock / painted SW 6636 Husky Orange.

Hardware: standard EXTRUDED external mounting brackets.

Apothecary & Co	Job #:	201481	Approved By: <u>Duane Bubear</u>	Date: <u>2-5-19</u>
	SIGNED APPROVAL OF ALL DRAWINGS MUST BE RECEIVED BEFORE PRODUCTION BEGINS.			
Gina Mercado	Date:	2/4/19	Notes/Changes: <u>install date 2-26-19</u>	CE75556 CO13479 (15028)