

Village of Oxford Planning Commission Agenda
Tuesday, July 21, 2020 7:00 P.M. – Teleconference ONLY
To Participate in Meeting: Call-in access number (701) 802-5176
Meeting Code: 1531799
22 W Burdick Street, Oxford, MI
Tel: 248-628-2543

This meeting is being held remotely per Governor Whitmer's Executive Order 2020-129

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: Rose Bejma, Jack Curtis, Gary Douglas, Maureen Helmuth, Justin Ballard, Leslie Pielack, Michelle McClellan
4. Approval of Agenda: July 21, 2020
5. Approval of Minutes: June 16, 2020
6. Correspondence:
7. Old Business: Adult Use Marijuana -Attorney Robert Davis
8. New Business: SIGN DESIGN REVIEW – 15 E. Burdick/Kee Realty
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. Future Business: Tuesday August 4th, Primary Election -No Meeting. August 18, 2020 Village Ridge Site Plan.
13. Adjournment:

VILLAGE OF OXFORD
PLANNING COMMISSION
REGULAR TELECONFERENCE MEETING MINUTES
Meeting conducted via video/teleconference due to the health concerns of COVID-19
Per Governor's Executive Order 2020-75
Call-in access number: (701) 802-5176
Meeting Code: 1531799
Planning Commission Members: Justin Ballard, Rose Bejma, Jack Curtis, Gary Douglas,
Maureen Helmuth, Michelle McClellan, Leslie Pielack

22 West Burdick Street Oxford, MI 48371	June 16, 2020	7:00 pm
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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, Bejma, Curtis, Douglas, Helmuth, McClellan, Pielack.
Absent: 0. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna
Planner Paul Lippens attorney Robert Davis.

Due to the nature of the meeting, a roll call vote was called and recorded for each motion.

4. APPROVAL OF AGENDA: Meeting Agenda June 16, 2020.

MOTION: by Douglas/Curtis to amend the agenda by removing Adult Use Marijuana under
Old Business due to the absence of Planner Ortega.

Roll Call Vote: Ayes, 3. Curtis, Douglas, Ballard. Nays: 4. Helmuth, McClellan, Pielack,
Bejma. Absent: 0. Motion failed.

MOTION: by Helmuth/Pielack to approve agenda the June 16, 2020 meeting agenda
as presented with Adult Use Marijuana discussion under Old Business.

Roll Call Vote: Ayes, 7. Helmuth, McClellan, Pielack, Ballard, Douglas, Bejma, Curtis. Nays: 0.
Absent: 0. Motion carried.

5. APPROVAL OF MEETING MINUTES: June 2, 2020 Regular Meeting.

MOTION: by Bejma/McClellan to approve the Village of Oxford Planning Commission
June 2, 2020 Regular Meeting minutes as presented.

Roll Call Vote: Ayes, 7. Douglas, Helmuth, McClellan, Pielack, Ballard, Bejma, Curtis. Nays: 0.
Absent: 0. Motion carried.

6. CORRESPONDENCE: None

7. OLD BUSINESS: Adult Use Marijuana information with current litigation and municipal legal
entanglements with the marijuana industry was provided by the attorney for discussion. Revised
ordinance and draft application included. A lot of litigation in adult use and medical marijuana.
Selection process and setting number of licenses or permits. Need a dedicated session to get
something in final form. Application needs some study. Financial investment minimum standard
by committing to an investment amount. A very intense individual meeting was recommended.

8. NEW BUSINESS:

a. Gourmet Guys Grill-Outdoor Seating Review, 74 N Washington St.

Parcel ID# 04-22-456-001, C-1 Transition: The site is located on the east side of N

Washington Street, north of Center Street and south of the Polly Ann Trail bridge. The Gourmet Grilling Guys would like to operate a 288 SF seasonal outdoor dining patio between the front/west façade of the existing building and the N Washington Street right-of-way on their private property from April to November. Planner Paul Lippens gave an overview of the McKenna review letter dated June 8, 2020. Outdoor dining is popular and something we want to encourage during the COVID-19 social distancing. Not a variance rather a nonconformity improving existing non-conformity as a special consideration.

MOTION: by Curtis/Helmuth to grant approval for outdoor dining at 74 N Washington with completion of the conditions outlined in the McKenna letter dated June 8, 2020.

Roll Call Vote: Ayes: 7. Helmuth, McClellan, Pielack, Bejma, Curtis, Ballard, Douglas. Nays: 0. Absent: 0. Motion carried.

9. **PUBLIC COMMENT:** None.

10. **CONSULTANT AND ADMINISTRATIVE COMMENTS**

11. **COMMISSIONER COMMENTS:**

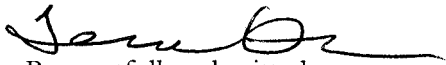
Oxford Township- Jack Curtis- Nothing to report.

ZBA-Rose Bejma-Nothing to report.

DDA-Pete Scholz- Downtown projects punching ahead.

12. **ADJOURNMENT:**

MOTION: by Helmuth/Pielack to adjourn at 7:50 p.m. All in favor. Motion carried.



Respectfully submitted,
Tere Onica, Recording Secretary



Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Sign Design Review – 15 E. Burdick / Kee Realty

DATE: June 30, 2020

Printall sign company on behalf of business owner Kee Realty has applied for a sign permit to install two (2) internally illuminated signs on the storefront located at 15 E. Burdick Street. The signs would be located on the building's south elevation, facing E Burdick Street, and east elevation, facing an off-street parking lot. The south elevation sign is 30 square feet (SF) in area and the east elevation sign is 18.75 SF in area. Both signs meet 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 will be internally illuminated with an LED light source.

The proposed black, white and red sign is an update to the previous sign which utilized a font and overall shape that now comes across as dated. The new sign shape and layout is more modern with cleaner lines and the colors would complement the building's new paint scheme. However, it is a box sign with an internal light source that will illuminate not only the lettering but the red and black fields. The potential exists for it to be a rather bright beacon as people enter the downtown. Signage encouraged in the downtown is either externally illuminated or comprised of channel cut letters and logos with a back-lit illuminated halo effect. When internal illumination has been permitted it has been for channel cut letters. The result is the business name is visible while not creating bright fields around the lettering. The preferred signage style allows the materials and design of the buildings in the downtown to be more prominent as well.

While the proposed sign replaces a dated shape and font, it still utilizes an internally illuminated box design which is typically found in generic commercial strip centers and not in the downtown. If in the Planning Commission's determination the update in style is sufficient, then they should consider granting design approval.

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: 15 E Burdick St. Oxford MI 4871 Sidwell# _____

Name of Business: Real Living Koe Realty

Name of Business Owner: Cose Delange Owner Phone: 586-291-1089

Contractor Name: Printall License/Expiration date: 47-371555 Exp

Address: 69395 North Main St City: Richmond State: MI Zip: 48062 ^{12/51}/₂₀

Phone: 586-872-3169 Email: eric@micapital.com

Applicant's Signature: [Signature]

Type of Sign (Fill in Only Those that Apply)

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

WALL 20x Sign Area South 40' x 108' East 30' x 90' Linear Width of Storefront or Building Frontage South 476' East 113'
Area of any existing or proposed projecting signs: South Side & East Side

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

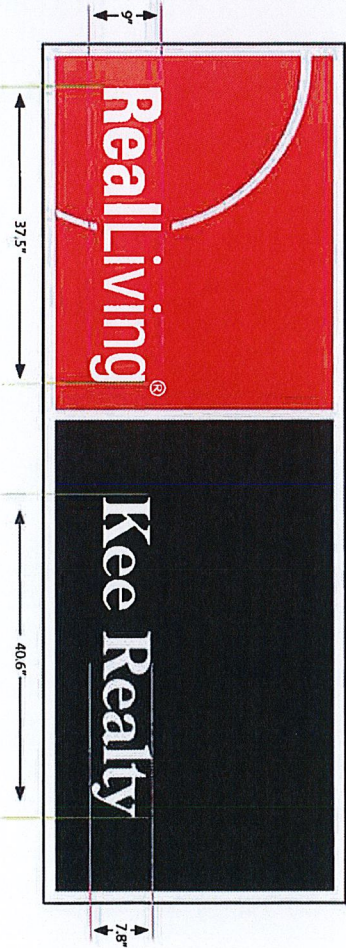
NOTES

Sign Location: 15 E Burdick St, Oxford, MI 48371

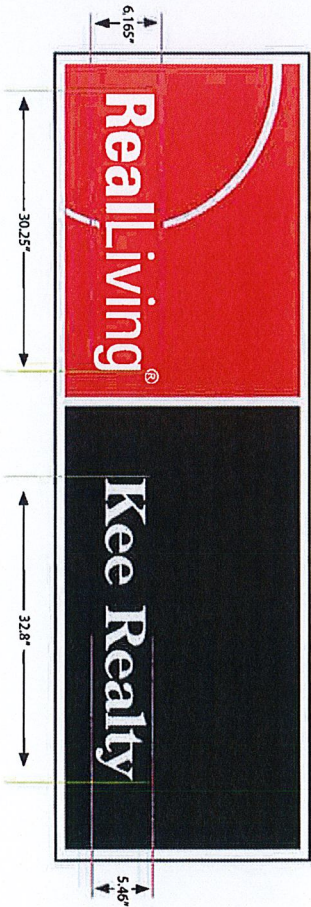
Type of Sign: Wall Mounted Backlit Sign



South Facing Sign - 40" x 108"



East Facing Sign - 30" x 90"



PMS Color: For Printing Solid Black / Red Pantone 186



113 St. Francis



416 Ct Frontage