

1 **VILLAGE OF OXFORD**
2 **PLANNING COMMISSION**
3 **REGULAR TELECONFERENCE MEETING MINUTES**
4 Meeting conducted via video/teleconference due to the health concerns of COVID-19
5 Per Governor's Executive Order 2020-129
6 Call-in access number: (701) 802-5176
7 Meeting Code: 1531799
8 *Planning Commission Members: Justin Ballard, Rose Bejma, Jack Curtis, Gary Douglas,*
9 *Maureen Helmuth, Michelle McClellan, Leslie Pielack*

22 West Burdick Street Oxford, MI 48371	August 18, 2020	7:00 pm
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11 **1. CALL TO ORDER**

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

13 **2. RESPECTS TO THE FLAG**

- 14 **3. ROLL CALL:** Members Present- Ballard, Bejma, Curtis, Douglas, Helmuth, McClellan, Pielack.
15 Absent: 0. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna
16 Planner Mario Ortega, Rowe Engineer Doug Skylis, Attorney Robert Davis, Fire Chief Pete
17 Scholz.

18
19 *Due to the nature of the meeting, a roll call vote was called and recorded for each motion.*

20 **4. APPROVAL OF AGENDA: Meeting Agenda August 18, 2020.**

21 **MOTION:** by Curtis/Helmuth to approve the agenda as presented.

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

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25 **5. APPROVAL OF MEETING MINUTES: July 21, 2020 Regular Meeting.**

26 **MOTION:** by Curtis/Bejma to approve the Village of Oxford Planning Commission
27 July 21, 2020 Regular Meeting minutes with a correction to the spelling of Mario Ortega on line
28 16.

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

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32 **6. CORRESPONDENCE:** Email correspondence was received from Cheryl Lotan regarding
33 inadequate setbacks for proposed Building 3, and concerns for decking or doorwalls located above
34 the grade. Julie Hallock Village Ridge HOA President emailed a response to the review letter from
35 McKenna citing Items 3, 5, 6, 8, 9, sump pump problems, and construction bond.

36 **MOTION:** by Douglas/Curtis to receive and file the correspondence into the record.

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

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40 **7. OLD BUSINESS:**

- 41 a. **Village Ridge Site Plan Review #5:** Planner Mario Ortega reviewed the August 11, 2020
42 McKenna letter (referencing the site plan originally dated February 21, 2020). Project history
43 was given. The Consent Judgement dated May 8, 2001 was referenced regarding agreed
44 upon setbacks of Buildings 4 and 5 from the centerline of Conda Lane. There was also a
45 Condominium Parcel Split in August 2015. The applicant must shift the condominium

46 boundary line west to remove Conda Lane from Village Ridges' general element area. Final
47 site plan approval should be contingent upon recording the revised Exhibit B and associated
48 Oakland County land combination of the two parcels back in to one property prior to
49 issuing any building permits. The applicant should verify that no amendments will be
50 submitted for recording the Master Deed and Bylaws. On November 5, 2019, the Planning
51 Commission granted preliminary site plan approval contingent upon several issues being
52 resolved before final site plan approval could be granted.

53 Recommendation to grant final site plan approval contingent upon:

- 54 1. A revised Exhibit B that removes Conda Lane from within the general element
55 condominium boundary
- 56 2. A revised landscape plan if required by the Planning Commission to meet the intent of
57 the ordinance
- 58 3. Sufficiently addressing any unresolved engineering issues identified in condition 2 of
59 the preliminary site plan approval.

60 Shiloh Dahlin from Alpine Engineering addressed foundation systems. Geotech data
61 needs to be linked to the blueprints/plans provided by the applicant. Rowe Engineering to
62 advise on stabilizing utilities such as water and sewer lines in unstable soil. Landscaping
63 plans need to be more detailed because of the complicated site with elevation changes.
64 Open space is a field being mowed, when new buildings are constructed what is the plan to
65 improve the aesthetics? Village ordinance has irrigation requirements that are not addressed.
66 It was advised that a recording of the meeting discussion at or around the time of 8:00 p.m.
67 where Village Ridge deficiencies were discussed be used by the applicant/Alpine
68 Engineering for a complete understanding of what the commissioners need in order to
69 approve the site plan. Title work needs to be done at Oakland County per the McKenna
70 review letter in advance of permits being issued.

71
72 To recap so the applicant understands what needs to be presented to the commission:
73 Foundation drawing-what does the soil profile require; what is needed for a building to be
74 built on unstable soil and how will the utilities be stabilized? Landscaping detail needs to be
75 provided. Abandoned sign needs to be removed. Use of white spruce was questioned
76 because of Phomopsis Fungus disease. Village Ordinance requires species be diverse, not
77 more than 30% of one species to avoid species specific diseases decimating Michigan
78 landscape. Tree in front of building 3 will be removed for construction with no provisions
79 for replacement or irrigation. Elevations need to show placement of plantings.

80 **MOTION:** by Bejma/Douglas to postpone Village Ridge Site Plan review to the next
81 meeting.

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

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85 **b. Adult Use Marijuana:** Attorney provided information on Warren litigation which is
86 ongoing. An updated Adult Use Marijuana Ordinance draft with a draft application was presented
87 as a follow up to memos dated May 7, May 27, July 21, and August 18, 2020. As litigation
88 continues, the draft Adult Use Marijuana Ordinance goes through further revision. The memo
89 covered Ordinance Outline Key Provisions, Application Requirements and
90 Conclusions/Recommendations for the safest way to proceed to mitigate potential litigation.
91 Buffer between businesses is appropriate for keeping economic development balance. Concern
92 over receiving a flood of applications at the same time, how to prioritize and process. Who will

93 perform the review, what level of experience and qualifications are necessary, what is the process
94 and timeline for application review?

95 **MOTION:** by Curtis/Helmuth to recommend the draft Adult Use Marijuana Ordinance latest
96 revision as presented and developed by the Planning Commission to the Village Council for
97 consideration at its next regular meeting.

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

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101 **8. NEW BUSINESS:** None.

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103 **9. PUBLIC COMMENT:** None.

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105 **10. CONSULTANT AND ADMINISTRATIVE COMMENTS**

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107 **11. COMMISSIONER COMMENTS:**

108 Oxford Township- Culver's restaurant returned with amendment to Site Plan to
109 accommodate two drive through windows that have become necessary due to the
110 Pandemic.

111 ZBA-Rose Bejma-Nothing to report.

112 DDA- Three vacancies on the DDA.

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114 **12. ADJOURNMENT:**

115 **MOTION:** by Helmuth/Pielack to adjourn at 9 :10 p.m. All in favor. Motion carried.

116 **Roll Call Vote:** Ayes: 7. McClellan, Pielack, Bejma, Helmuth, Curtis, Ballard, Douglas.

117 Nays: 0. Absent: 0. Motion carried.

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Respectfully submitted,
Tere Onica, Recording Secretary

