

Village of Oxford Planning Commission Agenda
Council Chamber- 22 W. Burdick St., Oxford MI, 48371
Tuesday, December 7, 2021, 7:00 P.M.

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 Chairman Justin Ballard at 7:00pm
2. Respects to the Flag
3. Roll Call: Maureen Helmuth, Leslie Pielack, Michelle McClellan, Jon Nold, Kelly Arkles, Scott Flynn, Justin Ballard.
4. Approval of Agenda: December 7, 2021
5. Approval of Minutes: October 19, 2021
6. Correspondence: None
7. New Business:
 - a. **Sign Permit Application/Design approval. Norah's Bridal 6 N. Washington**
 - b. **Sign Ordinance – Awnings Discussion**
8. Old Business: None.
9. Public Comment:
10. Consultant & Administration Comments:
11. Commissioner Comments:
 - Oxford Township Planning Commission Update
 - ZBA Update
 - DDA Update
12. Adjournment:

Posted December 2, 2021, 3:00 p.m.

VILLAGE OF OXFORD
PLANNING COMMISSION
October 19, 2021, 7:00 p.m.
REGULAR MEETING MINUTES

Meeting Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: (248) 628-2543
www.thevillageofoxford.org

1. CALL TO ORDER

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

2. RESPECTS TO THE FLAG

3. ROLL CALL: Members Present-Ballard, Arkles, Flynn, Nold, Pielack, Helmuth, McClellan. Staff Present: Recording Secretary Tere Onica, Village Manager Joe Madore, McKenna Planner Mario Ortega.

4. APPROVAL OF AGENDA: Meeting Agenda October 19, 2021.

MOTION: by McClellan/Pielack to approve the October 19, 2021, agenda as presented. All present voting in favor. Motion carried.

5. APPROVAL OF MEETING MINUTES: September 7, 2021, Regular Meeting Minutes.

MOTION: by Nold/Helmuth to approve the Village of Oxford September 7, 2021, regular planning commission meeting minutes as presented. All in favor. Motion carried.

6. CORRESPONDENCE: None.

7. NEW BUSINESS:

a. PC 21-07, LUME Cannabis Co. Adult-Use Marijuana Site Plan, PID #: PO-04-26-327-008, 595 S. Glaspie Street.

LUME representative, Architect Chris Enright and Walled Lake store manager, Nicole Marshall comments. Renovation to interior and exterior of 595 Glaspie. LUME has the largest market share in the State of Michigan. All products are created in Evert, MI. Also, most compliant per MRA.

Planner comments by Mario Ortega as outlined in the McKenna letter dated October 11, 2021. Discussion on employee and customer parking, curb-side service, security cameras and landscaping design. Minimum Efficiency Reporting Value (MERV) rating of 14 (or higher) is the standard commercial specification to be used for effective odor control. No future plans for 1,600 sq. feet of unused building space. Any changes to building use will have to come back to the village for approval. The existing overhead loading door will be removed. All deliveries will be done after hours at the back of the building by delivery van and licensed transporter. There will be two security guards dedicated will manage parking/traffic. The commissioners expect that there will be traffic and parking bottlenecks at the business grand opening but expect that to taper off. Nicole Marshall gave assurance that a security guard will manage traffic and parking issues at grand opening. Installation of a generator was suggested. The State of Michigan requires security cameras to have an uninterrupted power source. Damaged marijuana will be disposed of per MRA requirements-diluted with kitty litter and disposed of in locked dumpster. Number trees per species exceed percentage allowed by ordinance. Reduce Crab Apple Trees from 5 to 4. Oak wilt is a disease problem in Michigan at this time. Native species were recommended choices for evergreen and deciduous trees. Avoid

invasive species: ornamental grass, burning bush. MRA conducts semi-annual visits and random inspections for compliance.

MOTION: by Ballard/Nold to grant site plan approval for 595 S. Glaspie Street, LUME Cannabis Co., contingent upon all of the itemized recommendations in the McKenna Review letter dated October 11, 2021, are met, with compliance to all department recommendations including changes to tree and plant species as discussed with the position of trees not to interfere with utilities. Parking spaces shall be added if the demand exceeds the existing number of parking spaces, and the applicant will return to the planning commission with any design changes to be reviewed and approved by the planning commission.

Roll Call Vote: Ayes: 7. Arkles, Flynn, Helmuth, McClellan, Nold, Pielack, Ballard. Nays: 0. Absent: 0. Motion adopted.

8. **OLD BUSINESS:** None

9. **PUBLIC COMMENT:** None.

10. **CONSULTANT & ADMINISTRATION COMMENTS:**

11. **Commissioner Comments:**

Oxford Township Planning Commission-Township Zoning map and ordinances are being updated.

ZBA Update-no meeting.

DDA Update- from Village Manager.

12. **ADJOURNMENT:**

MOTION: by Helmuth/Pielack to adjourn at 8:25 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 – 6 N. Washington St / Norah's Bridal

DATE: November 30, 2021

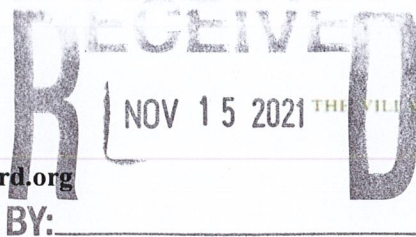
Allied Signs on behalf of business owner Karen Weaver has applied for a sign permit to install one (1) internally illuminated wall sign for a new business at 6 N. Washington Street. The sign would be located on the building's west elevation, facing Washington Street. A second non-illuminated sign would be on the building's east elevation facing the parking lot. The Washington Street illuminated sign is 9.78 square feet (SF) in area. The parking lot non-illuminated sign is 5.9 SF in area. The business is located in the C-1 Core zoning district. The 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 signs are comprised of channel cut letters and will be internally illuminated with an LED light source. Each letter would be individually illuminated.

The proposed design is a standard configuration of channel cut letters which will be directly mounted to the building facade. The letters will be white and mounted to the existing wood facade on the first floor which will be black. The result is a style which allows the building facade materials to be utilized as an effective contrasting background for the signage. This style can be found on many businesses in the downtown and is very attractive. The black first floor facade will be complimented with the black window frames on the second floor. The use of black does not detract from the brick on the upper floor. It creates a modern esthetic that harmoniously works with the traditional materials and shapes of the second floor. The sign style is in keeping with the overall design aesthetic encouraged in the Village.

We recommend the Planning Commission grant sign approval for the proposed sign which is in keeping with the design standards of the Village.

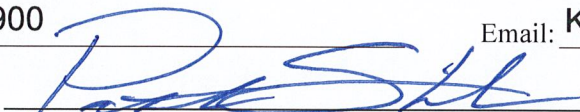
VILLAGE OF OXFORD
Building Services Department
22 West Burdick, P.O. Box 94
Oxford, MI 48371-0094
E-Mail: office@thevillageofoxford.org
248-628-2543



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: 6 N. Washington Street Sidwell# _____
Name of Business: Norah's Bridal
Name of Business Owner: Karen Weaver Owner Phone: 586-531-2891
Contractor Name: Allied Signs, Inc. License/Expiration date: 5306301
Address: 33650 Giftos City: Clinton Twp. State: MI Zip: 48035
Phone: 586-791-7900 Email: Kim@alliedsignsinc.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 (2) Sign Area: 9.77 & 5.90 Linear Width of Storefront or Building Frontage 25'
Area of any existing or proposed projecting signs: No existing. This application is for (2) wall signs. (1) illuminated sign on the front & (1) non-illuminated on the rear.

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.

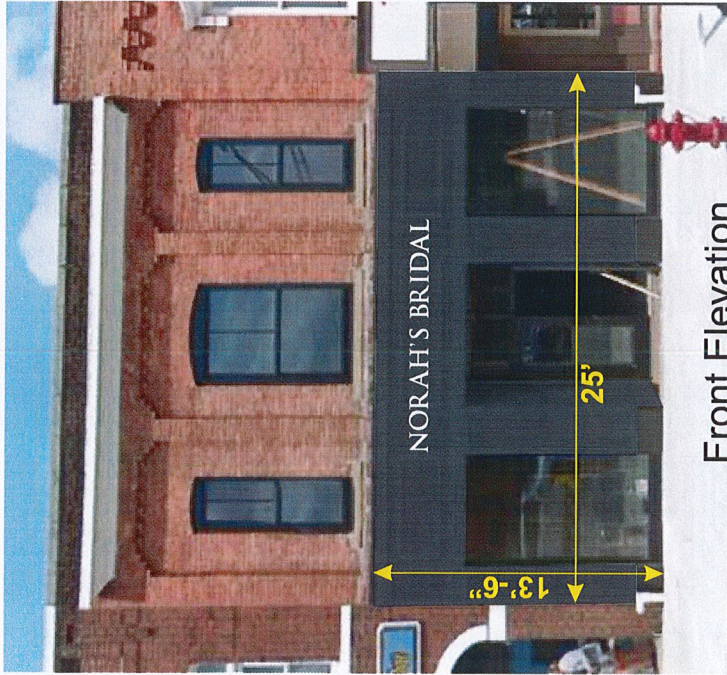
FEES

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: **\$335.00**



Front Elevation

NORAH'S BRIDAL 128" 11" 25'

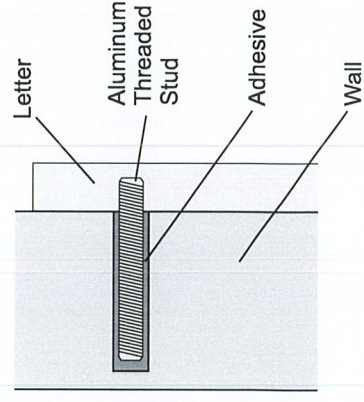
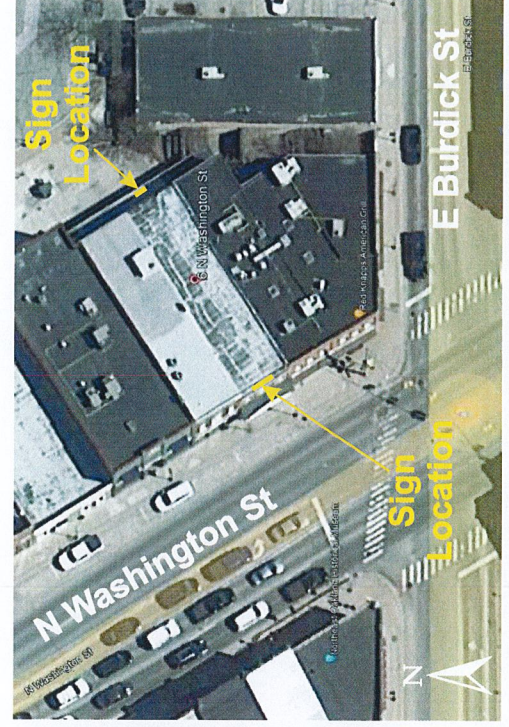
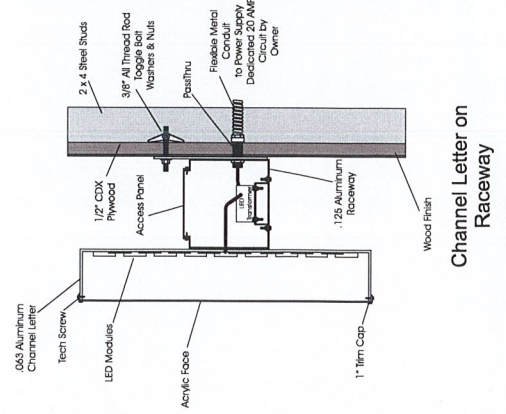
Building: 13'-6" x 25' = 337.5 sq.ft.
 Front Sign: 11" x 128" = 9.78 sq.ft.
 Back Sign: 8.5" x 100" = 5.9 sq.ft.
 Total = 15.68 sq.ft.



Rear Elevation

NORAH'S BRIDAL 100" 8.5" 100"

1/2" Thick dimensional lettering
 Non-illuminated
 Stud mounted

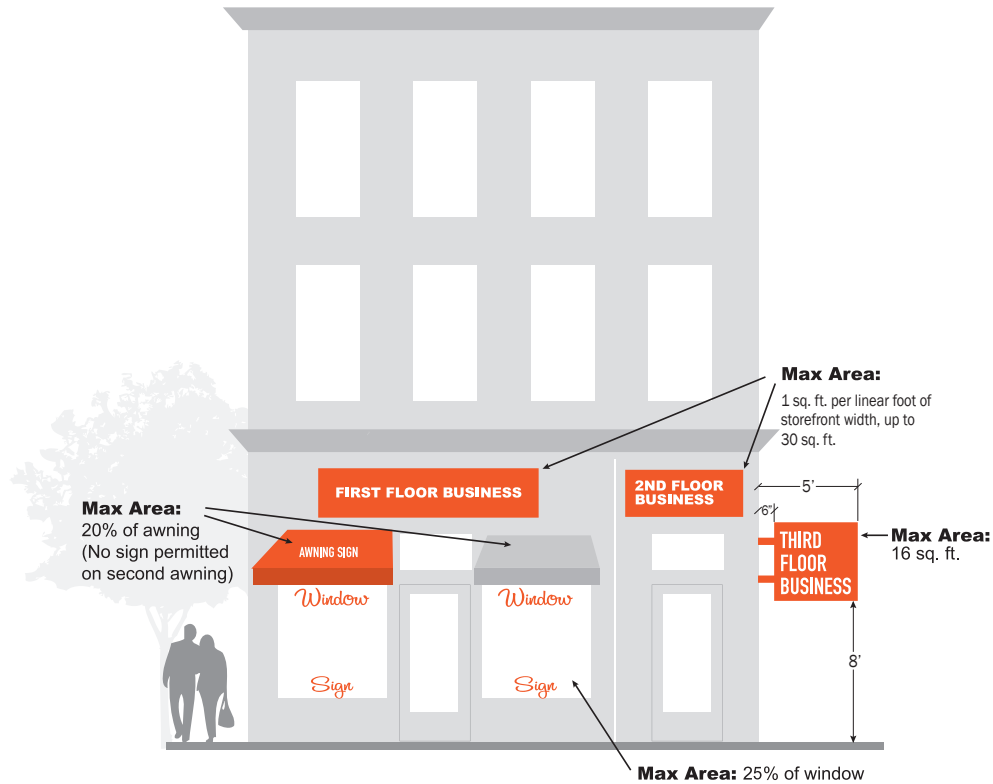


6 N. Washington St.
 Oxford

F. Signs Permitted in C-1 Core and C-1 Transition, and C-2 Districts.

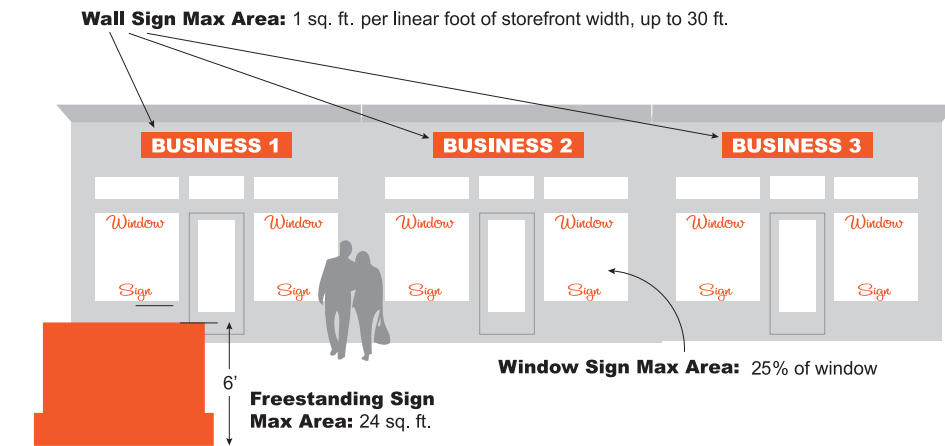
Example Building: C-1 District

NOTE: Graphic does not show all permitted options.



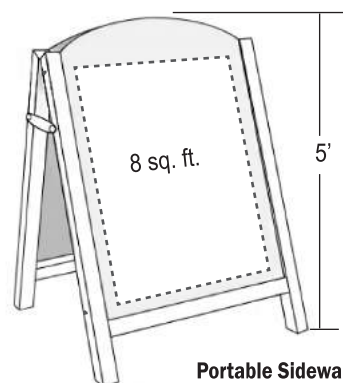
Example Building: C-2 District

NOTE: Graphic does not show all permitted options.



ARTICLE 7: GENERAL PROVISIONS

3. **Freestanding Signs.** One freestanding sign may be permitted per lot, except as described below. Such freestanding sign shall be subject to the following requirements:
 - a.) The sign shall not exceed six (6) feet in height and twenty-four (24) square feet in area.
 - b.) The sign must be set back at least three (3) feet from all lot lines and public sidewalks, and must meet the clear corner vision standards in section 7.4.3.c.
4. **Awning and canopy signs.** Signage is permitted on one awning per business.
 - a.) Sign lettering and/or logo shall comprise no more than 20 percent of the total exterior surface of an awning or canopy.
 - b.) Awnings and canopies must be permanently attached to buildings.
 - c.) The minimum height of awnings/canopies shall be eight feet from the lowest point of the awning/canopy to the sidewalk. Awning and canopy signs may be located over a public right of way, however such signs shall not project over a roadway.
 - d.) Awnings with back-lit graphics or other kinds of interior illumination are prohibited.
5. **Marquee Signs.** Existing marquee signs are permitted to remain and are not considered non-conforming. New marquee signs are only permitted by Special Use as described in Section 7.4.10.
6. **Interior and Window signs.** Window signs not to exceed twenty-five (25) percent of the area of any window shall be permitted, provided no one sign shall exceed twenty (20) square feet in area. Window signs may not be installed in windows that are less than six square feet.
7. **Portable Sidewalk Signs.** Portable sidewalk signs are permitted in all commercial districts, and may be placed at the public entrances to businesses, on either private property or the public sidewalk. All portable sidewalk signs shall require a permit and shall comply with the following specifications:



Portable Sidewalk Sign

- a.) Signs shall not exceed eight (8) square feet in area or five (5) feet in height. No sign shall be placed within a distance of ten (10) feet from any fire hydrant, or twenty-five (25) feet from any intersection.
- b.) For businesses with front and rear customer entrances, or frontages on two streets, one additional portable sidewalk sign may be permitted at the second entrance.
- c.) Each sign shall be placed outside only during the hours when the business is open to the general public, and shall be stored indoors at all other times.
- d.) The sign must be placed at least five feet from the curb. A clear path of five (5) feet of sidewalk must be maintained at all times.
- e.) Portable sidewalk signs shall not have more than two (2) sign faces.
- f.) The following design requirements shall apply to all sidewalk signs:
 - i. Portable sidewalk signs shall be made of durable materials and shall be architecturally compatible with the style, composition, materials, and details of the building.
 - ii. Portable signs on wheels shall be prohibited.
 - iii. The sign shall be kept in good repair at all times.
- g.) As of the effective date of this ordinance and any amendments thereto, all non-conforming portable, temporary, sidewalk signs shall be prohibited within the Village and must be removed as required in Section 7.4.4.

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