

**VILLAGE OF OXFORD  
PLANNING COMMISSION**

**February 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](mailto:justin.ballard@ballardintl.com); Leslie Pielack: [leslie.pielack@gmail.com](mailto:leslie.pielack@gmail.com); Gary Douglas: [willguver@gmail.com](mailto:willguver@gmail.com); Maureen Helmuth: [hlemo@aol.com](mailto:hlemo@aol.com); Michelle McClellan: [mcclellan72@yahoo.com](mailto:mcclellan72@yahoo.com); Jon Nold: [jnold@oxfordtownship.org](mailto:jnold@oxfordtownship.org); karkles@gmail.com;

**1. CALL TO ORDER**

Chairman Justin Ballard called the meeting to order at 7:04 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.; Helmuth, location: Village of Oxford, MI.; McClellan, location: Village of Oxford, MI.; Nold, location: Oxford Township, MI.; Absent 0. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna Planner Mario Ortega, Fire Chief Pete Scholz.

**4. APPROVAL OF AGENDA: Meeting Agenda February 2, 2021.**

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

**Roll Call Vote:** Ayes: 7. Arkles, Ballard, Douglas, Helmuth, McClellan, Nold, Pielack. Nays: 0. Absent: 0. Motion carried.

**5. APPROVAL OF MEETING MINUTES: January 19, 2021 Regular Meeting Minutes.**

**MOTION:** by Douglas/Helmuth to approve the Village of Oxford January 19, 2021 minutes with an amendment to attendance to reflect Commissioner McClellan as present on the virtual call but unable to participate due technical difficulties.

**Roll Call Vote:** Ayes: 7. Douglas, Helmuth, McClellan, Nold, Pielack, Arkles, Ballard. Nays: 0. Absent: 0. Motion carried.

**6. CORRESPONDENCE:** None.

**7. NEW BUSINESS: Election of Officers.**

**MOTION:** by Douglas/Pielack to nominate Commissioner Ballard as Planning Commission Chairman with Ballard accepting the nomination.

**Roll Call Vote:** Ayes: 7. Helmuth, McClellan, Pielack, Nold, Arkles, Ballard, Douglas. Nays: 0. Absent: 0. Motion carried.

**MOTION:** by Helmuth/Douglas nominating Leslie Pielack as Planning Commission Vice Chairman with Pielack accepting the nomination.

**Roll Call Vote:** Ayes: 7. McClellan, Pielack, Nold, Arkles, Ballard, Douglas, Helmuth. Nays: 0. Absent: 0. Motion carried.



49     **8.     OLD BUSINESS:**

50         **a.   2020 Annual Review and Future Business:** The action plan is a list of various topics not  
51         prioritized in any specific order. Consensus was to send report to council for approval.

52         **MOTION:** by McClellan/Douglas to request the Village Council accept the 2020 Planning  
53         Commission Annual Report and 2021 Action Plan as presented.

54         **Roll Call Vote:** Ayes: 7. Pielack, Nold, Arkles, Ballard, Douglas, Helmuth, McClellan.  
55         Nays: 0. Absent: 0. Motion carried.

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57     **9.     PUBLIC COMMENT:** None

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59     **10.    CONSULTANT AND ADMINISTRATIVE COMMENTS** - Master Plan (MP) review is  
60     most pressing. The review required by State statute is minimally two meetings. Planner Ortega to  
61     lead discussion, take notes and create recommendations for consideration. MP created in 2004,  
62     reviewed in 2009. Updated in 2011 with a comprehensive update completed in 2016 speaking to  
63     its' relevance. A review is the first step. Notification required to be made to adjacent  
64     communities. The MP will be available for review and public input. Corroborate what is good,  
65     identify what might be missing.

66  
67     **11.    COMMISSIONER COMMENTS**

68     OXFORD Township Planning Commission. Food Truck Ordinance forthcoming.

69     ZBA- needs a Planning Commission representative.

70     DDA- Interim director has been appointed. Restaurant weatherization grant materials have  
71     been delivered.

72  
73     **15.    ADJOURNMENT:**

74         **MOTION:** by Helmuth/Douglas to adjourn at 7:46 p.m. All in favor. Motion  
75         carried.

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77         

78         Respectfully submitted,  
79         Tere Onica, Recording Secretary  
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