

**Village of Oxford Planning Commission Agenda**  
**Council Chamber- 22 W. Burdick St., Oxford MI, 48371**  
**Tuesday, July 20, 2021, 7:00 P.M.**

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*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.*

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1. Call to Order by Vice-Chair Leslie Pielack at 7:00pm
2. Respects to the Flag
3. Roll Call: Maureen Helmuth, Leslie Pielack, Michelle McClellan, Jon Nold, Kelly Arkles.  
Absent: Justin Ballard.
4. Approval of Agenda: July 20, 2021
5. Approval of Minutes: June 15, 2021
6. Correspondence: None
7. New Business:
  - a. **PC 21- 01, PID #: PO-04-23-377-001, 592 Lakeville Road. Applicant Dan Davis.**
  - b. **PC 21-02, PID #: PO-04-26-327-015, 130 Oakdell St. Applicant One Drop Brewing Company, Benjamin Schuurle.**
  - c. **PC 21-03, PID #: PO-04-27-202-023, 29 S. Washington. MERO MERO Sign Permit Application, Owner Robby Gjokaj.**
8. Old Business:
  - a. Master Plan Review-Discussion to be continued at the August meeting.
9. Public Comment:
10. Consultant & Administration Comments:
11. Commissioner Comments:  
Oxford Township Planning Commission Update  
ZBA Update  
DDA Update
12. Adjournment:

**VILLAGE OF OXFORD**  
**PLANNING COMMISSION**  
**June 15, 2021, 7:00 p.m.**  
**REGULAR MEETING MINUTES**

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

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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- Arkles, Ballard, Douglas, Helmuth, McClellan, Nold, Pielack.  
Absent 0. Staff Present: Recording Secretary Tere Onica, McKenna Planner Mario Ortega.

**4. APPROVAL OF AGENDA: Meeting Agenda June 15, 2021.**

**MOTION:** by Douglas/Nold to approve the agenda as presented.

All in favor. Motion carried.

**5. APPROVAL OF MEETING MINUTES: May 4, 2021, Regular Meeting Minutes.**

**MOTION:** by McClellan/Nold to approve the Village of Oxford May 4, 2021, regular planning commission meeting minutes as presented. All in favor. Motion carried.

**6. CORRESPONDENCE:** None.

**7. NEW BUSINESS: PC 21- 03, PID#: PO-04-27-230-020, 72 S. Washington Street, Ascension My Health Urgent Care, Fadi Demashkieh, Sign Permit Application**

Planner Ortega reviewed the McKenna letter dated June 9, 2021. The site design has an internally illuminated LED light source subject to planning commission approval. The design included blue, white and red channel cut letters. The proposed style is seen elsewhere in various other locations. A dimmer control will allow for light levels to be adjusted, preventing harsh glare and will complement the building and identify the use.

**MOTION:** by Douglas/Nold to approve PC 21-03, PID# PO-04-27-230-020, 72 S. Washington Street, Ascension My Health Urgent Care, application for a sign permit as presented with the condition that a dimmer switch will be installed to control brightness and/or glare. All in favor. Motion carried.

**8. OLD BUSINESS:**

- a. Amendment A: Zoning Ordinance Section 4.1.4(B)(15) Text Amendment to Remove Tattoo Parlors from Adult Use.** Planner Ortega presented the revised draft amendment for planning commission review and recommendation.

**MOTION:** by Pielack/McClellan to recommend Amendment A, changes on Tattoo Parlors, Section 4.1.4(B)(15) to the Village Council for adoption as presented by Planner Ortega and outlined in the McKenna letter dated June 9, 2021, with six planning commissioners voting in favor and one dissenting vote from Commissioner Douglas. Motion carried.

- b. Amendment C: Zoning Ordinance Section 6.1.18 (B) Text Amendment Commercial Vehicles.** Planner Ortega presented the revised draft to Amendment C for Planning Commission final review and recommendation to the Village Council.

Commission final review and recommendation to the Village Council.

**MOTION:** by Douglas/Arkles to approve Amendment C as presented in the McKenna letter dated June 9<sup>th</sup> and to recommend the Village Council adopt the text amendment for commercial vehicles as presented. All in favor. Motion carried.

- c. **Master Plan Review-** Ongoing discussion. Planner Ortega could combine the supplemental plans for the South Washington Redevelopment, Near East Side Redevelopment and Near West Redevelopment into one PDF document for clarity and as a public resource to post to the website. The consensus of the commissioners was that the Master Plan remained relevant as presented in the McKenna review letter dated March 30, 2021. There does not appear to be any necessary changes to be made at this time. Commissioners were to continue individual review and note any areas to be addressed in the future updates to the Master Plan, and zoning. The McKenna Planner Review dated March 30, 2021, recommends that the Planning Commission and Village Council reaffirm the goals and objectives of the 2011 Master Plan and extend the Master Plan into 2025. Four planning projects were listed with action in Capital Improvement Plan, Budgeting and RRC Community Evaluation underway.

9. **PUBLIC COMMENT:** No public in attendance.

#### 10. **CONSULTANT AND ADMINISTRATIVE COMMENTS**

#### 11. **COMMISSIONER COMMENTS**

OXFORD Township Planning Commission report. Zoning map change. A lot of new development.

ZBA- Meeting on sign ordinance interpretation.

DDA- Suggestion to request/receive quarterly reports from the DDA director.

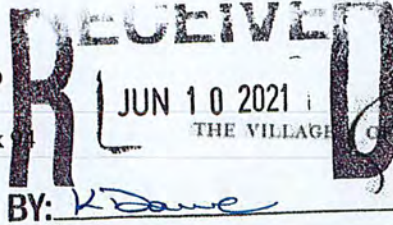
Commissioner Douglas announced his retirement effective at the close of the meeting. Many well wishes and appreciation for years of service on the planning commission were extended.

#### 15. **ADJOURNMENT:**

**MOTION:** by Douglas/ Helmuth to adjourn at 8:12 p.m. All in favor. Motion carried.

Respectfully submitted,  
Tere Onica, Recording Secretary

VILLAGE OF OXFORD  
Planning Commission  
22 West Burdick, P.O. Box  
Oxford, MI 48371-0094  
248-628-2543



### SITE PLAN REVIEW APPLICATION

A site plan submitted for review and approval shall contain all of the following data prior to its submission. Site plans shall consist of an overall plan for the entire development. All plans must be legible and sufficient quality to provide for reproduction.

Article 9, Chapter 1 of the Zoning Ordinance, has been provided in order to ensure that all site plan information and requirements have been provided by the applicant for Planning Commission review. Missing information could result in a delay in plans being reviewed by the Planning Commission until all required information has been provided.

Applicant must provide **15 copies** of the site plan, application, fees, and all relative documents at least twenty-five (25) days prior to the next regularly scheduled meeting of the Planning Commission.

DATE 06-08-21 PROJECT ADDRESS 592 Lakeville Rd. Oxford, MI 48371

#### APPLICANT INFORMATION

Name: Dan Davis

Address: 2445 Brown Road

City: Orion State: Mi Zip: 48359

Phone: 248-877-7663 Cell: \_\_\_\_\_

Email: ddavis@royal-roofing.com

#### PROPERTY OWNER INFORMATION

Name: CD 592 LLC

Address: 2445 Brown Road

City: Orion State: Mi Zip: 48359

Phone: 248-877-7663 Cell: \_\_\_\_\_

Email: ddavis@royal-roofing.com

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

\_\_\_\_\_



PROPERTY DESCRIPTION			
Description of Proposed Project:			
<b>Proposed Building</b>			
Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core	
	<input type="checkbox"/> RM Multiple Family	<input type="checkbox"/> C-1 Central Business - Transition	
	<input checked="" type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business	
		<input type="checkbox"/> P-1 Vehicular Parking	
Present Use:		Proposed Use:	
Front Yard Setback	94.2 ft.	Building Height	17 ft.
Side Yard Setback	5.0, 141.9 ft.	Lot Coverage (%)	5.38 %
Rear Yard Setback	235.1 ft.	Total Floor Area	4,800 sq. ft.
Lot Size	89,299 sq. ft.	Off Street Parking	3 cars

PROFESSIONALS WHO PREPARED DRAWINGS			
Name: <b>Brad Brickel, P.E.</b>			
Mailing Address: <b>46777 Woodward Ave.</b>			
City: <b>Pontiac</b>		State: <b>Mi</b>	Zip: <b>48342</b>
Telephone: <b>248-332-7931</b>		Email: <b>bbrickel@nfe-engr.com</b>	
Design Responsibility: <b>Professional Engineer</b>			
Name:			
Mailing Address:			
City:		State:	Zip:
Telephone:		Email:	
Design Responsibility:			

**ATTACH THE FOLLOWING:**

- Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

**APPLICANT'S ENDORSEMENT**

6/8/21  
Date



Shop by Category

Volume Price

[Home / Best Lighting Products 47 Watt 5798 Lumen 4000K Wallpack Fixture \(LEDWPFC50W-5K\)](#)


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Item No: LEDWPFC50W-5K

~~\$115.38~~ PER ITEM

QTY + ADD TO CART

[Add to List](#)

Full case qty = 1

Click to expand

Lighting Color Temperatur...



Photos on grid: large square = 1in, small square = 1cm.



### SPECIFICATIONS

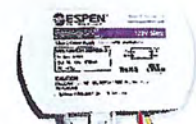
Brand	Best Lighting Products	Product Line	LEDWPFC
Manufacturer Part Number	LEDWPFC50W-5K	Technology	LED
Case Pack	1	Color Tone	Cool White
Kelvin Temperature	4000		

### DIMENSIONS

### DESCRIPTION

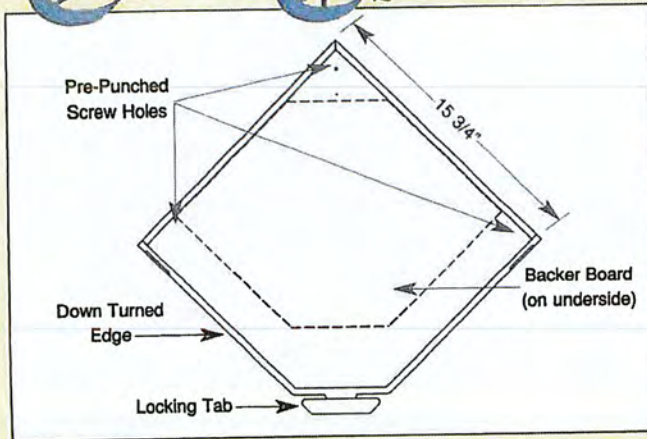
Best Lighting Products 47 Watt 5798 Lumen 4000K Wallpack Fixture (LEDWPFC50W-5K)

### CUSTOMERS WHO VIEWED THIS ITEM ALSO VIEWED



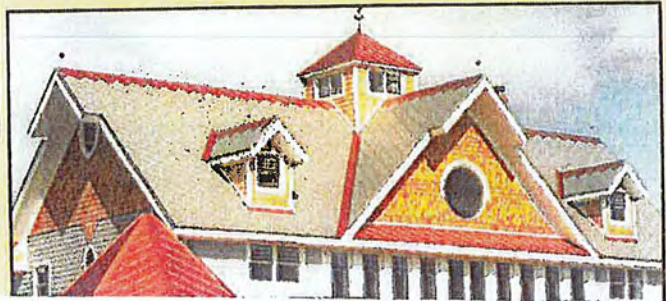
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## Diamond Shaped Shingle



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- Diamond shaped metal shingle
- Size of the shingle is 15-3/4" x 15-3/4"

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East: north wall to be  
sandstone - match existing building



Forest  
36" Pro-Rib® Emerald Green Steel Panel - roofing  
Model Number: Emerald Green 1558289-42 | Menards | SKU: 1558289

PC 21-01



south & west wall to be sandstone

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Color: Emerald Green

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### Description & Documents

Pro-Rib® is the leading steel panel offered in the post frame industry at a very competitive price. Pro-Rib® is also increasing its usage in the residential roofing and light commercial markets. This panel delivers value with high performance. It's environmentally friendly and manufactured to the highest industry standards. All of the Pro-Rib® steel panels can be custom cut to the inch to save you time and money. With nothing to hide, Pro-Rib® lists their before paint panel thickness and their after paint thickness. Choose Pro-Rib® for your next project knowing you will get the best.



Dimensions: 36" nominal coverage; 9" on center rib spacing  
Shipping Weight: 63.875 lbs

Brand Name: Pro-Rib



### Features

- Panel width 36", installation coverage 36" with 3/4" rib height
- Can be used for residential roofing, out buildings, and post frame applications.
- Custom cut lengths from 2' to 36' in 1" increments available for special order in Menards® store or on MENARDS.COM®
- Superior hail resistance (Class 4), Class A Fire Rated
- Actual .0142 minimum thickness before painting .0165 nominal thickness after painting (29 gauge)
- G60 galvanized coating plus zinc phosphate
- Through fastener panel system
- Manufactured from structural strength ASTM-A653, grade 80 steel
- Weighs approximately 66 lbs per 100 sq ft
- UL 580 Class 90 wind uplift
- All steel over 36' to 50' must be ordered at a Menards® store and delivered directly to the jobsite or picked up at the plant in Eau Claire, WI; Holiday City, OH; or Valley, NE. Delivery is extra. Additional packaging/handling charges are required. Exposed fastener/pro-rib price is figured on 38" nominal width.

### Specifications

Product Type	Steel Panel	Material	Grade 80 Steel
Gauge	29	Color/Finish	Emerald Green
Overall Width	38 inch	Overall Length	Custom inch
On Center Rib Spacing	9 inch	Manufacturer Warranty	Limited 40-year paint warranty

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PC 21-01

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05 CONCORD CREAM



07 REDWOOD



14 SIAM BLUE



03 MEDIUM BRONZE



06 SANDSTONE



08 MISSION RED



02 BLACK



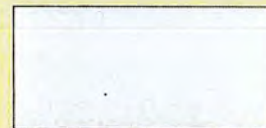
13 DOVE GREY\*



15 RAWHIDE\*



04 CHOCOLATE BROWN



10 ASCOT WHITE\*



11 FOREST GREEN



12 PATINA GREEN



17 BRITE RED



16 ROCKY GREY



19 TEAL



18 REGAL BLUE



21 SLATE BLUE



20 SLATE GREY



22 MINT GREEN\*



25 BOYSENBERRY



26 BONE WHITE



27 HARTFORD GREEN



09 SIERRA TAN



30 HEMLOCK GREEN

## ANODIZED



70 CLEAR



71 DARK BRONZE

## PREMIUM FINISHES



23 COPPERTONE



24 ANTIQUE PATINA



28 SILVERSMITH\*

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HYLAR 5000® is a registered trademark of Ausimont

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24 gauge G90 galv. Steel, all colors except #70 & #71  
26 gauge G90 galv. Steel, #'s 08, 11, 16, 20 & 21  
.032 and .040 aluminum available in all colors  
.050 alum. available in all colors except #71, 23, 24 & 28  
.063 aluminum in #'s 01, 03, 06, 10, 11, 13, 26  
.019 aluminum in Black, Bronze, Cream, Royal Brown, Antique Ivory, White  
.024 aluminum in White only





**MCKENNA**

July 14, 2021

Mr. Joseph Madore  
Village Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48317

Subject: **Davis New Building B – Site Plan Review #1** (*Site Plan Dated June 9, 2021*)

Location: **592 Lakeville Road – Parcel ID# 04-23-377-001** (*South side of Lakeville Road, west of Bay Pointe Drive*)

Zoning: **I-1, Industrial**

Dear Mr. Madore:

At the Village's request, we have reviewed the above referenced site plan for the construction of a new building at the above reference location. The applicant is Mr. Dan Davis who is also the building owner.

#### **SITE LOCATION AND EXISTING CONDITIONS**

The site is 89,299 square foot (SF) or 2.05 acres in area. It is occupied by a single-story building totaling 7,200 SF in area. The building is separated into five (5) tenant spaces. Units 100, 150 and 200 are 1,600 SF each and units 300 and 400 are 1,200 SF each. The majority of the site is an unimproved open yard area located to the rear or south of an existing stockade fence and is predominately used for the storage of vehicles associated with the building tenants. The applicant/building owner utilizes one of the units for their roofing contractor business. Property to the north and west are located in Oxford Township while property to the east and south are located within the Village. The photo to the right provides context.

On April 6, 2021, the Planning Commission granted site plan approval for the construction of a 2,337 SF addition to the east building.



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### PROPOSED USE

The applicant/building owner is proposing to construct a new one-story 4,800 SF building along the west property line. The building would be a multi-tenant building comprised of three 40 ft x 40 ft units. Each unit would have a 12 ft x 12 ft overhead door for vehicle/equipment entry and an open floor plan.

### SITE PLAN REVIEW COMMENTS

Article 9, Chapter 1 of the zoning ordinance outlines the information requirements, review procedures and approval criteria for site plans within the Village. We provide the following comments for your consideration based on the zoning ordinance, other applicable Village ordinances and sound planning principals.

1. **Use.** As a for-lease multi-tenant building, the new units may be utilized by any use that is permitted by right in the I-1 district after receiving a zoning compliance review, certificate of occupancy review and any other required permits or approvals. An I-1 special use could occupy the unit after receiving the required approvals. This review is conducted on the basis of establishing leasable industrial tenant space, i.e. white-box space.
2. **Dimensional Requirements.** Section 3.4.4 lists the dimensional standards for buildings and setbacks in the I-1 zoning district. Based on the setbacks and dimensions on Sheet C3 and the building elevations on Sheet 4, the existing building and the proposed addition is compliant with zoning ordinance dimensional requirements. We note that by being located five feet from the western property line, the building code may require the western building wall to be fire rated.
3. **Building Architecture.** Sheet 4 from Robert A Williams, Architect shows the elevations for the proposed building. The existing east building has a standing seam green metal roof with a tan brick facade facing Lakeville Road and tan shake siding on the gable wall. The new building is comprised of a dark grey block foundation wall on the north, south and west elevations with tan vertical metal siding on the west and south elevations. The east elevation has a dark grey vertical metal siding along the foundation with a tan metal siding on the east and north. A forest green metal roof is proposed along all elevations. A note states that the metal siding profiles and colors will match the adjacent existing building. Given the industrial nature of the site, the proposal to complement the existing building is appropriate and will create a cohesive aesthetic for the site.
4. **Off-Street Parking Requirements.** Article 7, Chapter 1 outlines off-street parking requirements. Section 7.1.9 outlines the required number of parking spaces for each type of use. One of the tenant spaces is currently leased out for used car sales which is classified as retail use for the parking standards table. The table below calculates the number of required parking spaces for the existing east building and the proposed new western building B.

Section 7.1.9 Parking Requirements by Use	No. of Spaces Required	No. of Spaces Provided	In Compliance?
Office Use: One (1) parking space per 350 SF usable floor area (640 SF usable floor area)	2	2	Yes
Retail Use/Used Car Sales: One (1) parking space per 350 SF usable floor area (1,280 SF usable floor area)	4	4	Yes





<b>Industrial Use/Warehouse: One (1) parking space per 1,700 SF usable floor area (5,709 SF usable floor area)</b>	3	3	Yes
<b>Building B Industrial Use/Warehouse: One (1) parking space per 1,700 SF usable floor area (3,840 SF usable floor area)</b>	2	2	Yes
<b><i>After applying the above to determine the total number of required spaces, those spaces must provide with the following:</i></b>			
<b>One (1) barrier-free parking space* per 25 required parking spaces</b>	1	1	Yes

Sheet C3 shows the location of eleven (11) parking spaces which includes one (1) van accessible barrier free parking space with the required accessible aisle. The spaces meet the dimensional requirements, and, per the table above, the applicant has provided the required number of spaces. The applicant must be made aware that if the tenant who lease the remaining floor area changes from warehousing/storage the site will be required to show the location of required designated parking before a tenant other than a warehousing use can occupy the building.

- a. **Parking Lot Orientation.** The proposed parking lot includes four (4) spaces oriented east-west. If the 'front' of these spaces is the west end it would require vehicles to turn eastbound from the gravel lane and then make a sharp turn to turn west into the spaces or back into the spaces. The 'front' of these parking spaces could be the eastern end, but this is not a desired or efficient configuration. Forward exiting vehicles would still have to make a sharp turn or rear exiting vehicles would back up into the main entrance driveway. The applicant should remove these four spaces and place two additional spaces oriented north-south adjacent to the four other parking spaces. Only one barrier free space is required per ordinance. The removal of the barrier free space north of Building B would allow an additional space where the stripped barrier free access/loading zone is proposed. A raised curb landscape island could be constructed east and west of the access drive to create a more defined parking area. One or two east-west parallel parking spaces could be placed adjacent to the new wood fence along the south edge of the parking lot and the minimum required parking standards would be met.
  - b. **Parking Lot Surface.** Section 7.1.17 requires the entire parking area, including parking spaces, maneuvering lanes and access drives to be comprised of asphalt or concrete surfacing built to Village standards. The proposed gravel access drive and maneuvering lane must be asphalt or concrete.
5. **Screening.** Section 4.1.46(A) requires the outdoor storage of vehicles to be screened from public view with an 8-foot high wall or fence. The site plan shows the removal of the existing stockade fence parallel to the Lakeville Road frontage and the construction of a new screening fence approximately 80 feet to the south. A chain link fence is located along the western property line adjacent to property in Oxford Township and zoned industrial. The applicant is required to install a screening fence along the eastern property line in accordance with the conditions of the previous site plan approval. The proposed revisions are in compliance with ordinance standards.
  6. **Landscaping.** Sheet L1 shows the removal of an existing concrete slab in front of the existing Lakeville Road fence in addition to removing the second dirt/gravel curbcut located in front of the existing building consistent with the previously approved site plan. Sheet L1 shows the planting of hydroseed grass in both areas in





addition to preserving the existing river birch trees and evergreen hedge. The applicant is now proposing the installation of 38 Spirea Anthony Waterer flowering shrubs in front of the proposed parking areas. The removal of the curbcut and deteriorated concrete slab will greatly improve the appearance of the front yard and will be enhanced with the new shrubs. The shrubs should be planted within a raised curb bed that provides a minimum of 3 ft between the edge of curb and plantings. The distance must be sufficient to prevent parked vehicles from overhanging or otherwise damaging the proposed landscaping.

7. **Signage.** The site plan does not show any existing or proposed signage. If any signage is proposed on the site or building it must be in compliance with all signage standards at the time of application of a sign permit.
8. **Exterior Lighting.** The site plan does not indicate that there is any existing on site lighting. Architecture Sheet 4 shows a wall pack fixture for each unit on the proposed Building B's east elevation. Site Plan sheet C4 shows detailed cut sheets for the wall pack which is shielded and is compliance with ordinance standards.

### RECOMMENDATION

The construction of a new building will add leasable space to the site and allow for new businesses to be established in the Village. The applicant's submittal is substantially compliant with zoning ordinance standards. We recommend the Planning Commission grant site plan approval for the proposed new building contingent upon the applicant submitting a revised site plan for final administrative approval. The revised site plan shall include the following:

1. A revised parking lot configuration with parking spaces located as described above.
2. The entire parking area, including parking spaces, maneuvering lanes and access drives constructed of asphalt or concrete surfacing built to Village standards.
3. The shrubs planted within a raised curb bed providing a minimum of 3 ft between the edge of curb and plantings to prevent parked vehicles from overhanging or otherwise damaging the proposed landscaping.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA

Mario A. Ortega, AICP  
Principal Planner

cc: Applicant



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>SM</sup>*

July 12, 2021

Mr. Joseph M. Madore, Manager  
Village of Oxford  
22 West Burdick Street  
Oxford, MI 48371

RE: Engineering Site Plan Review for 592 Lakeville Road, Oxford, MI

Dear Mr. Madore:

At your request, ROWE Professional Services Company has completed an engineering site plan review for the address listed above. The plans were prepared by NF Engineers and consist of six sheets that are dated June 9, 2021. All five sheets have been signed and sealed by a licensed engineer or landscape architect.

The applicant is proposing to construct 4,800 square feet. tenant space on the west side of the site, and to make improvements to the paved surfaces between the new and existing building to work with the new proposed layout. Based on ROWE's review, we offer the following comments for your consideration:

## **SHEET C2:**

1. Recent aerial photos of the site show existing concrete pavement north of the front yard fence, as well as a gravel approach to Lakeville Road on the east side of the site. Neither the demolition plan nor the topographic survey depicts these features on the plan, however, the landscape plan shows them as features to be removed. If the topographic survey and demolition plan reflect current conditions, provide clarification that these site features have been removed previously, and are currently grass as depicted on these sheets.

## **SHEET C3:**

1. A new sanitary sewer lead and connection is proposed for the new building, requiring an excavation and tap in the middle of the eastbound lane of Lakeville Road. It is our understanding that Lakeville Road is under the jurisdiction of the village. Provide notes on the plans relative to the requirement that the contractor shall provide flagging and maintain a minimum of one lane of traffic at all times on Lakeville Road, in accordance with MDOT standards for a two-lane highway. Also, the plan indicates that the road will be repaired to match existing conditions. Provide a detailed cross-section of the repair area, with a minimum of 4.5 inches of HMA (specifying mixes), and 8 inches of 21AA aggregate, or matching the existing, whichever is greater.
2. The plans do not clarify what the proposed use of the new building will be. If the use of the facility could result in the discharge of oils or other materials that are not allowed in the public sanitary sewer system, information regarding the installation of oil/water/grip separator(s) shall be provided on the plan.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

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3. Since there is no public water available to the site, it is presumed that the existing building is serviced by a private well. Provide information on the plans as to how a fresh water supply will be supplied to the new building. The grading plan lacks information regarding grades and drainage patterns to the west of this site. There is no indication how the roof of the new building is draining, or how drainage between the building and the west property line will be accommodated. Provide information on the plans to clarify that roof drainage for the new building will be directed either to the south or to the east and directed away from the adjacent property.
4. The existing site has historically been predominantly a gravel surface, with surface drainage flowing south to adjacent vacant property. Since the new impervious surface areas are replacing existing gravel parking, no storm sewer or storm detention is considered necessary, provided that the new roof area is directed to the south or east as noted above.
5. A proposed swale must be shown on the plan, directing the new pavement at the northwest corner of the site, as well as the new westerly side yard, either to the north or south, and away from the private property to the west.

**SHEET C4:**

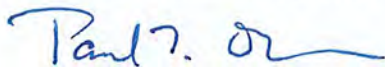
1. Sheet C4 provides information regarding proposed wall mounted lights, including their proposed photometric data. However, there is no information on the plans to indicate where or how frequent the wall mounted lights will be installed. The data presented indicates that the proposed lights will drop below a light level of 0.5 footcandles beyond 30 ft. Given that the new building is proposed to be over 140 ft. away from the existing building, if one assumes that the wall mounted lights are installed frequently on the inside face of the new and existing buildings, there will still not be sufficient light in the middle of the site. It is recommended that pole lighting be introduced into the new parking area, and that a photometric plan be provided to analyze the design's effectiveness.

ROWE's plan review is for conformance with the Village's submittal requirements and standard engineering practices for the Village's use in its determination of whether to approve the plans. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design will be necessary as the applicant addresses the comments noted.

The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions regarding this review, please contact me directly at (248) 318-1492.

Sincerely,  
ROWE Professional Services Company



Paul T. O'Meara, PE  
Project Manager

CC: Mario Ortega – McKenna





# OXFORD FIRE DEPARTMENT

96 N. Washington St. • Oxford, Michigan, 48371  
Ph. (248) 969-9483 • Fax. (248) 969-9489

June 29, 2021

Re: Building plan review  
Proposed building Phase II  
592 E. Lakeville Rd  
Oxford, Mi 48371

The Oxford Fire Department has received and reviewed the plans that have been submitted for the above address. The Plans are Approved as is, with the following comments.

- Exit and emergency lighting, shall meet all code requirements on final occupancy.
- Extinguisher placement shall meet all code requirements on final occupancy.

Please forward further questions to Lieutenant Frantz

Lieutenant BJ Frantz  
Fire inspector  
Office: 248 969-9483  
Cell: 248 916-8600



THE VILLAGE OF

Oxford  
MICHIGAN

## INSPECTORS:

Attached are a full set of plans that have been checked in and stamped received.

Please review 592 E LAKEVILLE RD for:  
2ND ADDITION

- ☐ Completeness
- ☐ Current code
- ☐ Life and safety issues

Please make any notes in the space below, sign and date this form below.

ADD FENCING ON SOUTH SIDE OF PROPERTY.

ALARMS / CAMERAS RECOMMENDED DUE TO ISOLATED LOCATION.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: Wm D. Hull - CHIEF OF POLICE

Date: 6/16/21



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



\*2021\*  
APPLICATION FOR OUTDOOR DINING

Check all that apply

- ☒ Annual Fee (April 1<sup>st</sup> - November 15<sup>th</sup>) \$200.00  
☐ Off Season Additional Fee (November 16<sup>th</sup> - March 31<sup>st</sup>) \$200.00  
☐ Platform Temporary Structure Permit \$85.00

PAID

APR 28 2021

VILLAGE OF OXFORD

Please print

FACILITY INFORMATION

Name of Facility One Drop Brewing Company

Address 130 oakdell st. Oxford 48371

Date of Site Plan approval \_\_\_\_\_ Square footage of area to be used 150' x 24' = 3600 ft<sup>2</sup>

Are any changes proposed to the Outdoor Dining facility from the previous year? NO Yes  
(If yes, site plan approval is required. Contact a village planner for additional information.)

Number of: Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Will liquor be served? Beer Only

Are you operating on Village Property? NO  
(If yes, a license agreement is required.)

Are you operating under a Bistro Special Land Use Permit? NO

Will a platform be installed in conjunction with your outdoor dining? NO  
(If yes, must complete the Platform Temporary Structure Permit.)

Will portable outdoor gas-fired heating appliances (patio type heaters) be used? Yes  
(If yes, please see attached fire code requirements)

Facility hours of operation Wednesday - Sunday 3 PM - 2 AM (when restrictions lifted)  
Outdoor dining hours of operation Wednesday - Sunday 3 PM - 2 AM

APPLICANT INFORMATION

Applicant Name Benjamin Schunke  
Business Address (include city and zip code) 130 oakdell st. Oxford 48371  
Phone 303-903-5519 Fax N/A Email onedropbrewing@gmail.com

PROPERTYP OWNER INFORMATION/SIGNATURE

Name of Property Owner Ken Mathers  
Address (include city and zip code) 5465 Hosner Rd Oxford 48370  
Phone 248-431-4093 Fax N/A Email ken@completeco.com

Signature of Property Owner

Date

4/28/21

PC 21-02

Received From:  
MORGANNE MATHEIS

Date: 04/29/2021  
Receipt: 142932  
Cashier: VBALONGIE

Time: 11:43:11 AM

2021 OUTDOOR DINING FOR ONE DROP BREWING

ITEM REFERENCE	AMOUNT
MISC GENERAL MISCELLANEOUS	
GENERAL MISCELLANEOUS	
101-000-622.000	\$200.00
TOTAL	\$200.00
CHECK 2087	\$200.00
Total Tendered:	\$200.00
Change:	\$0.00





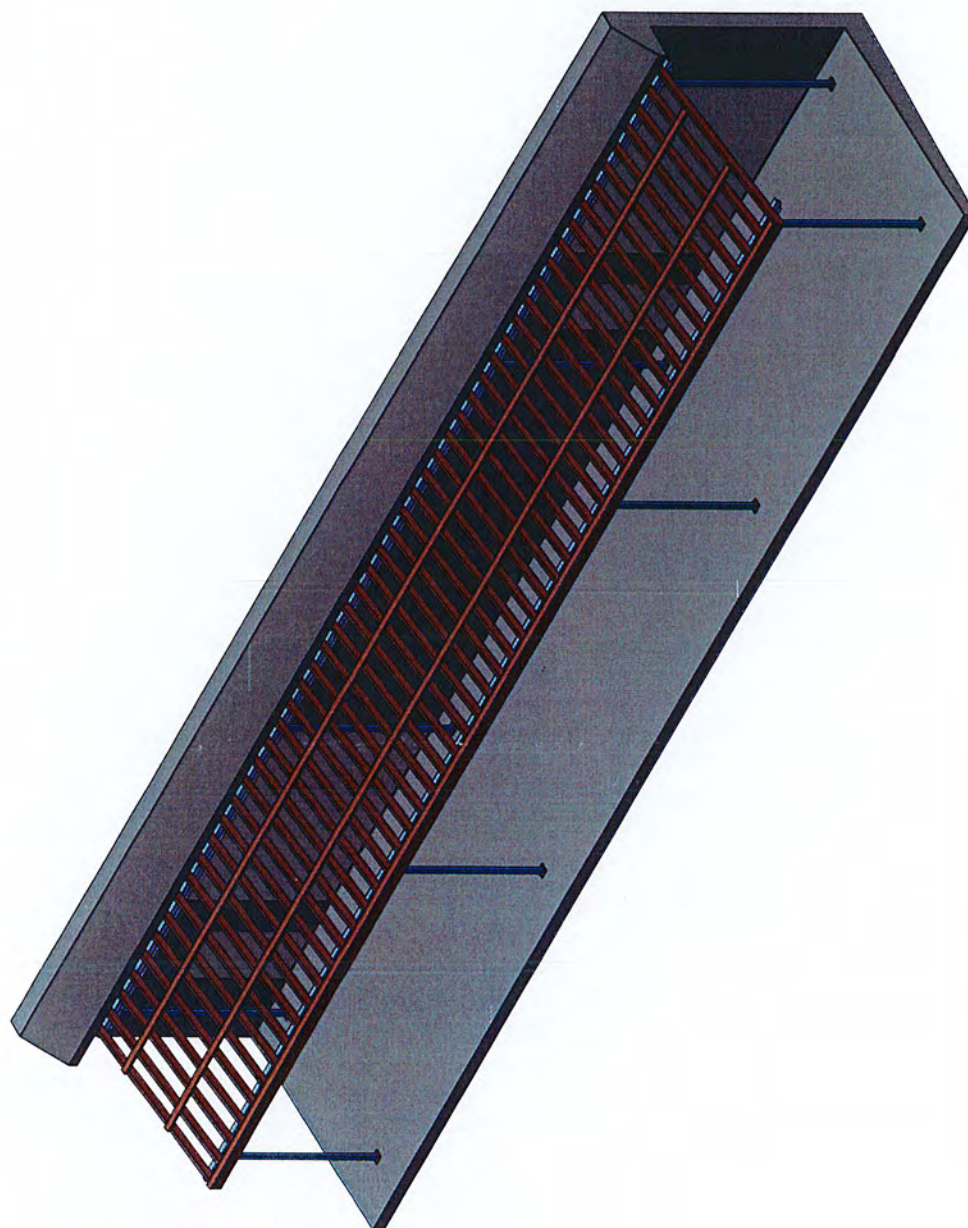
## AUTOMATION

ONE DROP PERGOLA

SUBMITTAL PACKAGE #:

#AY-

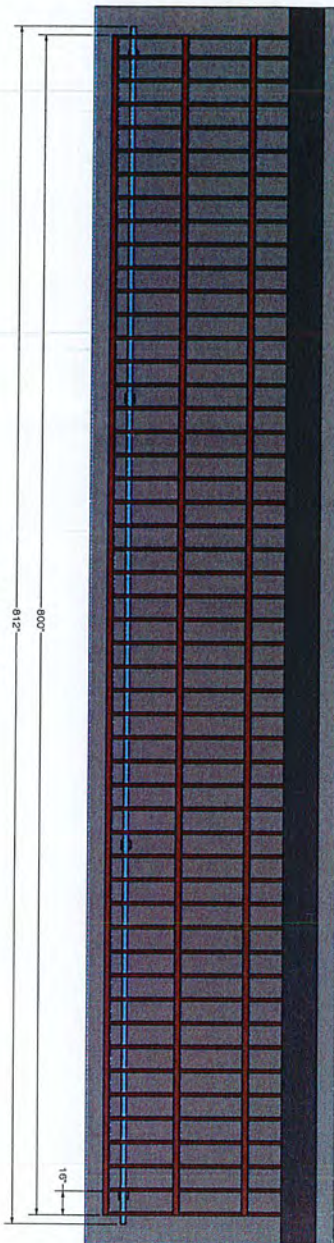
REV:A



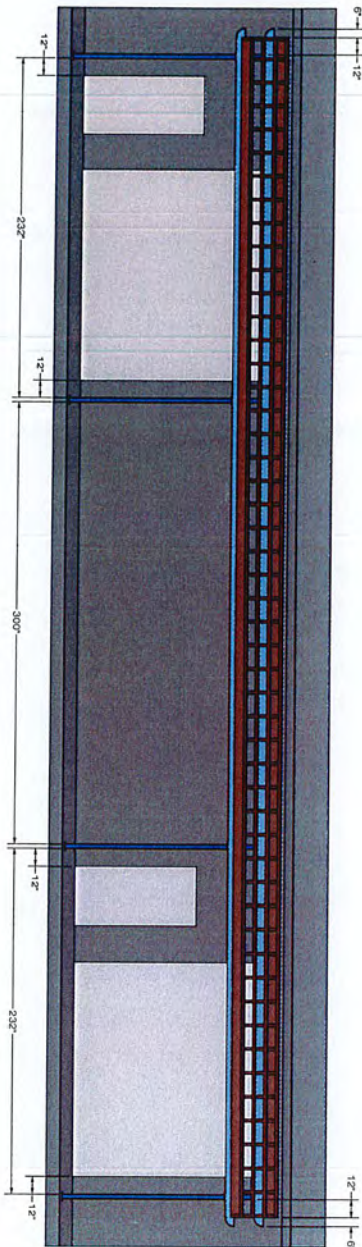
REV	DATE	DRN	REVISION HISTORY	PAGES CHANGED
A	4/27/2021	JJO	DESCRIPTION ORIGINAL	
X Government Job Opportunity Drop Periods in Building Exterior on				

PC 21-02

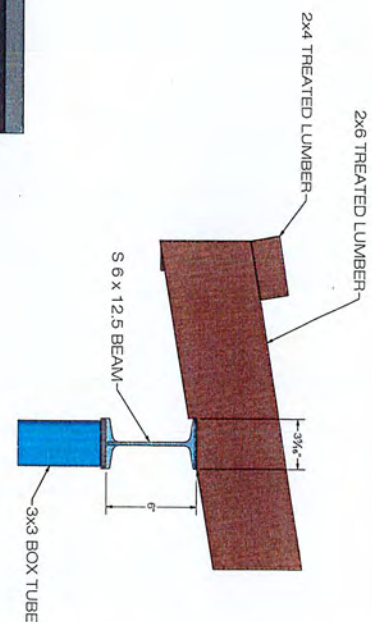
PC 21-02



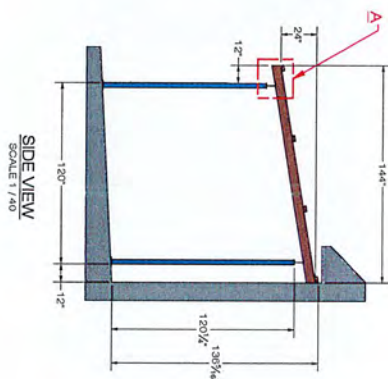
PLAN VIEW  
SCALE 1/40



FRONT VIEW  
SCALE 1/40



DETAIL A  
SCALE 1/4



SIDE VIEW  
SCALE 1/40

17750 West Chatham Road  
Lake Orion, Michigan 48302  
Phone (248) 683-0502  
Fax (248) 683-0503  
www.completeautomationinc.com

**COMPLETE**  
AUTOMATION

17750 West Chatham Road  
Lake Orion, Michigan 48302  
Phone (248) 683-0502  
Fax (248) 683-0503  
www.completeautomationinc.com

TITLE:  
ONE DROP PERGOLA

OVERALL LAYOUT

REVISION HISTORY			
REV	DATE	DRN	DESCRIPTION
A	4/27/2021	JJO	ORIGINAL

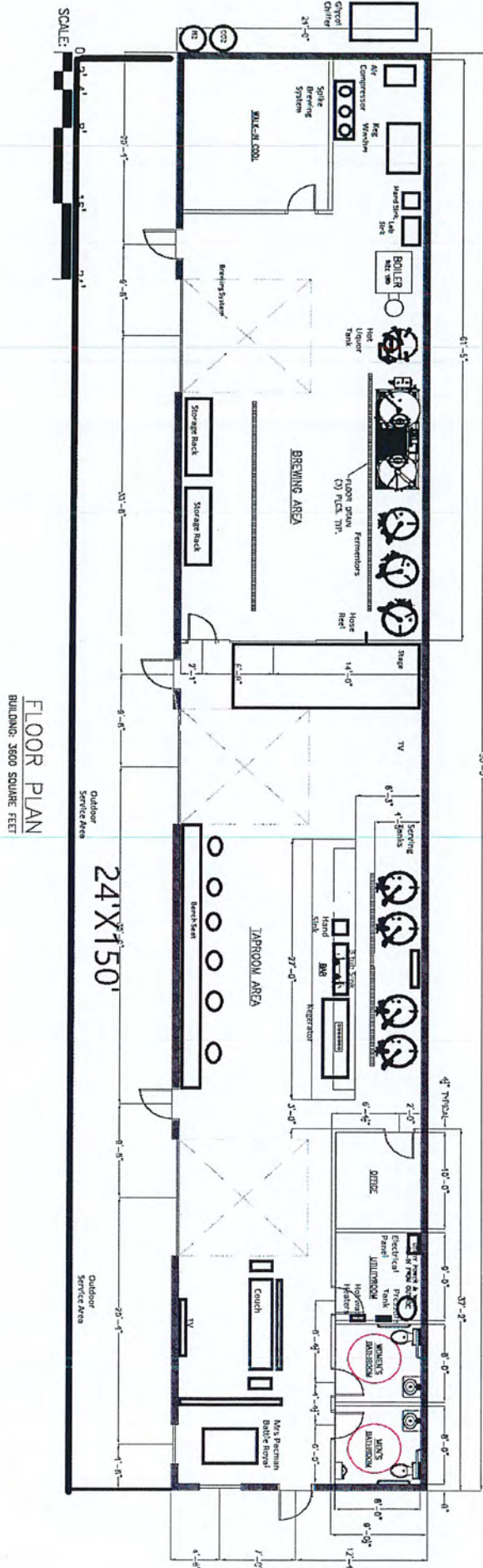
DRN:	Johanlon	CAD FILE NO:	-AY#
DATE:	4/27/2021	DRAWING NO:	-AY#-002
SCALE:	AS NOTED		


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SHEET NUMBER  
2 OF 2



PC 21-02



	TITLE:			DRN.	NDG	CAD FILE NO:
	ONE DROP DRAWING			DATE	02-05-2019	2018-172-SY100
	130 OAKCELL DR. OXFORD, MI 48371			CHKD	-	SHAWING NO:
	OVERALL LAYOUT DETAILS			DATE	-	2018-172-SY100-001
				SCALE	-	
			REV.	DATE	DRN.	DESCRIPTION
			A	2/9/19	NDG	ORIGINAL RELEASE
			B	2/10/19	NDG	ADDED BUILDING SQUARE FOOTAGE





## ARTICLE 4: USE STANDARDS

shall not be located in a front yard or side yard abutting a street, except that the Planning Commission may approve a support structure utilizing camouflage or stealth design for location in a front or side yard abutting a street if the Planning Commission determines that location will better facilitate a satisfactory and harmonious relationship with existing and prospective development of contiguous land and adjacent neighborhood.

6. **Setbacks.** Wireless telecommunication facilities shall be set back from the lot line a distance not less than one-half of its height or 65 feet, whichever is greater. However, when wireless telecommunication facilities are located on premises which abut a lot that is residentially zoned, the minimum setback from the lot line abutting the residentially zoned lot shall be equal to the height of the facility. All setbacks shall be measured from the edge of the facility.
7. **Maintenance and removal.** Wireless telecommunication facilities shall be installed and maintained in accordance with manufacturers' specifications and the building code. Upon discontinuance or cessation of use, the facility shall be removed by the owner thereof.
8. **Signs.** No sign shall be attached to or displayed on a wireless telecommunication facility. No signals or lights or other means of illumination shall be permitted on a facility unless required by state or federal law or regulation. The facility shall have a neutral color intended to blend with the surroundings.
9. **Equipment Shelters.** If the wireless telecommunication facility is located on a site which is already improved with another building or structure, and an equipment shelter is proposed, the equipment shelter shall be constructed with exterior facade materials similar to the principal building or structure on the site.

**B. Co-location.**

1. **Existing structures.** Wireless telecommunication antennas or panels may be installed on existing buildings or structures provided such antennas or panels, and their supporting structure, do not exceed the height limitation set forth in subsection A(3) of this section.
2. **Exemption from setbacks.** Any wireless telecommunication antenna or panel mounted on an existing building or structure which does not increase the height of the building or structure shall be exempt from the setback requirements of subsection A(6) of this section.

**C. Wireless telecommunication facilities located in single-family residential zones shall meet one of the following requirements:**

1. **Existing non-residential building.** The wireless telecommunication facility shall be mounted directly onto an existing, non-residential building in a manner that does not increase the height of the building. The facility shall

consist of material or color which is compatible with the exterior treatment of the building;

2. **Existing Non-Residential Structure.** The wireless telecommunication facility shall be located on an existing, non-residential support structure, pole or tower such as a public or private utility tower, pole or structure, but not on a building. Such facility shall consist of a material or color which is compatible with the tower, pole or structure. Antennas or panels may extend above the top of the tower, pole or structure not more than 30 feet; however, the height to the top of the antenna or panel may not exceed 165 feet; or
3. **New Support Structure on Public Property.** The wireless telecommunication facility shall be located on a new support structure situated on public property. Any facility located on public property which is used for passive recreation shall be designed to minimize the conspicuousness of the facility (e.g., utilizing camouflaged or stealth designed poles or existing environmental features as screening). All such facilities located on public property shall meet the setback requirements of subsections A(6) and B(2) of this section.

**SECTION 4.1.42 • RESERVED**

**SECTION 4.1.43 • RESERVED**

**SECTION 4.1.44 • RESERVED**

**SECTION 4.1.45 • OUTDOOR CAFES AND SEATING**

Outdoor cafes or seating areas associated with an approved restaurant or other food establishment which sells food for immediate consumption on the premises: shall be permitted on private property between April 15 and November 1 provided they meet the following standards in the opinion of the Planning Commission;

Outdoor cafes may be permitted on public property through the special use process in section 9.2, and must meet the following standards.

Outdoor cafes may be permitted to operate between November 2 and April 14 if approved through the special use process in Section 9.2 including compliance with the following standards:

- A. All approvals for outdoor seating shall apply so long as the site operates continuously as a restaurant. If the site ceases to be a restaurant for greater than six months, the approval shall be voided.
- B. Outdoor seating areas shall be required to be enclosed in instances where there is waitstaff or alcohol service. For the purpose of this Section, an enclosure is a decorative wood or metal railing or other decorative removable physical delineation approved by the Planning Commission.



## ARTICLE 4: USE STANDARDS

- C. All roofs and other overhead structures must be shown on the site plan. A previously approved outdoor cafe may add a roof, subject to Planning Commission approval.
- D. Tables, chairs, planters, trash receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they should complement building colors. During non-business hours, all tables, chairs, umbrellas and other furniture and fixtures must be stored inside the building or properly secured within the enclosure.
- E. A site plan shall specify the plans for storage of tables, chairs, and equipment during the months when the outdoor seating is not in use.
- F. The outdoor seating area shall be kept clean, litter-free, free of debris, and with a well-kept appearance within and immediately adjacent to the area of tables and chairs. Additional outdoor waste receptacles may be required. Written procedures for required maintenance services, such as cleaning and waste containment and removal responsibilities must be included with all applications and approved by the Planning Commission.
- G. Outdoor seating areas shall be allowed only during normal operation hours of the establishment. In no case shall an outdoor seating area operate between the hours of 11 PM and 7 AM.
- H. Outdoor seating areas shall not be located within the unobstructed triangular area (clear vision area) of a corner lot, consistent with Section 6.1.11, Clear Vision Area.
- I. The capacity of the outdoor seating area shall be provided by the applicant and verified by the Building Official. An outdoor seating area containing 30 or more seats shall be required to provide for the required number of parking spaces consistent with the restaurant parking standard in Section 7.1.9. However, no parking shall be required if the outdoor seating area is located within the parking reduction district per Section 7.1.8.
- J. A sign must be posted stating "No food or beverages allowed beyond this point." Additional signs associated with the outdoor seating area are prohibited.
- K. Any outdoor seating areas shall be completely screened from view of all single-family residential properties by an obscuring wall or landscape buffer, unless the outdoor seating area is separated by a public road, public alley, or public parking area.
- L. Vending machines and other similar products shall be prohibited in all outdoor seating areas.
- M. Preparation of food and beverages shall be prohibited in any outdoor seating area. The sale and consumption of alcohol are governed by the Michigan Liquor Control Act and local ordinance. Additionally, such seating areas must include food service in addition to the sale and service of alcoholic beverages.
- N. Details regarding the hours and type of entertainment, music, speakers, lighting, or similar devices used in outdoor seating areas must be identified at the time of site plan review. There shall be no loudspeaker located in conjunction with an outdoor seating area and all other noise including music, speakers, or similar devices shall be controlled so as to not be audible more than ten (10) feet from the outdoor seating area. All lighting must be shielded to prevent glare on adjacent roadways and protect abutting parcels.
- O. A minimum of five (5) feet of sidewalk along the curb and leading to the entrance to the establishment must be maintained free of tables and other encumbrances, in accordance with the provisions of the national Americans with Disabilities Act (ADA) and Michigan barrier-free requirements. If the sidewalk is not wide enough to allow for a five (5) foot wide clearance for circulation, the outdoor seating area shall not be permitted.
- P. Outdoor seating shall be subject to applicable Village, County and State requirements.
- Q. Approval of an outdoor cafe may be revoked by the Village if the condition(s) of approval or other ordinance requirements have not been met or that use poses a nuisance to the surrounding properties.
- R. Outdoor cafes on public property must meet the following standards:
1. The applicant will provide evidence of primary comprehensive general liability insurance by a Michigan authorized insurance carrier in an amount not less than \$500,000.00 naming the Village of Oxford as co-insured if any Village property is involved covering any and all claims arising by virtue of the use and/or activity as well as provide evidence of prepaid annual premium to the Village of Oxford timely every year. Failure to do so will automatically terminate special use approval of such use or activity if it involves the use of Village property.
  2. The outdoor cafe must be directly accessible from inside the restaurant
  3. In addition to special use approval, the applicant must receive permission from the Village Council to use the space in question.
  4. In order to use any part of the M-24 right-of-way, the applicant must receive permission from MDOT.
- S. Outdoor cafes operating between Nov. 1 and April 14 must meet the following standards;
1. The outdoor cafe must be equipped with temporary heaters, with the specific design to be approved by the Planning Commission and Fire Chief.
  2. The applicant must designate a snow removal area on the site plan, and must remove snow after every snowfall exceeding two inches. If the snow area is not within the outdoor cafe, it must be on private property.

↓  
N/A



Section 4.1.45 Outdoor Cafés and Seating:

b. Outdoor seating areas shall be required to be enclosed in instances where there is wait staff or alcohol service. For the purpose of this Section, an enclosure is a decorative wood or metal railing or other decorative removable physical delineation approved by the Planning Commission.

Alcohol will be served in the area. The proposed enclosure is a decorative metal support that secures a rope tightly around the perimeter to separate the outdoor service area. A picture of the fabricated support and rope is provided with this application.

c. All roofs and other overhead structures must be shown on the site plan. A previously approved outdoor café may add a roof, subject to planning commission approval.

The roof is included in the drawing of the awning and will be made of polycarbonate material.

d. Tables, chairs, planters, trash receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they should complement building colors. During non-business hours, all tables, chairs, umbrellas and other furniture and fixtures must be stored inside the building or properly secured within the enclosure.

Tables and chairs will be secured within the enclosed seating area during non-business hours by way of locking mechanism.

e. A site plan shall specify the plans for storage of the tables, chairs, and equipment during the the months when the outdoor service area is not in use.

During the off season, furniture will be stored in the dedicated enclosed and locked fenced area in the rear/ north end of the building or off-site in a storage facility.

f. The outdoor seating area shall be kept clean, litter-free, free of debris, and with a well-kept appearance within and immediately adjacent to the area of tables and chairs. Additional outdoor waste receptacles may be required. Written procedures for required maintenance services, such as cleaning and waste containment and removal responsibilities must be included with all applications and approved by the Planning Commission.



The waste receptacles will be clearly marked and will be included in our standard operating procedure for all employees to empty regularly and to ensure cleanliness of the seating area continuously during service hours.

g. Outdoor seating areas shall be allowed only during normal operation hours of the establishment.

In no case shall an outdoor seating area operate between the hours of 11 PM and 7 AM.

The outdoor seating area will only be used during normal business hours until 11 PM.

i. The capacity of the outdoor seating area shall be provided by the applicant and verified by the

Building Official. An outdoor seating area containing 30 or more seats shall be required to

provide for the required number of parking spaces consistent with the restaurant parking

standard in Section 7.1.9. However, no parking shall be required if the outdoor seating area is

located within the parking reduction district per Section 7.1.8.

The updated site plan shows the use of 4 picnic style tables which will not seat more than 6 people per table and will remain compliant as a maximum of 30 persons seated in the outdoor service area.

j. A sign must be posted stating "No food or beverages allowed beyond this point." Additional signs associated with the outdoor seating area are prohibited.

This sign will be installed.

k. Any outdoor seating areas shall be completely screened from view of all single-family residential properties by an obscuring wall or landscape buffer, unless the outdoor seating area is separated by a public road, public alley, or public parking area.

There are no nearby or neighboring residential areas.

l. Vending machines and other similar products shall be prohibited in all outdoor seating areas.

No vending machines will be located in the outdoor seating area.

m. Preparation of food and beverages shall be prohibited in any outdoor seating area. The sale and consumption of alcohol are governed by the Michigan Liquor Control Act and local ordinance.

Additionally, such seating areas must include food service in addition to the sale and service of alcoholic beverages.

Food preparation will take place entirely within the building

n. Details regarding the hours and type of entertainment, music, speakers, lighting, or similar devices used in outdoor seating areas must be identified at the time of site plan review. There



shall be no loudspeaker located in conjunction with an outdoor seating area and all other noise including music, speakers, or similar devices shall be controlled so as to not be audible more than ten (10) feet from the outdoor seating area. All lighting must be shielded to prevent glare on adjacent roadways and protect abutting parcels.

There are no additional entertainment sources, music, or speakers in this outdoor seating area. The proposed lighting additions (outdoor rated string lighting) are included as a spec sheet.

o. A minimum of five (5) feet of sidewalk along the curb and leading to the entrance to the establishment must be maintained free of tables and other encumbrances, in accordance with the provisions of the national Americans with Disabilities Act (ADA) and Michigan barrier-free requirements. If the sidewalk is not wide enough to allow for a five (5) foot wide clearance for circulation, the outdoor seating area shall not be permitted.

The seating area is located adjacent to the building, separate of the main entrance, so this requirement is not applicable.

p. Outdoor seating shall be subject to applicable Village, County, and State requirements.

The seating area is located behind the building, so this requirement is not applicable since this area is not next to Village, County, or State rights-of-way.

PC 21-02



EXISTING BUILDING - OUTLINED IN YELLOW: 142' x 24'  
PROPOSED PERGOLA - OUTLINED IN RED: 67'-8" x 12'



TITLE:  
ONE DROP BREWERY  
PERGOLA PROPOSAL

SATELLITE VIEW

REVISION HISTORY			
REV	DATE	DRN	DESCRIPTION
A	4/27/2021	JJO	ORIGINAL SUBMITTAL

DRN: johanlon  
DATE: 4/27/2021  
SCALE: AS NOTED

CAD FILE NO:  
2021-019-SY01  
DRAWING NO:  
2021-019-SY01-002

17760 West Clarkson Road  
Lake Orion, Michigan 48062  
Phone: (248) 693-0500  
Fax: (248) 693-0503  
COMPLETEAUTOMATIONINC.COM

JOS. NAME:  
ONE DROP BREWERY

JOS. NAME:  
2021-019

SHEET NUMBER:  
2 OF 3

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PL 21-02






PC21-02

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  You're shopping **Lapeer**  Delivering to **48370**     Cart | 5 items 

 **OPEN** until 9 pm

Home Decor Furniture Kitchen & Dining Bedding & Bath Lighting Window Treatments Shop By Room Savings


Home / Lighting / Outdoor Lighting / String Lights

Internet #310766774 Model #NXT-2322 Store SKU #1004701807



**1004 701 807**  
**PLUG-IN**  
**STRING LIGHTS**

**10 FT, 10 BULBS**  
Uses (10) ST40 Bulbs

 **1 YEAR WARRANTY**

Total Length: 9.8 ft  
Lighted Length: 8.8 ft  
Bulb Spacing: 11.8 in  
Longitudinal: 3 ft  
Longitudinal luminosa: 2.7 ft  
Espacio entre bombillas: 30 cm

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MODEL / MODELO: NXT-2322

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Para disminuir la probabilidad de calor excesivo y posibles daños, sólo utilice los accesorios decorativos para lámparas empaquetados con este producto. Siempre desenchufe este producto antes de instalar o reemplazar los fusibles y/o bombillas.

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 28 in stock Aisle FW, Bay 012 [Text to Me](#)





**MCKENNA**

July 13, 2021

Mr. Joseph Madore  
Village Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48317

Subject: **One Drop Brewing – Outdoor Seating Review** (Application Dated April 28, 2021)

Location: **130 Oakdell Street – Parcel #04-26-327-015** (East end of Oakdell Street)

Zoning: **I-1 Industrial**

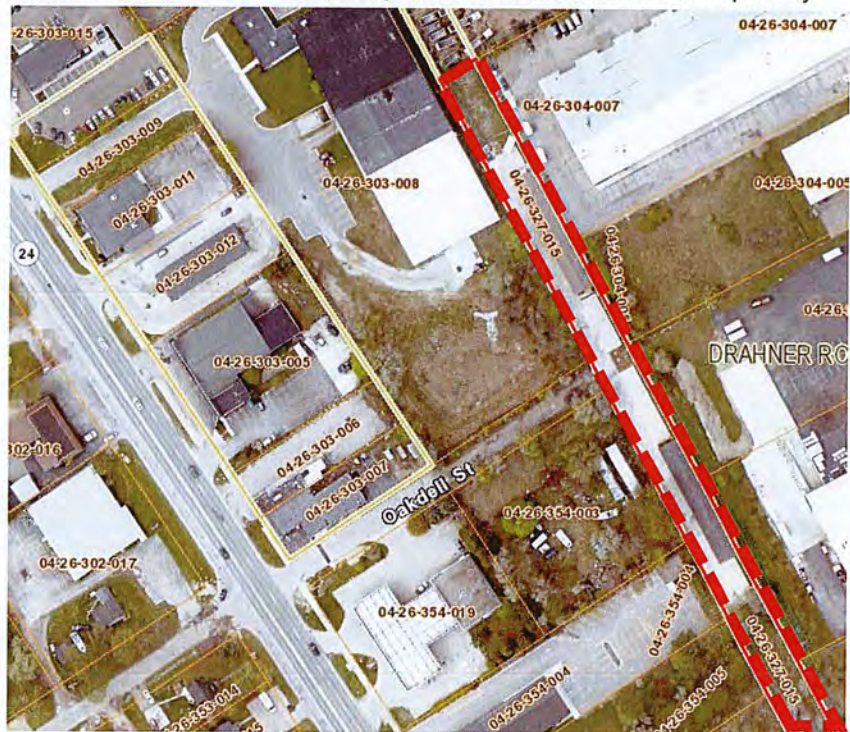
Dear Mr. Madore:

At the request of the Village, we have reviewed the above referenced application. The applicants are the business owners for the One Drop Brewing Company on behalf of property owner Ken Matheis.

#### EXISTING DEVELOPMENT

The site is located to the east of the intersection of S. Lapeer Road (M-24) and Oakdell Street at the end of the street. The site is a long shallow parcel approximately 50 feet in depth by 1,110 feet in width. It is occupied by two one-story buildings, each 24 feet by 150 feet totaling approximately 3,600 SF in floor area. While the site is located within the Village of Oxford, the properties to the west of the site are located in Oxford Township. The site and all adjacent property to the east are located in the Industrial (I-1) zoning district. The photo to the left provides context.

On October 30, 2018, the Planning Commission granted special use approval for a bar/lounge tasting room in the northern building in conjunction with the principal permitted use of a brewery contingent upon compliance with site plan approval. Site plan approval was also granted contingent upon compliance with the conditions listed in the review letters from the Village Planner, Engineer, Manager and the Oxford Fire Department.



**DETROIT**  
1938 Franklin Street  
Suite 203  
Detroit, Michigan 48207

O 313.888.9882  
F 248.596.0930  
**MCKA.COM**

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### PROPOSED DEVELOPMENT AND SPECIAL USE REVIEW

The applicants are requesting to operate a 12 ft by 67 ft April to November seasonal outdoor dining patio located to the west of the brewery building. Outdoor dining on private property from April 15<sup>th</sup> to November 1<sup>st</sup> is permitted in the I-1 zoning district with special use review and approval. The site must be in compliance with the standards of Section 4.1.45 and Article 9, Chapter 2 of the zoning ordinance.

### OUTDOOR SEATING AREA REVIEW COMMENTS

We have reviewed the plot plan in accordance with the Outdoor Café and Seating standards of Section 4.1.45, other applicable standards of the Oxford Zoning Ordinance and sound planning and design principles. We offer the following comments for your consideration.

1. **Seating Area Enclosure.** *Outdoor seating areas shall be required to be enclosed in instances where there is wait staff or alcohol service. For the purpose of this Section, an enclosure is a decorative wood or metal railing, or other decorative removable physical delineation approved by the Planning Commission.*

The applicant is proposing to use posts with ropes between the posts to provide a physical delineation. The Planning Commission has required all other outdoor seating operators to provide a metal or wood railing system consistent with ordinance standards. The applicant must provide a metal or wood railing system consistent with ordinance standards.

2. **Roof or Overhead Structure.** *All roofs and other overhead structures must be shown on a site plan.*

The applicant has already constructed a pergola over the proposed outdoor seating area. Photos available on Google Maps also show the outdoor area roped off the entire width of the existing drive aisle and being used as a gaming space. The installation of the pergola has reduced the drive aisle width along the building from 20 feet to eight feet according to the side view on Sheet 3 of the pergola overall layout. Section 7.1.12 requires a two-way maneuvering aisle to be 20 feet wide and a one-way maneuvering aisle to be 12 feet wide. In addition, a one-way maneuvering aisle requires a means of access at the end of the one-way aisle. As a result, access to the four parking spaces and dumpster enclosure located to the north of the pergola is no longer in







compliance with the zoning ordinance and must be removed. Any special use approval granted must be contingent upon the applicant removing the parking space striping, relocating the dumpster enclosure to a location accessible by a trash vehicle and reducing the maximum allowed capacity on the site. (See paragraph 8 below.) The applicant must submit a revised site plan showing the required changes.

3. **Outdoor Furniture Compatibility.** *Tables, chairs, planters, trash receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they should complement building colors. During non-business hours, all tables, chairs, umbrellas and other furniture and fixtures must be stored inside the building or properly secured within the enclosure.*

The application is proposing four picnic tables on the application material and states they will seat no more than six people per table. The outdoor area will hold an additional 24 customers. No details regarding the materials or style of the furniture have been provided. The applicant's narrative states that "tables and chairs" will be secured within the enclosed seating area during non-business hours by way of a locking mechanism. Furniture style and materials information should be provided to ensure compatibility.

4. **Off-Season Equipment Storage.** *The application shall specify the plans for the storage of tables, chairs, and equipment during the months when the outdoor seating is not in use.*

The applicant's narrative states that off-season the furniture will be stored in an enclosed and locked fenced area to the north of the building or off-site.

5. **Outdoor Area Upkeep.** *The outdoor seating area shall be kept clean, litter-free, free of debris, and with a well-kept appearance within and immediately adjacent to the area of tables and chairs. Additional outdoor waste receptacles may be required.*

The outdoor dining must meet this requirement during its ongoing operation.

6. **Hours of Operation.** *Outdoor seating areas shall be allowed only during normal operation hours of the establishment. In no case shall an outdoor seating area operate between the hours of 11 PM and 7 AM.*

The application states the outdoor seating area will be open Wednesday to Sunday from 3 p.m. to 2 a.m. Any special use approval shall only be granted contingent upon the outdoor seating area not operating after 11 p.m. and not before 7 a.m.

7. **Clear Vision Triangle.** *Outdoor seating areas shall not be located within the unobstructed triangular area (clear vision area) of a corner lot, consistent with Section 6.1.11, Clear Vision Area.*

The patio seating will not be located within the clear vision area of the Oakdell Street access drive. The site plan must be revised to show the location of the pergola and outdoor seating area to confirm the distance between the seating area will not be impacted by vehicles exiting the parking spaces to the south of the building.

8. **Parking Requirements.** *The capacity of the outdoor seating area shall be provided by the applicant and verified by the Building Official. An outdoor seating area containing 30 or more seats shall be required to provide for the required number of parking spaces consistent with the restaurant parking standard in*





*Section 7.1.9. However, no parking shall be required if the outdoor seating area is located within the parking reduction district per Section 7.1.8.*

A condition of the October 2018 site plan approval and special use approval was the maximum occupancy of the tasting room/bar area shall be in compliance with all building and fire codes but in no case shall exceed more than 51 persons. The maximum capacity of 51 was based on the site plan providing a total of 22 parking spaces, five for the brewery/office space and employees and 17 for bar/lounge customers. As stated in paragraph 2 above, the installation of the pergola has eliminated access to four parking spaces and the dumpster enclosure. In addition, the relocation of the dumpster enclosure will reduce the number of parking spaces by one. As a result, there will be a total of 17 parking spaces with 12 parking spaces available for customers, permitting a maximum customer capacity for the bar/lounge and outdoor seating area of 36. The site plan must be revised to include a note stating the maximum customer occupancy on site shall be 36 customers and appropriate signage installed within the bar/lounge area.

- 9. Required Signage.** *A sign must be posted stating "No food or beverages allowed beyond this point." Additional signs associated with the outdoor seating area are prohibited.*

The applicant's narrative states that the sign will be installed.

- 10. Residential Screening.** *Any outdoor seating areas shall be completely screened from view of all single-family residential properties by an obscuring wall or landscape buffer, unless the outdoor seating area is separated by a public road, public alley, or public parking area.*

The outdoor patio area will not be visible from any single-family residential properties.

- 11. Vending Machines Prohibited.** *Vending machines and other similar products shall be prohibited in all outdoor seating areas.*

No vending machines will be located in the outdoor seating area.

- 12. Food and Beverage Preparation Prohibited.** *Preparation of food and beverages shall be prohibited in any outdoor seating area. The sale and consumption of alcohol are governed by the Michigan Liquor Control Act and local ordinance. Additionally, such seating areas must include food service in addition to the sale and service of alcoholic beverages.*

Food preparation will take place entirely within the building. The applicant will be serving alcohol in the outdoor seating area. Any special use approval shall be contingent upon the applicant providing a copy of any required approval by the Michigan Liquor Control Commission to the Village and the site maintaining compliance with all standards of approval.

- 13. Patio Noise and Lighting.** *Details regarding the hours and type of entertainment, music, speakers, lighting, or similar devices used in outdoor seating areas must be identified at the time of site plan review. There shall be no loudspeaker located in conjunction with an outdoor seating area and all other noise including music, speakers, or similar devices shall be controlled so as to not be audible more than ten (10) feet from the outdoor seating area. All lighting must be shielded to prevent glare on adjacent roadways and protect abutting parcels.*





No speakers or televisions are proposed. The applicant is proposing the use of outdoor string lights and has provided a detail cut sheet of the lights. While the proposed lights are not shielded per Section 7.3.3(B), the planning commission may approve decorative lighting as an alternative provided they do not increase off-site glare.

- 14. Pedestrian Sidewalk Access.** *A minimum of five (5) feet of sidewalk along the curb and leading to the entrance to the establishment must be maintained free of tables and other encumbrances, in accordance with the provisions of the national Americans with Disabilities Act (ADA) and Michigan barrier-free requirements. If the sidewalk is not wide enough to allow for a five (5) foot wide clearance for circulation, the outdoor seating area shall not be permitted.*

Based on the 2018 approved site plan and the pergola overall layout, it would appear the outdoor area customers will access the patio area from the inside of the building. The establishment entrance will not be blocked in any way by the enclosed outdoor area. The proposed layout is in compliance with this standard.

#### **RECOMMENDATION**

The installation of the pergola and the location of the proposed outdoor dining area has impacted the original approved special use and site plan. While the proposed outdoor dining area can come into compliance with the zoning ordinance requirement, the site plan will have to be amended. Given the number of outstanding issues, the Planning Commission can request the submittal of a revised plan. If the Planning Commission determines the proposed outdoor dining area is in substantial compliance with ordinance standards any special use approval should be contingent upon the applicant providing the following:

- A. The installation of a metal or wood railing system consistent with ordinance standards.
- B. Providing the style and materials information of the proposed picnic tables and railing system.
- C. The outdoor dining area not operating after 11 p.m. and not before 7 a.m.
- D. The installation of a "No food or beverages allowed beyond this point" sign prior to operation.
- E. The submittal of an amended site plan that includes the following:
  - 1. The removal of the parking space striping north of the building.
  - 2. The relocation of the dumpster enclosure to a location accessible by a trash vehicle.
  - 3. The location of the pergola and outdoor seating area on the site.
  - 4. A note stating the maximum customer occupancy shall be 36 customers and corresponding signage installed within the bar/lounge area.

Please feel free to contact us with any questions.

Respectfully submitted,

**McKENNA**

Mario A. Ortega, AICP  
Principal Planner

PC 21-02



**MCKENNA**

6/15/2021

Morganne Matheis  
5465 Hosner Rd  
Oxford, Mi. 48370

RE: Plan review Awning at 130 Oakdale

Following items are required –

1. Sealed drawings ✓
2. Fire approval for location – approved
3. Planning approval for outdoor dining

clearance

OK Fire Lad

OK  
6-17-21

FIRE CHIEF, PETE SCHOLZ

Jim Wright  
Building Official  
Village of Oxford

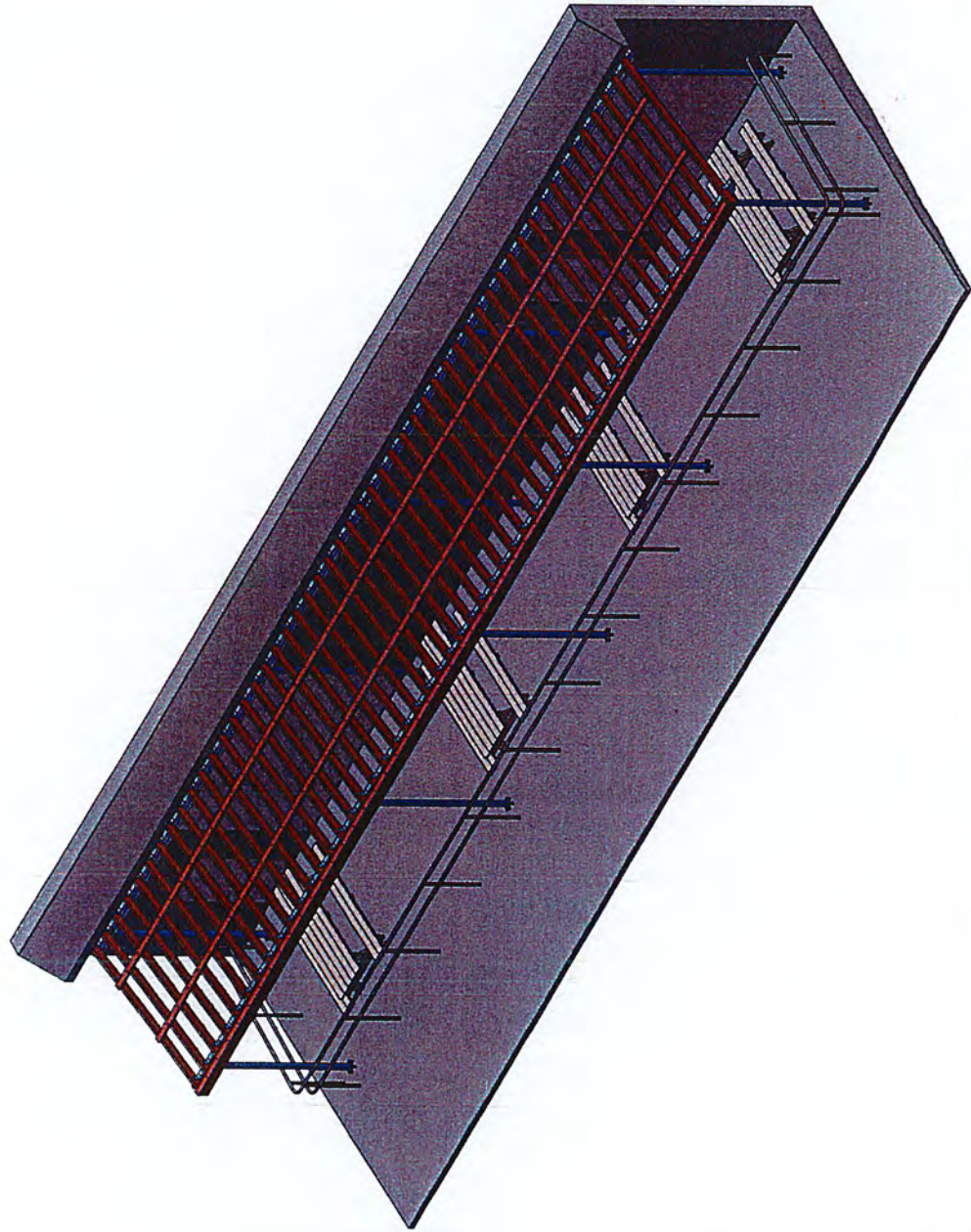




# COMPLETE AUTOMATION

ONE DROP BREWERY  
PERGOLA PROPOSAL  
130 OAKDELL STREET  
OXFORD, MI 48371

SUBMITTAL PACKAGE #:  
**2021-019-SY01**  
REV:A



REV	DATE	BY	DATE	DESCRIPTION	PAGES CHANGED
A	4/27/2021	JLD		ORIGINAL SUBMITTAL	
A. Submittal Package (Including) and/or (Excluding) Permittals, or (Including) Exterior					

PC 21-02

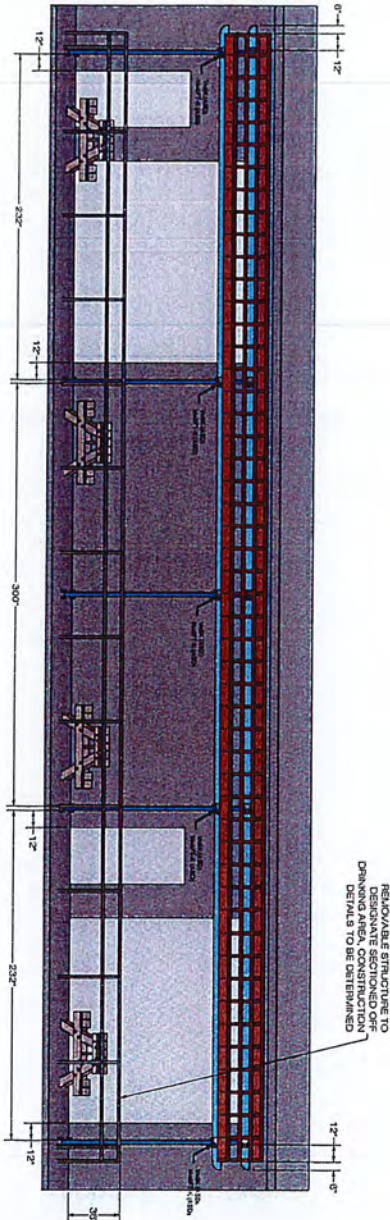


2'-10"

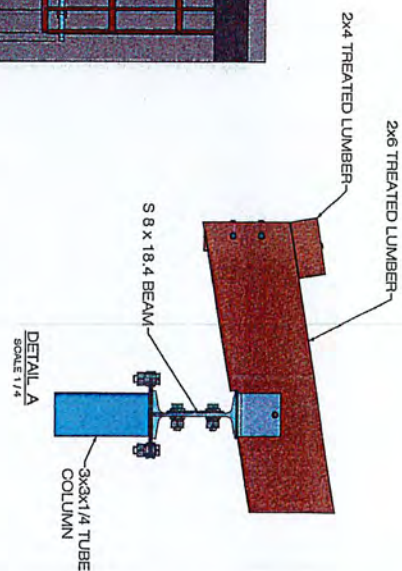
5'-0"

16' TYP.  
JOIST SPACING

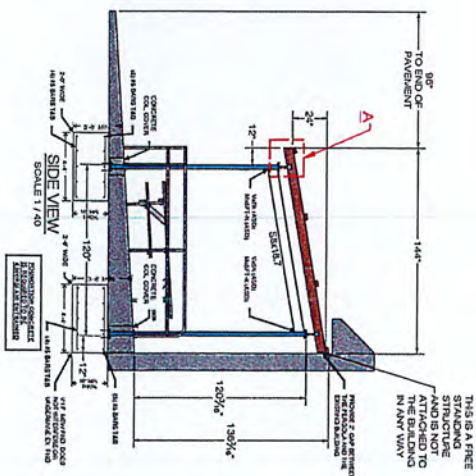
**FRONT VIEW**  
SCALE 1/40



REMOVABLE STRUCTURE TO  
DESIGNATE SECTIONED OFF  
DRINKING AREA. CONSTRUCTION  
DETAILS TO BE DETERMINED



NOTE: STRUCTURE HAS BEEN DESIGNED FOR  
A GROUND SNOW LOAD OF 25 PSF



THIS IS A FREE  
STANDING  
STRUCTURE  
AND IS NOT  
ATTACHED TO  
THE BUILDING  
IN ANY WAY

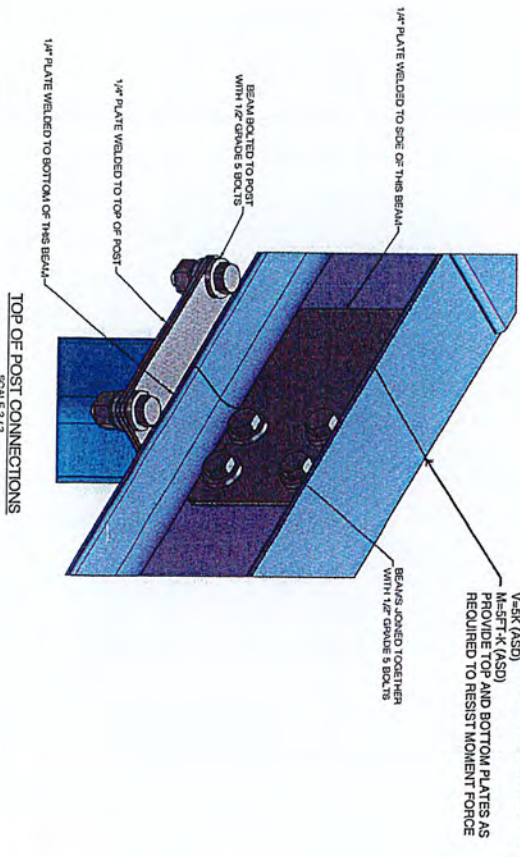
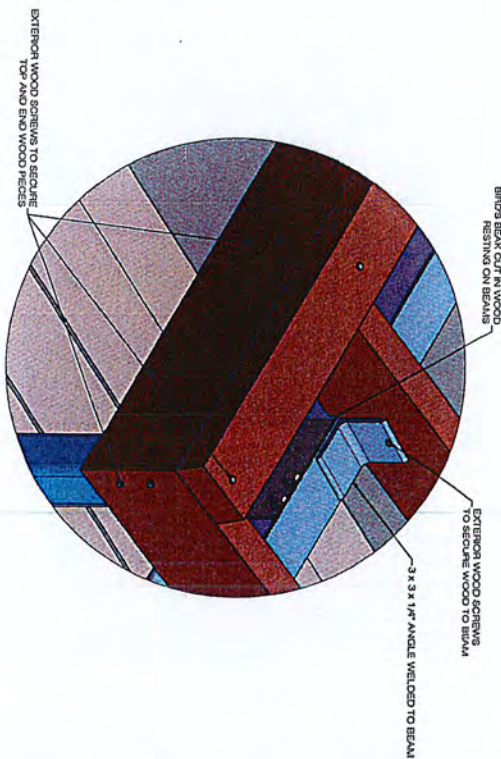
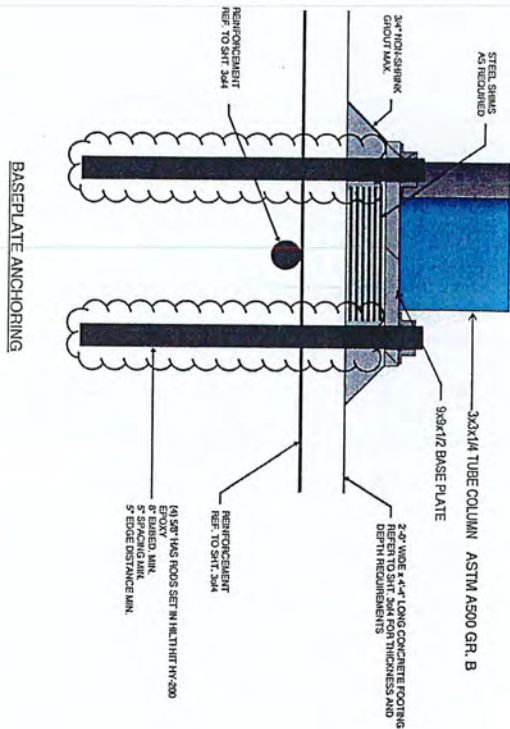
TITLE:  
ONE DROP BREWERY  
PERGOLA PROPOSAL

PERGOLA OVERALL LAYOUT

REVISION HISTORY			
REV	DATE	DRN	DESCRIPTION
A	4/27/2021	JJO	ORIGINAL SUBMITTA

D/RN:	Johanlon	CAD FILE NO:
DATE:	4/27/2021	2021-019-SY01
SCALE:	AS NOTED	DRAWING NO:
		2021-019-SY01-003






BEAM TO COLUMN CONNECTION FORCES:  
V=5K (ASD)  
M=5FT-K (ASD)  
PROVIDE TOP AND BOTTOM PLATES AS  
REQUIRED TO RESIST MOMENT FORCE

TOP OF POST CONNECTIONS  
SCALE 2/3

RAFTERS TO BEAM  
SCALE 1/3

ONE DROP BREWERY 4 OF 4	ADDITIONAL SHEET NUMBER	ADDITIONAL SHEET NUMBER	 <b>COMPLETE</b> AUTOMATION	17100 Mill Creek Road Law Office, Madison 53702 Phone: (608) 626-0240 Fax: (608) 626-0553	TITLE ONE DROP BREWERY PERGOLA PROPOSAL	REVISION HISTORY				DRN Johnson	CAD FILE NO. 2021-019-SY01
						REV	DATE	DRN	DESCRIPTION		
						A	4/27/2021	JJO	ORIGINAL SUBMITTAL		
						CONSTRUCTION DETAILS					
THIS DRAWING CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION WHICH IS THE PROPERTY OF COMPLETE AUTOMATION INC. IT IS FURNISHED WITH THE UNDERSTANDING THAT NEITHER IT, NOR ANY PART THEREOF, IS TO BE COPIED OR MADE AVAILABLE TO OTHER THAN THE PARTY TO WHICH IT IS ORIGINALLY FURNISHED, THAT IT IS NOT TO BE USED IN ANY MANNER TO THE DISADVANTAGE OF COMPLETE AUTOMATION INC. AND THAT IT IS RETURNABLE ON DEMAND.											

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EXISTING BUILDING - OUTLINED IN YELLOW: 142' x 24'  
PROPOSED PERGOLA - OUTLINED IN RED: 67'-8" x 12'

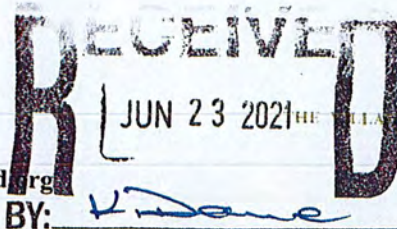
<b>COMPLETE</b> <small>1100 West Oakdale Road Lake Okech, Morgan 87022</small> <small>COMPLETEAUTOMATIONINC.COM Phone: (307) 610-6100 Fax: (307) 610-6101</small>		<b>ONE DROP BREWERY</b> PERGOLA PROPOSAL SATELLITE VIEW		<b>REVISION HISTORY</b> <table border="1"> <tr> <th>REV</th> <th>DATE</th> <th>DRN</th> <th>DESCRIPTION</th> </tr> <tr> <td>A</td> <td>4/27/2021</td> <td>JJD</td> <td>ORIGINAL SUBMITTAL</td> </tr> </table>		REV	DATE	DRN	DESCRIPTION	A	4/27/2021	JJD	ORIGINAL SUBMITTAL	DRN: jehanlon DATE: 4/27/2021 SCALE: AS NOTED		CAD FILE NO: 2021-019-SY01 DRAWING NO: 2021-019-SY01-002	
REV	DATE	DRN	DESCRIPTION														
A	4/27/2021	JJD	ORIGINAL SUBMITTAL														

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2 OF 4



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: 29 S Washington

Sidwell# \_\_\_\_\_

Name of Business: Mero Mero

Name of Business Owner: Robby Gjokaj

Owner Phone: 248-421-7566

Contractor Name: Kal Mansour

License/Expiration date: LIC2005-00099

Address: 11035 E 9 Mile Rd

City: Warren State: MI Zip: 48089

Phone: 586-576-7901

Email: signsbykal@gmail.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)

(24.3 SQ FT)

WALL 2 Signs Sign Area: 23"x168"

Linear Width of Storefront or Building Frontage 60'

Area of any existing or proposed projecting signs: n/a

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: \_\_\_\_\_



PC 21-03

### 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 \*  $\times 2$

Contractor Registration Fee .....\$15 \*

\*\*\*\*\*

Special Land Use Fee (if needed) .....\$300

Public Hearing Fee (for SLU) .....\$150

\*\*\*\*\*

PC Design Approval .....\$150 \*

TOTAL FEES: \$350.00



PL 21-03



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Community Insurance Center Ltd. 932 S Lapeer Rd Oxford MI 48371-0020		<b>CONTACT NAME:</b> Sharon M Bieser <b>PHONE (A/C, No, Ext):</b> (248) 628-2505 <b>FAX (A/C, No):</b> (248) 628-3023 <b>E-MAIL ADDRESS:</b> sharon@cicagency.net	
<b>INSURED</b> SIGN EMPORIUM INC 11035 E 9 MILE RD WARREN MI 48089-2454		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Frankenmuth Insurance Company <b>INSURER B:</b> Travelers (MWCPF) <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 13986	

## COVERAGES

**CERTIFICATE NUMBER:** 20/21

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP6232315	08/06/2020	08/06/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA 6232315	08/06/2020	08/06/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CPP6232315	08/06/2020	08/06/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	6KUB-1K85089-7-20	02/20/2020	02/20/2021	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



## Pinned Off Channel Letters - Front &amp; Halo-lit



Mounting Detail

Front View  
After

Sign Description

Mero Mero

Date:

5-7-21

Site Address: 29 S Washington  
Oxford, MI 48371

Contact Info:

Landlord Info:

Photo of Suite:

Meas. of Suite:

Site Plan:

Eps Artwork:

Check Sign Ordinance:

Wall Color SW#:

Landlord Approval:

Permits Needed:

ACCEPTANCE OF ARTWORK The drawing above is an artistic representation ONLY. Elements may vary based on field measurements. This color proof is intended for verification of spelling, layout, color and composition. (PLEASE HELP AVOID UNNECESSARY COSTS BY CHECKING THIS PROOF CAREFULLY) Signature constitutes authorization to proceed with specifications and conditions of this document as specified. All artwork and designs are property of Sign Emporium and may not be used without expressed written permission of Sign Emporium.

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGN  
EMPORIUM**

phone: 586.576.7901

fax: 866.881.8182

11035 E 9 Mile Rd

Warren, MI 48089

email: signsbykal@gmail.com

Mounting Detail

Front View  
Before

Sign Description

Mero Mero

Date:

5-7-21

Site Address: 29 S Washington  
Oxford, MI 48371

Contact Info:

Landlord Info:

Photo of Suite:

Meas. of Suite:

Site Plan:

Eps Artwork:

Check Sign Ordinance:

Wall Color SW#:

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Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGN  
EMPORIUM**

phone: 586.576.7901

fax: 866.881.8182

11035 E 9 Mile Rd

Warren, MI 48089

email: signsbykal@gmail.com



# Pinned Off Channel Letters - Front & Halo-lit



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Approval:

Date:

## Mounting Detail

Side View  
After

### Sign Description

Mero Mero

#### Date:

5-7-21

#### Site Address:

29 S Washington  
Oxford, MI 48371

#### Contact Info:

#### Landlord Info:

#### Photo of Suite:

#### Meas. of Suite:

#### Site Plan:

#### Eps Artwork:

#### Check Sign Ordinance:

#### Wall Color SW#:

#### Landlord Approval:

#### Permits Needed:

**SIGN**  
**EMPORIUM**

phone: 586.576.7901  
fax: 866.881.8182

11035 E 9 Mile Rd  
Warren, MI 48099

email: signsbykal@gmail.com



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Approval:

Date:

## Mounting Detail

Side View  
Before

### Sign Description

Mero Mero

#### Date:

5-7-21

#### Site Address:

29 S Washington  
Oxford, MI 48371

#### Contact Info:

#### Landlord Info:

#### Photo of Suite:

#### Meas. of Suite:

#### Site Plan:

#### Eps Artwork:

#### Check Sign Ordinance:

#### Wall Color SW#:

#### Landlord Approval:

#### Permits Needed:

**SIGN**  
**EMPORIUM**

phone: 586.576.7901  
fax: 866.881.8182

11035 E 9 Mile Rd  
Warren, MI 48099

email: signsbykal@gmail.com



PC 21-03

### Pinned-off Halo-lit Letters Sign Mounting Details

.063 Aluminum Channel Letter Heliarc Welded

Face of Wall

Stand Offs

LED Modules

Acrylic Push-thrus

5"

Anchor Bolts  
3/8" Dia.  
@ 4'-0" c/c max.  
Top & bottom

Mounting Detail	
Sign Description	
Mero Mero	
Date:	5-7-21
Site Address:	29 S Washington Oxford, MI 48371
Contact Info:	
Landlord Info:	
Photo of Suite:	
Meas. of Suite:	
Site Plan:	
Eps Artwork:	
Check Sign Ordinance:	
Wall Color SW#:	
Landlord Approval:	
Permits Needed:	

ACCEPTANCE OF ARTWORK The drawing above is an artistic representation ONLY. Elements may vary based on field measurements. This color proof is intended for verification of spelling, layout, color and composition. (PLEASE HELP AVOID UNNECESSARY COSTS BY CHECKING THIS PROOF CAREFULLY.) Signature constitutes authorization to proceed with specifications and conditions of this document as specified. All artwork and designs are property of Sign Emporium and may not be used without expressed written permission of Sign Emporium.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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# Memorandum

**TO:** Planning Commission  
Village of Oxford

**FROM:** Mario A. Ortega, AICP

**SUBJECT:** Sign Design Review – 29 S. Washington St / Mero Mero Restaurant

**DATE:** July 12, 2021

Sign Emporium on behalf of business owner Robby Gjokaj has applied for a sign permit to install two (2) internally illuminated wall signs for the business located at 29 S. Washington Street. One sign would be located on the building's west elevation, facing the parking lot. The second sign would be on the building's south elevation which is the business frontage and faces Centennial Park. Each sign is 26.83 square feet (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 which will also produce an illuminated halo effect.

The proposed black and white sign is for the new operator of the corner unit in this building which was previously an ice cream shop. The design is a standard configuration of channel cut letters which will be directly mounted to the red brick building facade. The result is a style which allows the building facade 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 illumination would also emphasize the building facade materials which promotes the design standards enacted by the Village. 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.