

Village of Oxford Planning Commission Agenda
Council Chamber- 22 W. Burdick St., Oxford MI, 48371
Tuesday, August 03, 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, Justin Ballard.
4. Approval of Agenda: August 3, 2021
5. Approval of Minutes: July 20, 2021
6. Correspondence: None
7. New Business:
 - a. **PC 21-06, PID #: PO-04-27-279-017, 144 S. Washington. APERION Sign Permit Application, Ron Martin Weinstock, Internally Illuminated Sign.**
 - b. **Zoning Ordinance Section 3.4.1 - Residential Construction standards consideration of R-1 zoning front yard set-back and building height.**
 - c. **Zoning ordinance Section 7.4.7.V – Signs prohibited throughout the Village – Banners on the Polly Ann Trail Bridge.**
8. Old Business: None
9. Public Comment:
10. Consultant & Administration Comments: PC member application been received and will be considered at the August 10th Council meeting.
11. Commissioner Comments:
 - Oxford Township Planning Commission Update
 - ZBA Update
 - DDA Update
12. Adjournment:

**VILLAGE OF OXFORD
PLANNING COMMISSION
July 20, 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

Vice Chair Leslie Pielack called the meeting to order at 7:00 p.m.

2. RESPECTS TO THE FLAG

3. ROLL CALL: Members Present- Arkles, McClellan, Nold, Pielack. Absent 2. Ballard, Helmuth.
Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna Planner Mario Ortega.

4. APPROVAL OF AGENDA: Meeting Agenda July 20, 2021.

MOTION: by Nold/Arkles to approve the agenda as presented.
All present voting in favor. Motion carried.

Commissioner Helmuth arrived at 7:03 p.m.

5. APPROVAL OF MEETING MINUTES: June 15, 2021, Regular Meeting Minutes.

MOTION: by Nold/McClellan to approve the Village of Oxford June 15, 2021, regular planning commission meeting minutes as presented. All in favor. Motion carried.

6. CORRESPONDENCE: None.

7. NEW BUSINESS:

- a. **PC 21- 01, PID #: PO-04-23-377-001, 592 Lakeville Road. Applicant Dan Davis.**
Planner Ortega reviewed Site Plan dated June 9, 2021, for new building B, McKenna letter dated July 14, 2021. Parking lot orientation, paving with asphalt and cement (suggested by applicant to handle weight of trucks) as related to proposed gravel access and paved maneuvering lane. Screening, landscaping, fencing and drainage concerns were discussed. Size and species of shrubs and trees must comply with the zoning ordinance with special attention given to Section 7.2.3.

MOTION: by Pielack/Nold to approve PC 21-01, PID# PO-04-23-377-011, 592 Lakeville Rd., per McKenna site plan review, contingent upon the applicant submitting a revised site plan for final administrative approval that includes the following:

1. Irrigation and landscape compliance as specified in the Zoning Ordinance Section 7.2.3.
2. A revised parking lot configuration with parking spaces located as described in the McKenna site plan review comments (July 14, 2021).
3. The entire parking area, including parking spaces, maneuvering lanes and access drives constructed of asphalt or concrete surfacing built to village standards.
4. 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.

5. Village Engineer review storm water capture.

Roll Call Vote: Ayes: 4. Arkles, McClellan, Helmuth, Nold, Pielack. Nays: 0. Absent: 1, Ballard. Motion carried.

- b. **PC 21-02, PID #: PO-04-26-327-015, 130 Oakdell St. Applicant One Drop Brewing Company, Benjamin Schnurle.** Planner review was followed by discussion with the commissioners and applicant. Dumpster issue was addressed. Truck is a front load that pulls straight in and backs straight out. Parking was revised. Applicant could amend site plan to include additional parking capacity in future.

MOTION: by Pielack/Nold to approve the proposed outdoor dining special use site plan contingent upon administrative review addressing the following items:

- A. The installation of a metal or wood railing system around the perimeter of the outdoor dining area 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 11:00 P.M. and not before 7:00 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. A note on the site plan stating that the four (4) parking spaces at the north end of the parking lot shall only be used as employee parking.
 2. A note on the site plan stating that the remaining 18 parking spaces shall be customer parking to allow parking for 54 patrons.
 3. A note stating the maximum customer occupancy shall be 54 customers and corresponding signage installed within the bar/lounge area.

Roll Call Vote: Ayes: 4. Arkles, McClellan, Helmuth, Nold, Pielack. Nays: 0. Absent: 1, Ballard. All in favor. Motion carried.

- c. **PC 21-03, PID #: PO-04-27-202-023, 29 S. Washington. MERO MERO Sign Permit Application, Owner Robby Gjokaj.** Planner Ortega gave comments on McKenna Sign Design Review dated July 12, 2021, recommending approval of application 21-03.

MOTION: by Arkles/Helmuth to approve PC 21-03, PID# PO-04-27-202-023, 29 S. Washington Street, MERO MERO sign permit application as presented.

Roll Call Vote: Ayes: 4. McClellan, Helmuth, Arkles, Pielack, Nold. Nays: 0. Absent 1, Ballard. Motion carried.

8. OLD BUSINESS:

- a. **Master Plan Review-** Planner Ortega reviewed the McKenna recommendation dated March 30, 2021.

MOTION: by Pielack/Arkles in support of the McKenna recommendation to reaffirm the goals and objectives of the 2011 Master Plan and extend the Master Plan into 2026, and to recommend to the Village of Oxford Council consider the following:

1. The creation of a new Parks and Recreation Master Plan
 2. Creating a Capital Improvement Plan
 3. Budgeting for a new Comprehensive Master Plan
 4. Draft and adopt additional plans and amendments identified by the Redevelopment Ready Communities (RRC) Evaluation.
 5. Combine the current Master Plan, Near East Side Redevelopment Plan, Near West Side Redevelopment Plan and South Washington Plan into a comprehensive document.
- Roll Call Vote:** Ayes: 4. McClellan, Helmuth, Arkles, Pielack, Nold. Nays: 0. Absent: 1, Ballard. Motion carried.

9. PUBLIC COMMENT:

Dale Wolicki, 59 N. Washington-Streetscape and sidewalk no easement agreement with MDOT. Sidewalk and streetscape improvements to be removed by MDOT.

10. CONSULTANT AND ADMINISTRATIVE COMMENTS

11. COMMISSIONER COMMENTS

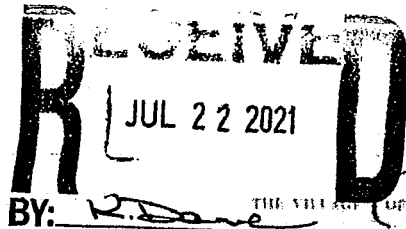
OXFORD Township Planning Commission report.
ZBA- No meeting.
DDA-Update by Village Manager.

12. ADJOURNMENT:

MOTION: by Helmuth/McClellan to adjourn at 8:45 p.m. All in favor. Motion carried.

Respectfully submitted,
Tere Onica, Recording Secretary

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: 144 S. WASHINGTON Sidwell# _____
Name of Business: APERION
Name of Business Owner: RON MARTIN WEINSTEIN Owner Phone: (248) 969-9791
Contractor Name: RADIANT SIGN License/Expiration date: _____
Address: 14500 TALBOT City: OAK PARK State: MI Zip: 48237
Phone: (248) 866-2998 Email: radiantsign@yahoo.com
Applicant's Signature: [Signature]

Type of Sign (Fill in Only Those that Apply)

GROUND ☒ Sign Area: 24 SQ. FT. Height: 5'
(not including base or supports)
(including base or supports)

WALL _____ Sign Area: _____ Linear Width of Storefront or Building Frontage _____
Area of any existing or proposed projecting signs: _____

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: _____

Updated 06/30/20

SPECIAL LAND USE

Special Land Use approval is required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use requires Planning Commission approval after a public hearing.

Do you wish to apply for Special Land Use approval?

☒ No

☐ Yes

PC DESIGN APPROVAL

Planning Commission Design approval is required for all internally illuminated signs in the C-1 Core and C-1 Transition zoning districts.

Do you wish to apply for PC Design Approval?

☐ No

☒ Yes

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
- Inspection will be required when installation is complete. Contact Village of Oxford to schedule the inspection.

FEES

Application Fee\$15

Permit Fee per sign.....\$85

Contractor Registration Fee\$15

Special Land Use Fee (if needed)\$300

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

PC Design Approval\$150 *

TOTAL FEES: _____

FOR VILLAGE USE ONLY

- ____ 1. Distribute plans to Planner
- ____ 2. Receive Decision Form from Planner
- ____ 3. Sign Permit Issued to Applicant
- ____ 4. If Design Review or Special Use is Required:
- ☐ Planning Commission Meeting Date: _____
 - ☐ Notice for Public Hearing (Special Use Only)
 - ☐ Receive Review from Planner
 - ☐ Planning Commission Decision: _____
 - ☐ Sign Permit Issued

NOTES

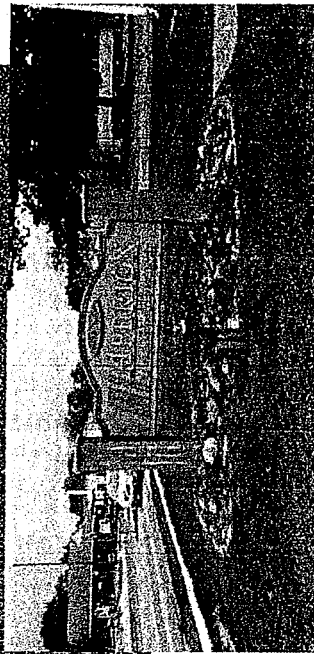
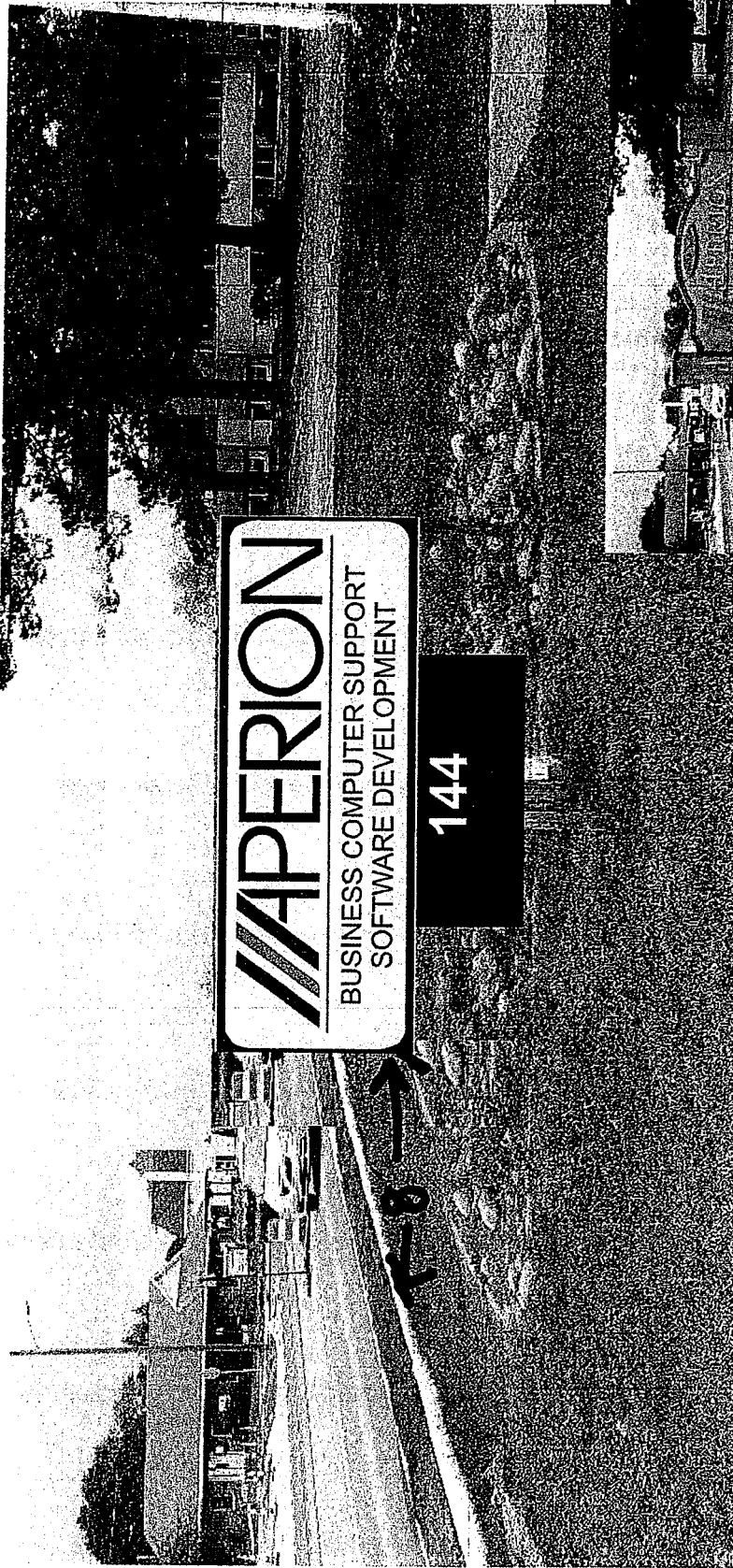
Approved
7/27/24

C-1 TRANSITION

96 in

36 in

5 ft



*need PC App and
Bldg OK*

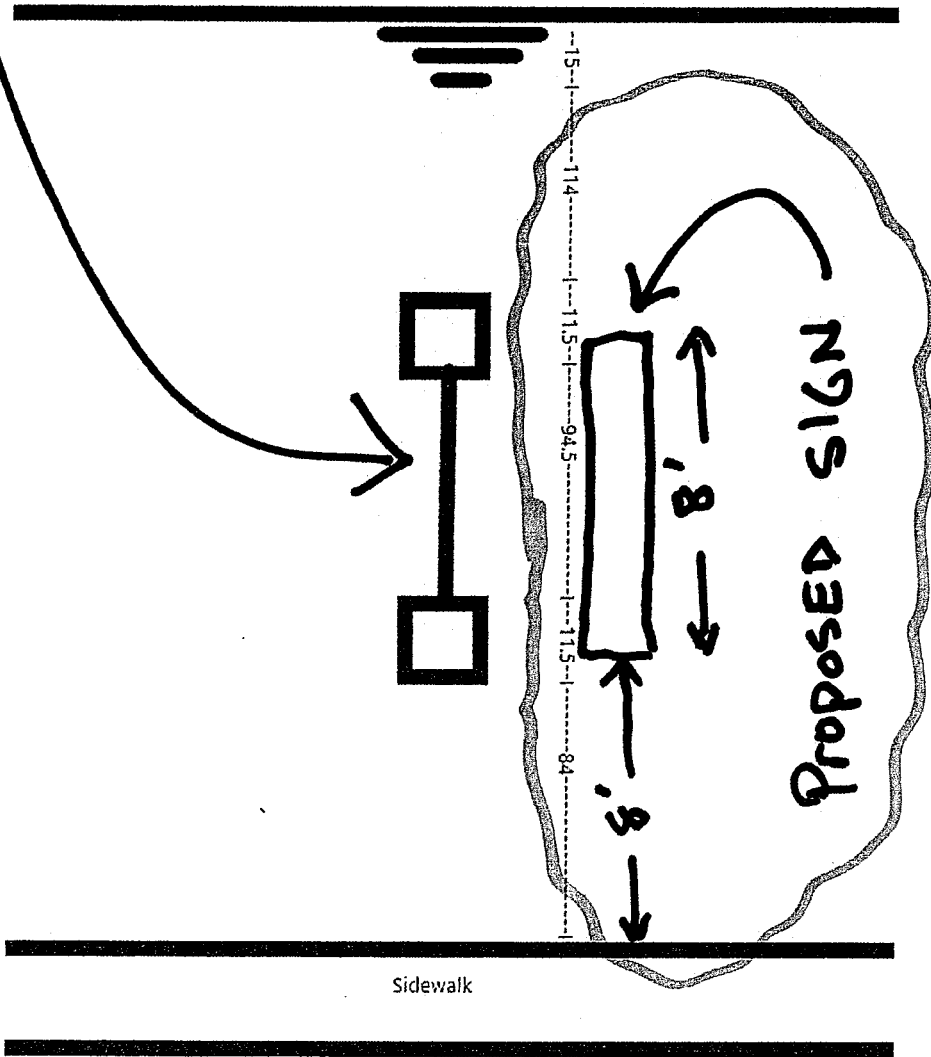
Note:

Double sided internally lit with LED's
white lexan face, vinyl lettering
non illuminated aluminum pole-skirt
Hook up to power provided from old sign

RADIANT SIGN CO.
FABRICATORS AND MAINTENANCE
LICENSED & BONDED SIGN ERECTORS
14500 SCHOOLCRAFT
DETROIT MI. 48227
CELL 248-982-3111 radiantsign@yahoo.com

APPROVED

TOP VIEW OF EXISTING SIGN





Memorandum

TO: Planning Commission
Village of Oxford

FROM: Mario A. Ortega, AICP

SUBJECT: Sign Design Review – 144 S. Washington St / Aperion

DATE: July 27, 2021

Radiant Sign on behalf of business owner Aperion has applied for a sign permit to install one (1) internally illuminated free standing sign in front of the building at 144 S. Washington Street. The sign would be five feet in height and located eight feet from the front property line. It would be a dual face sign, with one facing north and the other south and would total 24 square feet (SF) in area. The sign meets the dimensional and setback requirements of the Zoning Ordinance.

Section 7.4.8(F)(1)(b) requires that internally illuminated signs in the C-1 Transition zoning district receive design approval from the Planning Commission. The sign will be internally illuminated with an LED light source.

The proposed sign would replace an existing wood externally illuminated free standing sign. The proposed sign is rectangular in shape with black lettering on a white field. This is a standard box-style sign that is comprised of polycarbonate plastic face with an aluminum skirting. The design and materials are unremarkable industry standard but would replace a weathered sign that appears to be deteriorating. Given that the white field is the predominant feature of the sign it could result in an excessively bright light level at night. We would recommend that any approval be contingent upon the installation of a dimmer control to allow for the light levels to be adjusted to prevent harsh glare for vehicles traveling along M-24.

If in the Planning Commission's determination the new sign is in keeping with the design standards of the area, then sign approval should be granted.

Chapter 4: District Regulations

SECTION 3.4.1 • R-1, SINGLE FAMILY RESIDENTIAL DISTRICT

REGULATIONS SCHEDULE

BUILDING HEIGHT - PRINCIPAL BUILDING

In Stories:	2 Stories
In Feet:	25 Feet

BUILDING HEIGHT - ACCESSORY BUILDING⁷

In Feet:	15 Feet
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LOT STANDARDS¹

Minimum Lot Width:	60 Feet
Minimum Lot Area:	7,200 Sq. Ft.
Minimum Usable Floor Area Per Unit (Principal Building):	1,000 Sq. Ft.
Maximum Lot Coverage for All Buildings:	40 Percent

SETBACKS - PRINCIPAL BUILDING⁴

Front Yard ⁶ :	15 Feet ⁴
Side Yard (One) ² :	5 Feet ⁴
Side Yard (Total of Two):	12 Feet ⁴
Rear Yard:	30 Feet ⁴

SETBACKS - DETACHED ACCESSORY BUILDING^{3,4}

Front Setback:	25 Feet
Side Yard:	5 Feet ^{4,5}
Rear Setback:	3 Feet ⁴

See Section 4.1.2 for additional requirements

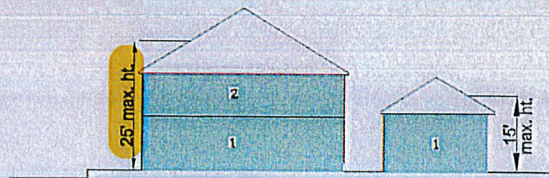
FOOTNOTES

- Where public sewers are not provided, the minimum lot area be at least 12,750 square feet and the minimum lot width shall be 80 feet.
- The side yard abutting upon a street shall not be less than ten (10) feet.
- Detached accessory buildings shall be a minimum of 10 feet from any principal building.
- No detached accessory buildings shall be erected in the front or required side yard or within permanent easements.
- An accessory building shall not be located nearer than 10 feet to a street right-of-way line, except in those instances where the rear lot line abuts an alley right-of-way, in which case, the accessory building shall be no closer than one (1) foot to such rear lot line.
- Where the accessory building is structurally attached to a main building, it shall be subject to, and must conform to, all yard regulations of this Ordinance applicable to main buildings. An attached accessory building shall be setback a minimum of 3 feet behind the front building line.
- Accessory buildings may be up to 25 feet in height if they contain living space that meet the standards of the building code. The living space must be accessory to the principal single family dwelling and may not be a separate dwelling unit.
- Within the Form Based Code boundary, the setbacks shall be the same as the C-1 Transition District.

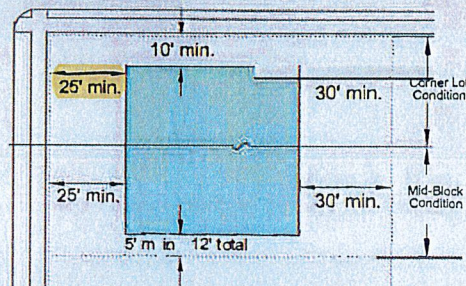
Graphics are illustrative only. Refer to REGULATIONS SCHEDULE for setback and height information. (amended by ordinance #376)

Some regulations on this page are superseded within the Form Based Code boundary.

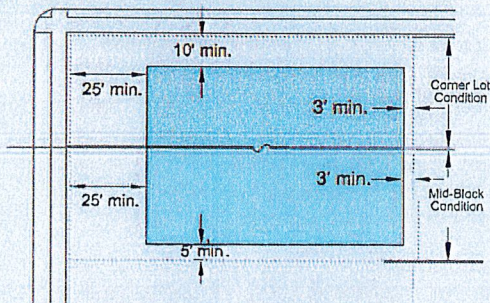
BUILDING HEIGHT



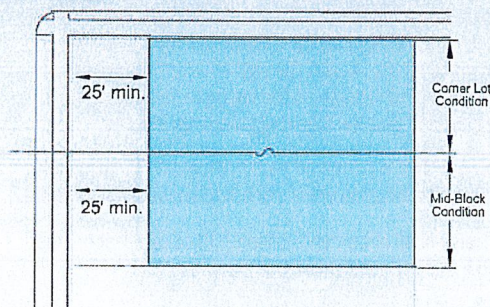
SETBACKS - PRINCIPAL BUILDING



SETBACKS - DETACHED ACCESSORY BUILDING



PARKING PLACEMENT



1 Purpose

2 Definition

3 Zoning District and Uses

4 Use Standards

5 Planned Unit Development

6 Development Standards

7 General Provisions

8 Nonconformities

9 Administration & Enforcement

ARTICLE 7: GENERAL PROVISIONS

architectural features of buildings or works of art, including murals, so long as such features or works do not contain an explicit message, moving parts, or illumination. Murals must be painted with the permission of the property owner.

F. Temporary Non-Commercial Signs. Temporary non-commercial signs shall not require a permit in any zoning district provided that the following standards are met:

1. All signs must be freestanding signs or window signs. Window signs are only permitted in zoning districts where permanent window signs are permitted.
2. Illumination is prohibited.
3. The total area of temporary non-commercial signs on a single lot shall not exceed thirty-six (6) square feet.
4. The maximum sign height of each freestanding temporary non-commercial sign shall be four (4) feet.
5. Temporary non-commercial signs shall be located solely on private property outside of any street right-of-way or corner clearance area.
6. Any temporary non-commercial sign in place for more than a year shall be considered a permanent sign and shall be subject to all relevant provisions of this Ordinance.

G. Temporary Commercial Signs in Residential Districts.

Temporary commercial signs shall not require a permit in the R-1 and RM districts provided that the following standards are met:

1. Illumination is prohibited.
2. In the R-1 district, one (1) freestanding temporary commercial sign is permitted up to a maximum of six (6) square feet per sign and a maximum height of four (4) feet.
3. In the RM district, one (1) temporary commercial sign is permitted per street frontage of the lot up to a maximum of six (6) feet per sign and a maximum height of four (4) feet. The sign may be a wall sign or freestanding sign.
4. Any temporary commercial sign in place for more than a year shall be considered a permanent sign and shall be subject to all relevant provisions of this Ordinance.

H. Temporary Commercial Signs on Non-Residential Property for Sale or Lease. In the C-1 Core, C-1 Transition, ~~C-1~~, and C-2 zoning districts, a sign may be erected on a lot that contains land or space for sale lease. The sign shall not count against the total permitted signage on the lot, and shall not require a permit, provided that the following standards are met,

1. Only one sign is permitted per lot, except for buildings with storefronts, which may have one sign per vacant storefront.
2. The sign shall not exceed sixteen (16) square feet in area and a maximum height of four (4) feet.
3. The sign may be a wall sign on any lot.

4. The sign may be a window sign in zoning districts where window signs are permitted.
 5. The sign may be a freestanding sign only if the lot in question is permitted to have a freestanding sign but does not currently have a freestanding sign. Only one freestanding temporary commercial sign is permitted on any lot, regardless of the number of vacant storefronts on the lot.
 6. Any temporary commercial sign in place for more than a year shall be considered a permanent sign and shall be subject to all relevant provisions of this Ordinance.
- I. Sign Maintenance or Change of Message.** No permit shall be required for ordinary servicing, repainting of existing sign message, or cleaning of a sign.

SECTION 7.4.7 • SIGNS PROHIBITED THROUGHOUT THE VILLAGE

The following signs are prohibited throughout the Village, notwithstanding anything to the contrary in this Article:

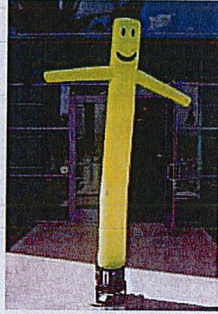
- A.** Signs which incorporate in any manner or are illuminated by any flashing or moving lights, or where any illumination can shine directly into the eyes of any occupant of any vehicle traveling upon any highway, driveway or parking area, or into any window of any residence within 200 feet, or where the illumination interferes with the visibility or readability of any traffic sign or device.



Prohibited Flags and Pennants

ARTICLE 7: GENERAL PROVISIONS

- B. Exterior pennants, pennant strings, feather flags, spinners, and streamers.
- C. Exterior string lights used in connection with a commercial lot, other than holiday decorations used from the day after Thanksgiving through the following January 15th. String lights are also permitted in the vicinity of outdoor dining as approved by the Planning Commission.
- D. Any sign or object which has any visible motion, moving or animated parts or image, whether movement is caused by machinery, wind, or otherwise, except for electronic message signs. GRAPHIC 7
- E. Any sign which is structurally or electrically unsafe, or which obstructs any fire escape.
- F. Any sign erected on a tree or utility pole.
- G. Any sign structure or frame that no longer contains a sign.
- H. Any sign on a motor vehicle or trailer which is parked in front of a business on a public street for the sole purpose of advertising that business.
- I. Any vehicle bearing advertising signage parked in a space in a publicly-owned lot that not designated for employee parking for the sole purpose of advertising.
- J. Roof signs or any sign which projects above the roof line.
- K. Any sign or sign part, cable or support, except those established for emergency services purposes and maintained a public entity, located in, projecting into, or overhanging a public right-of-way or dedicated public easement, except on the Polly Ann Trail Bridge (see Section 7.4.8.B.2). The Village Manager is authorized to cause the removal of any signs posted or placed in any public right-of-way, provided any such sign shall be kept for a period of sixty (60) days for pick up by any person who might claim it, and thereafter may be destroyed by the Village.
- L. Any sign erected on any property, public or private, without the consent of the owner and occupant thereof.
- M. Any sign which simulates or imitates in size, color, lettering, or design, any traffic sign or signal or other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse the drivers or motorized vehicles.
- N. Any sign which incorporates any open spark or flame.
- O. Backlit awnings or canopies.



Prohibited

- P. Message board signs and other signs with manually changeable letters.



Prohibited

- Q. Pylon or pole-mounted signs.
- R. Signs and murals shall not depict the "Specified Anatomical Areas" as described in Section 4.1.4B.7, nor the "Specified Sexual Activities" described in Section 4.1.4B.8, nor "Sexual Intercourse" as described in Section 4.1.4B.9, nor "Sodomy" as described in Section 4.1.4B.10.
- S. Billboards as defined in Article II and other off-site advertising.
- T. Any additional signage for a business that has a non-conforming sign.
- U. Electronic Message Signs
- V. Banners on the Polly Ann Trail Bridge

1	Purpose
2	Definition
3	Zoning District and Uses
4	Use Standards
5	Planned Unit Development
6	Development Standards
7	General Provisions
8	Nonconformities
9	Administration & Enforcement

