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**VILLAGE OF OXFORD
PLANNING COMMISSION
REGULAR MEETING MINUTES**

*Planning Commission Members: Rose Bejma, Jack Curtis, Kelsey Cooke, Gary Douglas,
Maureen Helmuth, Justin Ballard, Leslie Pielack*

22 West Burdick Street
Oxford, MI 48371

November 05, 2019

7:00 pm

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1. **CALL TO ORDER**

Chairman Gary Douglas called the meeting to order at 7:00 p.m.

2. **RESPECTS TO THE FLAG**

3. **ROLL CALL:** Members Present- Ballard, Cooke, Curtis, Douglas, Pielack.

Absent: Bejma, Helmuth.

MOTION: by Curtis/Pielack to excuse the absence of commissioners Bejma and Helmuth. All present voting in favor. Motion carried.

Staff Present: Mario Ortega AICP, Tere Onica Recording Secretary.

4. **APPROVAL OF AGENDA: Meeting Agenda November 5, 2019**

MOTION: by Curtis/Pielack to amend the November 5, 2019 meeting agenda adding Public Comments after Old Business, Item (a) Village Ridge Condominium Site Plan Review #4. All present voting in favor. Motion carried.

5. **APPROVAL OF MEETING MINUTES: October 15, 2019 Regular Meeting.**

MOTION: by Curtis/Ballard to approve the October 15, 2019 Regular Meeting minutes. All present voting in favor. Motion carried.

6. **CORRESPONDENCE:** None.

7. **PUBLIC HEARING:** None.

8. **OLD BUSINESS:**

- a. **Village Ridge Condominium Site Plan Review #4:** McKenna reviewed site location and existing conditions, proposed use and project history as outlined in the McKenna letter dated October 30, 2019. Site Plan review comments included Use, Conda Lane Dedication, Dimensional Requirements, Building Heights, Off-Street Parking Requirements, Landscaping, Architecture, Signage, Exterior Lighting, amending the Master Deed and Bylaws. The following contingencies were noted by the McKenna planner for preliminary site plan approval:

1. A revised Exhibit B that removes Conda Lane from within the Village Ridge Condominium boundary;
2. A revised Exhibit B and associated Oakland County lot combination application combining the parcels back into one property prior to the issuance of a building permit;
3. Prior to installation the submittal of detail cut sheets for light fixtures which meet zoning ordinance standards and are shielded and directed downward.

In addition, Conda Lane was never officially vacated from the Village Ridge Condominium documents, but the owner has agreed to revise the documents accordingly. Revisions made

46 for 5 additional off-street parking spots met the standards for visitor parking; however, it was
47 thought that there was not enough space and was without sidewalks or a pedestrian path for
48 safety. There was also discussion on landscaping and replacement trees, proposed variety and size
49 replacing mature trees 'like for like'. No landscaping plan has been provided and more specific
50 detail is needed.

51
52 Questions were raised on sump pump drains and storm water management. Where will storm
53 water be discharged to? By ordinance, each residence should have its' own sewer tap. There was
54 concern over changes to the Master Deed and how combining lots will affect existing
55 homeowners with changes to Parcel ID numbers. Legal descriptions would be the guiding
56 determination.

57
58 Soil conditions on the original development showed that pilings had to be installed causing
59 damage to neighboring units. There are no pilings on the drawing. It was unknown if the
60 proposed foundations were appropriate. A historical review of the soil and foundation needs to
61 be done with a detailed engineering review to determine if pilings are needed prior to issuing
62 any building permits.

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64 Comments were made suggesting architectural treatment to break up the massive vinyl siding.

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66 **9. PUBLIC COMMENTS:**

67 Gayle Beamer, 114 Conda Lane-Retired from Construction Association. Importance of soil
68 borings. Condo location is a retaining pond for water runoff. Pilon caused cracks in foundation.
69 There has been sewage back up in some of the condos. Request to increase sewer pumps.

70 Robert Brannon, 130 Conda Lane-Comments on trees and parking pad approved by the village.
71 Residents are responsible for repairing parking pads. Soil Borings were taken of the area which
72 used to be a swamp. Knows the person who did boring samples claiming there was no bottom.
73 Pilings cracked his garage floor.

74 Julie Hallock, 240 Ashley Way- signage is needed. Driving construction vehicles between units is a
75 concern. Combining the parcel back together is a problem as it was given to the condo owners, so
76 how can they now take the property back. Will there be a construction bond, Burdick Street trees
77 and berm need to be in place and uniform lighting, either streetlights or automated garage lights
78 are necessary.

79 Judy Miller, 148 Jordyn Way- Units are sinking. 150 Jordyn Way has poor water drainage. The
80 yard is all water. Berm, trees and lighting are needed.

81 Alpine Engineering Representative, Shiloh Dahlin, responded. The applicant was recovering from
82 surgery. The applicant is open to additional trees and landscape plan. All units could have own
83 sewer and sump leads, but to connect to storm drains would cause substantial disturbance to the
84 amount of pavement that would have to be removed. Day light sensor lights were not a problem.

85
86 Discussion of Village Ridge concerns continued.

87 **MOTION:** by Curtis/Cooke amended by Curtis/Cooke, to approve a preliminary site plan for
88 Village Ridge Condominium Site with the following conditions:

- 89 1) Any unresolved issues in the McKenna Planners letter dated 10.30.19 be addressed.
90 2) Any unresolved issues stated in the Rowe Engineering letter dated 10.29.19 be
91 addressed and to show a mitigation of storm water plan with a design of the detention basin
92 to handle the additional impervious area and storm water run-off as addressed in several

93 different areas by the Rowe engineer in reviews dated 10.29.19 and 6.28.19.

- 94 3) A detailed landscape plan be provided for trees to be installed
95 4) Siding enhancement to be used to break up/decrease the amount of horizontal vinyl siding
96 lines.
97 5) A review of any soil borings for the site and other historical documents to determine if
98 pilings will be required for buildings in this phase.

99 **Roll Call Vote:** Pielack, Curtis Ballard, Cooke, Douglas. Absent: Helmuth, Bejma.
100 Motion carried.

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102 **10. NEW BUSINESS:**

- 103 a. PC 19-03, Site Plan Review Parcel ID # PO 04-26-304-010, 425 Glaspie- Maintenance yard for
104 TKMS Trucking. Mr. Ortega reviewed highlights of Mckenna letter. Currently there are two
105 buildings on site. Proposal is to demolish the existing warehousing building located address 375
106 Glaspie and construct an addition to existing building. It is lacking more detail to make a
107 recommendation. Setbacks, no scale or measurements have been provided. Door orientation is
108 uncertain. Asphalt paving, removal of minimal green space, driveway approach, a circulation
109 plan on how they intend the trucks to operate all need to be addressed. Building plans should
110 include elevations, floor plans indicating the amount of office space or maintenance space
111 within the existing buildings. The existing pavement/asphalt area must be revised to be
112 in compliance with all zoning ordinance standards as well as revisions that provide a screening
113 wall or fence around the perimeter of the yard with a landscape plan per Section 7.2 of the
114 zoning ordinance, etc. The submitted plans lack detailed information needed by Rowe
115 Engineering to perform the engineering review. The applicant was not present to respond.

116 **MOTION:** by Curtis/Ballard to postpone PC 19-03, Site Plan Review for 425 Glaspie, TKMS
117 Sand, Gravel, Trucking until missing information is submitted per Rowe Engineering and
118 the McKenna planner.

119 **Roll Call Vote:** by Pielack, Curtis, Ballard, Cooke, Douglas. Absent: Bejma, Helmuth.
120 Motion carried.

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122 **11. PUBLIC COMMENT:** None.

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124 **13. CONSULTANT AND ADMINISTRATIVE COMMENTS:** None.

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126 **14. COMMISSIONER COMMENTS:**

127 DDA Update: Chief Scholz gave update on M-24 Task Force.

128 Oxford Township- Jack Curtis gave update on Beaumont, undetected PFAS water
129 contaminants.

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131 **15. ADJOURNMENT:**

132 **MOTION:** by Curtis/Pielack to adjourn at 8:50 p.m. All present voting in favor. Motion
133 carried.

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135 Respectfully submitted,
136 Tere Onica, Recording Secretary
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