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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

July 2, 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-Bejma, Ballard, Cooke, Douglas, Helmuth, Pielack.

Absent: Curtis.

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

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

4. **APPROVAL OF AGENDA: Meeting Agenda July 2, 2019**

MOTION: by Helmuth/Pielack to approve the Village of Oxford July 2, 2019, regular meeting agenda. All present voting in favor. Motion carried.

5. **APPROVAL OF MEETING MINUTES: June 18, 2019 Regular Meeting.**

MOTION: by Cooke/Helmuth to approve the June 18, 2019 Regular Meeting minutes. All present voting in favor. Motion carried.

6. **CORRESPONDENCE:**

Email from Paul Tobain dated July 2, 2019. Concerns about impact of Valley Ridge proposed development, traffic navigating Conda Lane and Jordyn Way. Insufficient parking.

Letter dated July 2, 2019 from Pat Petit, Judy Bieber and Cheryl Lotan, against developing additional units for the Valley Ridge Condo's citing impact on (12) current owners, Master Deed amendments, landscaping, drainage issues especially around Unit 12, parking, setback requirements, inadequate screening/buffers, signage, walking paths and gazebo.

MOTION: by Pielack/Ballard to receive and file the correspondence regarding Valley Ridge. All present voting in favor. Motion carried.

7. **PUBLIC HEARING:** None.

8. **OLD BUSINESS:**

MOTION: by Helmuth/Bejma to table Agenda Item 8(b) until later in the meeting. All present voting in favor. Motion carried.

- a. **Village Ridge Condominium Amendment:** At the June 18, 2019 meeting, the Planning Commission asked that the Village Engineer review the Valley Ridge Site Plan, Planner comments and Commissioner concerns. Doug Skylar from Rowe Engineering responded in letter dated June 29, 2019. The letter was forwarded to the Planner and Commissioners with a copy sent to Alpine Engineering. Village Planner Mario Ortega reviewed the comments from

46 Rowe regarding the following: Water Service, Sanitary Sewer Service, Grading, Storm Water
47 management and General Comments.
48

49 **9. NEW BUSINESS:** None.
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51 **10. PUBLIC COMMENT:**

- 52 1. Robert Brennan, 130 Conda Lane-objecting to Valley Ridge proposed development. Building
53 site is a filled in swamp. Parking pad is on the sewer line, trucks will tear up Burdick Street.
- 54 2. Daniel Ruthenburg, 102 Conda Ln.-President of W. Burdick HOA. Petitioned in June 2017 to
55 have the Village take over the road making it a public road.
- 56 3. Gayle Beamer, 114 Conda Ln.-Concerned with saturation, unsettled soil and high-water table.
- 57 4. Fran Dolata, 138 Conda Ln.-Visitor parking, emergency vehicle access and traffic. Snow
58 plowing/banks of snow; will have no place to push.
- 59 5. Rick Donovan, 108 Conda Ln.-Ashley Way, Jordyn Way parking on the grass. Is there an
60 ordinance for a developer to put in sidewalks? No parking in the end building.
- 61 6. Cheryl Lotan, 146 Jordan Way- What is the process going forward?
- 62 7. Richard Donovan, 108 Conda Ln.-Snow Removal, Consent Judgement, Master Deed, developer
63 paying dues to other unit associations.
- 64 8. Pat Petit, 150 Jordyn Way- Developer/Bella Casa should not be allowed to combine properties
65 back together due to mortgages. Association has self-created situation.
- 66 9. Judy Hallock, 240 Ashley Way –Commented on association fees.
67

68 With no other public comments, shortly after 8:05 p.m. Chairman Douglas returned to
69 Unfinished Business, taking up tabled Agenda Item 8 (b), Recreational Marijuana.
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71 **11. RECREATIONAL MARIJUANA DISCUSSION:**

72 **MOTION:** by Bejma/Helmuth to (take up from the table Unfinished Business Item 8(b)
73 Recreational Marijuana and) designate that the second Planning Commission meeting of the
74 month for the sole purpose of working on the Recreational Marijuana Ordinance.

75 **Discussion:** Planner Ortega commented it is unusual for a Planning Commission to meet twice
76 monthly. Regular Planning Commission business requires adequate time for review and
77 comments; special use requires publication. Enough time should be allowed for preparation by
78 both planner and applicant. As an example, Valley Ridge is on its' 3rd site plan with several
79 unaddressed issues coming back to the planning commission. Two monthly meetings cause
80 applicants to rush to be on the next following agenda. Commissioner Douglas commented on
81 completing business within two hours and not extending late into the evening out of
82 consideration for commissioners and the public attending. Dedicating the second meeting
83 would allow commissioners to focus without disruption or encroaching on other business.

84 **Roll Call Vote:** Ayes: 6. Cooke, Ballard, Douglas, Bejma. Helmuth. Pielack. Nays: 0. Absent: 1,
85 Curtis. Motion carried.
86

87 Planner Ortega reviewed the Adult Use Marijuana Ordinance-Draft Memorandum dated July 1,
88 2019. The draft was preliminary addressing the following:

- 89 1. Which facilities will be allowed to operate in the Village?
- 90 2. Where will the facilities be located?
- 91 3. How will they operate to ensure compatibility with adjacent use?
- 92 4. What the approval process for a proposed us will be?

93 Mr. Ortega discussed the differences from State Regulations. Section 4.1.29 defined adult use
94 marijuana facilities as: Marijuana Facility, Grower, Processor, Retailer, Safety Compliance and
95 State Licensee. Excluded were Hemp and CDB Oil and the need to identify categories
96 so there is no ambiguity and definitions do not overlap.
97

98 Transporting vs. a trucking business was discussed. The ordinance should be written to include
99 all facilities for the Council to rule out. A 500 ft. distance/buffer from a school, childcare
100 facility, public park or other marijuana facilities was discussed. The village has several parks
101 including but not limited to the Polly Ann Trail, Centennial Park (town center), Scriptor
102 Park as well as the Master Plan future land use map for community or pocket parks throughout
103 the village. Oxford Lakes activity and private recreational space were also areas needing a
104 buffer.
105

106 Viable sites were identified in the I-1 (Industrial) District. C-2 (Commercial) was considered for
107 exclusion. There were inquiries about map detail in relation to village zoning. Due to the time,
108 chairman Douglas asked for adjournment before delving into Item (4), Permitted Districts, to be
109 continued at the next regular meeting.
110

111 **12. PUBLIC COMMENT:**

112 Rick Donovan, 108 Conda Lane- commented on striking the public park buffer requirement
113 allowing for multiple opportunities for the marijuana industry.
114

115 **13. CONSULTANT AND ADMINISTRATIVE COMMENTS:** None.
116

117 **14. COMMISSIONER COMMENTS:**

118 ZBA Update: Rose Bejma. ZBA is still looking for an alternate.
119 DDA Update: Chief Scholz-MDOT: Repaving Burdick Street. M-24 Task Force branding
120 sign for MDOT project.
121

122 **15. ADJOURNMENT:**

123 **MOTION:** by Helmuth/Ballard to adjourn at 9:10 p.m. All present voting in favor. Motion
124 carried.
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126
127 Respectfully submitted,
128

129
130 Tere Onica, Recording Secretary