

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

*Planning Commission Members: Rose Bejma, Jack Curtis, Gary Deeg, Gary Douglas,
Russell Gill, Maureen Helmuth, Adam Johnson*

22 West Burdick Street Oxford, MI 48371	February 20, 2018	7:00 pm
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CALL TO ORDER

Chair Jack Curtis called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present: Curtis, Johnson, Deeg, Bejma, Helmuth

Members Absent: Douglas, Gill

Staff Present: Planning Consultant Chris Khorey, Assistant Village Manager Drew Benson

APPROVAL OF AGENDA

MOTION

Motion by Curtis, seconded by Helmuth to approve the regular Planning Commission Meeting Agenda for Tuesday, February 20, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

APPROVAL OF MEETING MINUTES

MOTION

Motion by Helmuth, seconded by Johnson to approve the Regular Meeting Minutes of February 6th, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

CORRESPONDENCE

A. Russell Gill Letter of Resignation

Commissioner Curtis noted that Commissioner Gill has submitted his letter of resignation on February 13th. Mr. Gill's letter noted that because of his work schedule, he does not have the time to dedicate to

his Planning Commission responsibilities.

MOTION

Motion by Helmuth, seconded by Bejma to approve the correspondence with regrets.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

PUBLIC HEARINGS

A. Special Use Sign Application for 51 S. Washington Suite F

Commissioner Curtis introduced the topic, and asked if the applicant was present. Assistant Village Manager Benson indicated that they did not appear to be. Planner Khorey noted that Mr. Benson and himself have had ongoing conversations with the applicant, and can present this issue to Planning Commission in the absence of the applicant. Benson indicated that this has been a long process, and it would be ideal to try and move forward at this meeting.

Planner Khorey outlined the circumstances surrounding this sign application, and the three second-floor building tenants within 51 S. Washington building complex whom are entitled to signage on the one first-floor storefront. Khorey also noted that this application is in regard to one sign, and that another tenant would likely come forward in the near future to request signage on this storefront as well.

Commissioner Helmuth asked about the current signage on the building for other tenants, and Planner Khorey addressed the questions.

MOTION

Motion by Helmuth, seconded by Johnson to open the public hearing for the Special Use Sign Application for 51 S. Washington Suite F at 7:10 p.m.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

There were no comments from the public

MOTION

Motion by Helmuth, seconded by Johnson to close the public hearing for the Special Use Sign Application for 51 S. Washington Suite F at 7:11 p.m.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

OLD BUSINESS

None.

NEW BUSINESS

A. Planning Commission Consideration of a Special Use Sign Application for 51 S. Washington Suite F

Commissioner Helmuth asked about the presence of signage on the back-side of the 51 S. Washington building that faces Dennison Street. Khorey noted that there is not, and the commissioners established that the determination of signage for these second floor tenants would then satisfy the signage needs for all of the different suites within the building.

The commissioners discussed the allowable signage for tenants, as well as for the building in general and how the decision reached in regard to this application would impact future tenants.

MOTION

Motion by Helmuth, seconded by Deeg to set this item aside until all applicants are available, and the dimensions of the first-floor storefront that allows access to all of the second floor tenants is established.

Roll Call

Yes: Johnson, Curtis, Deeg, Bejma, Helmuth - No: None.

Absent: Douglas, Gill

Motion Carries.

PUBLIC COMMENT

None.

CONSULTANT COMMENTS

Planner Khorey indicated that the Oxford Downtown Development Authority is looking into wayfinding signage in the downtown district, and invited the Planning Commissioners to reach out should they be interested in the topic.

COMMISSIONER COMMENTS

Commissioner Helmuth indicated that she would connect Commissioner Johnson to the Oxford DDA Director regarding wayfinding signage.

Commissioner Curtis discussed the recent business from Oxford Township and the Village, including the backflow prevention device inspections by the Village, the impending M-24 road reconstruction project, and a Tough Mudder event coming to the Village.

Planner Khorey and Assistant Manager Benson each elaborated on the Backflow prevention device

inspection program as it pertains to the Village of Oxford.

DDA Chairman Pete Scholz discussed the recent activities of the Oxford DDA, including the TAP Grant for the streetscaping in conjunction with the M-24 road reconstruction and the multiple considerations that the DDA is looking at in regard to those initiatives.

Assistant Manager Benson provided research updates for the Planning Commission regarding parking time-limit signage and sidewalk dining in the winter in downtown.

ADJOURN

MOTION

Motion by Helmuth, seconded by Deeg to adjourn the meeting at 7:43 p.m.

Voice Vote

Yes: All - No: None.

Absent: Douglas, Gill

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Planning Commission Chairperson