

1 **VILLAGE OF OXFORD**  
2 **PLANNING COMMISSION**  
3 **REGULAR TELECONFERENCE MEETING MINUTES**  
4 Meeting conducted via video/teleconference due to the health concerns of COVID-19  
5 To Participate in Meeting: Call-in access number (312) 626-6799  
6 Meeting ID: 840 672 2978 - Meeting passcode 202392  
7 Use the following link to join the meeting via the internet  
8 <https://us02web.zoom.us/j/83146819142?pwd=Z0Q4dmRvdmVlZkV3Sm95Si9JUXdUZz09>  
9 22 W Burdick Street, Oxford, MI Tel: 248-628-2543  
10 This meeting is being held remotely per Governor Whitmer's Executive Order 2020-154

11  
12 *Planning Commission Members: Justin Ballard, Rose Bejma, Jack Curtis, Gary Douglas,*  
13 *Maureen Helmuth, Michelle McClellan, Leslie Pielack*

22 West Burdick Street Oxford, MI 48371	October 6, 2020	7:00 pm
--	-----------------	---------

14  
15 **1. CALL TO ORDER**

16 Chairman Justin Ballard called the meeting to order at 7:10 p.m. Technical difficulties were being  
17 addressed.

18 **2. RESPECTS TO THE FLAG**

19 **3. ROLL CALL:** Members Present- Ballard, Bejma, Curtis, Helmuth, McClellan, Pielack. Absent: 1,  
20 Douglas. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna  
21 Planner Mario Ortega, Fire Chief Pete Scholz.

22  
23 **4. APPROVAL OF AGENDA: Meeting Agenda October 6, 2020.**

24 **MOTION:** by Curtis/Helmuth to approve the agenda as presented.

25 **Roll Call Vote:** Ayes, 6. Curtis, Ballard, Bejma, McClellan, Pielack, Helmuth. Nays: 0. Absent: 1,  
26 Douglas. Motion carried.

27  
28 **5. APPROVAL OF MEETING MINUTES: August 18, 2020 Regular Meeting.**

29 **MOTION:** by Curtis/Pielack to approve the Village of Oxford Planning Commission  
30 August 18, 2020 regular meeting minutes as presented.

31 **Roll Call Vote:** Ayes, 6: Helmuth, McClellan, Pielack, Ballard, Bejma, Curtis. Nays: 0.  
32 Absent: 1, Douglas. Motion carried.

33  
34 **6. CORRESPONDENCE:** Email correspondence from Rowe Engineer, Doug Skyllis.

35 **MOTION:** by Curtis/Helmuth to receive and file the correspondence into the record.

36 **Roll Call Vote:** Ayes, 6. Helmuth, McClellan, Pielack, Ballard, Curtis, Bejma. Nays: 0.  
37 Absent: 1, Douglas. Motion carried.

38  
39 **7. OLD BUSINESS:**

40 **a. Village Ridge Site Plan Review #5:** Ballard commented on the Response Letter from  
41 Alpine Engineering with revised plans dated October 1, 2020. Plan for abandoned sign-  
42 Paul Santi will use the foundation and install a new sign. Will have to submit a sign design for  
43 review and permit. Shiloh added a note to site plan pointing to sign comment to be approved  
44 by village. No occupancy until sign is approved.

45  
46 Discussion on the need for sewer easement in front of building #3 or a written

47 understanding that there is a shared lead that is not the village responsibility until it reaches the  
48 public utility. Easement line is where village responsibility ends. Better to have a public  
49 easement. Lead is the homeowner responsibility. Line belongs to village. Paul Santi -question  
50 about sewer stop at building 3. Individual sanitary leads to accommodate building serving 2  
51 units. From unit B to Unit A is about 70 ft. Unit C comes directly to manhole. Unit A and B  
52 share a stretch of sewer line.

53 Comments: Bruce Eck and McKenna feedback, and from Rowe. Irrigation installation  
54 addressed. Based on history of site, approval be contingent on helical piers of senior building  
55 official.

56 **MOTION:** by Curtis/Helmuth to approve the final site plan for Village Ridge Condo, Village  
57 of Oxford, MI. with the following conditions:

- 58 1.) All requirements from the McKenna letter dated 8.11.2020 and Rowe Engineering dated  
59 4.3.2020 are all met.  
60 2.) Sewer easement dedicated and recorded for Building No. three (3) from unit A & B that  
61 is to be recorded with existing sewer easement.  
62 3.) There will be no occupancy of these units until the approved sign is granted through the  
63 Planning Commission.

64 **Roll Call Vote:** Ayes: 6, Helmuth, McClellan, Pielack, Bejma, Curtis, Ballard.  
65 Nays: 0. Absent: 1, Douglas. Motion carried.  
66

67 **8. NEW BUSINESS:**

68 a. Ordinance Review 6.1.18 B, Commercial Vehicles in Residential Areas-Village manager  
69 reviewed issue of commercial vehicles asking for not so rigid of a measurement and  
70 clarification. Mario Ortega sees it as a strict interpretation of ordinance that can be tweaked  
71 striking 8' height of cab roof. The ordinance was not intended to be applicable to vans such as  
72 those used by DTE or mechanical contractors. Configuration of vehicle can be clarified while  
73 ensuring larger unsightly vehicles parked in driveways, blocking streets or emergency vehicles.  
74 Mr. Ortega will bring language back to the next meeting and bundle other fixes to the zoning  
75 ordinance with minor revisions that are outstanding. Commercial vehicle definition and  
76 clarification on roof height with diagram to be included. What best fits the neighborhood  
77 keeping safety and well being of residents in mind.  
78

79 **9. PUBLIC COMMENT:** None.

80 Kelly Arkles- Supports commercial vehicles ordinance amendment.  
81 Cheryl Lotan- Name of complex, Village Ridge has also been referred to as Valley Ridge.  
82 Ben Bourgeau-Goyette Mechanical, has commercial vehicle.  
83 Julie Hallock- Thanked commissioners and staff.  
84

85 **10. CONSULTANT AND ADMINISTRATIVE COMMENTS**

86 Onica commented on the interchangeable use of Valley Ridge/Village Ridge. Corrections have  
87 been made to documents but Valley/Village has been used multiple times by multiple people in  
88 review documents, meeting materials, etc. Onica has gone back through records to fix by  
89 removing the references to 'Valley' wherever found.  
90

91 **11. COMMISSIONER COMMENTS:**


92 Oxford Township-Commented on Township Building Department. M-24 will be closed with  
93 traumatic changes for traffic in the next 2 weeks. Culvers is breaking ground.

94 ZBA-Rose Bejma-Nothing to report.  
95 DDA- Focus on M-24 Streetscape project. Light poles are going in. Underground sewer  
96 expected to be done Thursday night.  
97

98 **12. ADJOURNMENT:**

99 **MOTION:** by Pielack/Helmuth to adjourn at 8:01 p.m. All in favor. Motion carried.

100 **Roll Call Vote:** Ayes: 6. McClellan, Pielack, Bejma, Helmuth, Curtis, Ballard.  
101 Nays: 0. Absent: 1, Douglas. Motion carried.

102  
103   
104 Respectfully submitted,  
105 Tere Onica, Recording Secretary

