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**VILLAGE OF OXFORD**  
**PLANNING COMMISSION**  
**REGULAR TELECONFERENCE MEETING MINUTES**  
Meeting conducted via video/teleconference due to the health concerns of COVID-19  
Per Governor's Executive Order 2020-75  
Call-in access number: (701) 802-5176  
Meeting Code: 1531799  
*Planning Commission Members: Justin Ballard, Rose Bejma, Jack Curtis, Gary Douglas,*  
*Maureen Helmuth, Michelle McClellan, Leslie Pielack*

22 West Burdick Street Oxford, MI 48371	May 5, 2020	7:00 pm
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**1. CALL TO ORDER**

12 Chairman Justin Ballard called the meeting to order at 7:00 p.m.

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**2. RESPECTS TO THE FLAG**

14 **3. ROLL CALL:** Members Present- Ballard, Bejma, Curtis, Douglas, Helmuth, McClellan, Pielack.  
15 Absent: 0. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna  
16 Planner Mario Ortega.

17 *Due to the nature of the meeting, a roll call vote was called and recorded for each motion.*

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**4. APPROVAL OF AGENDA: Meeting Agenda May 5, 2020.**

19 **MOTION:** by Curtis/Douglas to approve the May 5, 2020 meeting agenda.

20 **Roll Call Vote:** Ayes, 7. Bejma, Curtis, Douglas, Helmuth, McClellan, Pielack, Ballard. Nays: 0.  
21 Absent: 0. Motion carried.

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**5. APPROVAL OF MEETING MINUTES: March 3,2020 Regular Meeting.**

23 **MOTION:** by Curtis/Pielack to approve the Village of Oxford Planning Commission March  
24 3, 2020 Regular Meeting minutes as presented.

25 **Roll Call Vote:** Ayes, 7. Curtis, Douglas, Helmuth, McClellan, Pielack, Ballard, Bejma. Nays: 0.  
26 Absent: 0. Motion carried.

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**6. CORRESPONDENCE: Oxford Township PC Report**

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29 **MOTION:** by Helmuth/Curtis to receive and file the Oxford Township Planning Commission  
30 report.

31 **Roll Call Vote:** Ayes, 7. Douglas, Helmuth, McClellan, Pielack, Ballard, Bejma, Curtis. Nays: 0.  
32 Absent: 0. Motion carried.

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**7. OLD BUSINESS:**

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35 **a. Zoning Ordinance Amendment Section 6.1.23 Keeping of Farm Animals and Other**  
36 **Animals:** The Village Council adopted an ordinance under the General Code that permits the  
37 keeping of chickens, Chapter 6, Animals, Article III, Section 6.61-Section 6.66. The Zoning  
38 Ordinance Section 6.1.23 needs to be amended to include the proposed new text in the  
39 ordinance.

40 **MOTION:** by Curtis/Helmuth recommending the Village of Oxford Council amend  
41 Section 6.1.23 of the Zoning Ordinance to include the text *except as permitted under the*  
42 *General Code of Ordinances Chapter 6, Animals, Article III Keeping of Chickens Section 6.61- 6.66.*

43 **Roll Call Vote:** Ayes, 7. Helmuth, Ballard, McClellan, Pielack, Bejma, Curtis, Douglas.  
44 Nays: 0. Absent: 0. Motion carried.  
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8. **NEW BUSINESS:**

- a. **Sign Permit Application PID #04-27-279-042, 110 S. Washington, Special Use Sign-Real Estate One:** The applicant requested a waiver from Section 7.4.8(F)(3)(a) to install a free-standing sign that exceeds the maximum allowed sign area by 8.33 SF. The existing sign was damaged beyond repair and the applicant wants to replace it with a similar, new sign. Planner Ortega reviewed the criteria for approval, Items 1-7 from the McKenna review letter dated April 28, 2020. The recommendation to deny the request was made. The proposed sign does not contribute significantly to the overall character of the Village is nonconforming. Sign standards are outlined in Section 7.4.9(A) with the intent to eliminate nonconforming signs in the Village of Oxford. The applicant has ability to resize the sign to 24 SF, thereby conforming with the standard for village signs.  
**MOTION:** by Douglas/Curtis to deny the request for a waiver of the sign area, for permit application identified as PID# 04-27-279-042, 110 S. Washington to eliminate nonconforming signs per the intent of Section 7.4.9(A), and because the sign does not contribute to the overall character of the village. Approval for the design of the internally lit sign was recommended.  
**Roll Call Vote:** Ayes, 1. Douglas. Nays: 6, Helmuth, McClellan, Pielack, Bejma, Curtis, Ballard. Absent: 0. Motion failed.  
**MOTION:** by Douglas/Curtis to deny the request from 110 S. Washington for a waiver to install a sign that exceeds the maximum allowed sign area by 8.33 SF, and to comply with the intent of Zoning Ordinance Section 7.4.9(A) to eliminate nonconforming signs.  
**Roll Call Vote:** Ayes, 7. Helmuth, McClellan, Pielack, Ballard, Bejma, Curtis, Douglas. Nays: 0. Absent: 0. Motion carried.  
**MOTION:** by Douglas/Curtis to approve the sign design for 110 S. Washington as submitted for the internally lit design feature with compliance to the ordinance for the sign area (6 feet in height and 24 SF in area).  
**Roll Call Vote:** Ayes, 7. McClellan, Pielack, Ballard, Bejma, Curtis, Douglas, Helmuth. Nays: 0. Absent: 0. Motion carried.
- b. **Sign Permit Application- Mainstream Boutique, 40 N. Washington St., Unit 4, C-1 Core zoning district:** Planner Ortega reviewed the sign design review letter from McKenna dated April 29, 2020. The internally illuminated sign meets the dimensional and locational requirements of the Zoning Ordinance. The sign is 22.5 SF in area to be located on the west side elevation facing N. Washington St. It will allow the brick façade to be more visible and will not detract from the building’s architectural features.  
**MOTION:** by Douglas/McClellan for wall sign design approval for the request received from 40 N. Washington, Unit 4 as submitted.  
**Roll Call Vote:** Ayes, 7. Pielack, Ballard, Bejma, Curtis, Douglas, Helmuth, McClellan. Nays: 0. Absent: 0. Motion carried.

**PUBLIC COMMENT:**

Paul Deiters from Metro Signs and Lighting commented on not being given an opportunity to speak on behalf of 110 S. Washington Real Estate One Special Use Sign. Mr. Deiters referred to adjacent area and surrounding businesses. The building is attractive and well maintained keeping within the spirit and intent of the ordinance. Commissioners apologized for the oversight due to the nature of the meeting, but commented that Mr. Deiters input would not have changed the decision to deny in order to comply with the standards of the sign ordinance. The reasons were

93 clearly stated and outlined in the review letter dated April 28, 2020. The request from the applicant  
94 was for a waiver and was not an application for a variance.

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**13. CONSULTANT AND ADMINISTRATIVE COMMENTS**

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**14. COMMISSIONER COMMENTS:**

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Oxford Township- Jack Curtis- no meetings with the Covid-19 Crisis

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ZBA-Rose Bejma-no meetings.

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DDA-Pete Sholtz, Streetscape M-24 project has kicked off.

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**15. ADJOURNMENT:**

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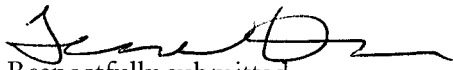
**MOTION:** by Helmuth/Bejma to adjourn at 8:09 p.m. All in favor. Motion carried.

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Respectfully submitted,  
Tere Onica, Recording Secretary

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