

**VILLAGE OF OXFORD**  
**PLANNING COMMISSION**  
**April 06, 2021 7:00 p.m.**  
**REGULAR MEETING MINUTES**  
**Meeting Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: (248) 628-2543**  
**www.thevillageofoxford.org**

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**1. CALL TO ORDER**

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

**2. RESPECTS TO THE FLAG**

**3. ROLL CALL:** Members Present- Ballard, Douglas, Helmuth, McClellan, Pielack. Absent 2. Arkles, Nold. Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna Planner Mario Ortega, Fire Chief Pete Scholz.

**MOTION:** by Helmuth/Pielack to excuse Kelly Arkles and Jon Nold.

**Roll Call Vote:** Ayes: 5. Douglas, Helmuth, McClellan, Pielack, Ballard. Nays: 0. Absent: 2. Arkles, Nold. Motion adopted.

**4. APPROVAL OF AGENDA: Meeting Agenda April 6, 2021.**

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

**Roll Call Vote:** Ayes: 5. Helmuth, McClellan, Pielack, Ballard, Douglas. Nays: 0. Absent: 2. Arkles, Nold. Motion adopted.

**5. APPROVAL OF MEETING MINUTES: March 2, 2021 Regular Meeting Minutes.**

**MOTION:** by McClellan/Douglas to approve the Village of Oxford March 2, 2021 regular planning commission meeting minutes as presented.

**Roll Call Vote:** Ayes: 5. McClellan, Pielack, Ballard, Douglas, Helmuth. Nays: 0. Absent: 2. Arkles, Nold. Motion adopted.

**6. CORRESPONDENCE: None.**

**7. NEW BUSINESS:**

- a. **Site Plan Review: 592 Lakeville Rd. Parcel ID # PO-04-23-377-001, Building Addition, I-1 Zoning, Dan Davis.** Planner Mario Ortega reviewed the McKenna letter dated March 30, 2021 with recommendations. Discussion followed on lawn maintenance, irrigation, shingles and roofing (will be the same as existing building), lighting deflected downward. Christopher Raleigh spoke on behalf of the applicant regarding building and lawn maintenance, location of the well, parking, etc.

**MOTION:** by Douglas/Ballard to grant site plan approval for 592 Lakeville Rd. Parcel ID# 04-23-377-001 as recommended in the March 30, 2021 McKenna letter and to abide by the stipulations recommended by the planner as follows:

- 1.) Submittal of material types and colors for the façade and roof shingles that the Planning Commission has determined shall complement and/or are compatible with the existing building.
- 2.) The inclusion of a screening wall along the eastern property line from the corner of the addition to the rear property line that the Planning Commission has determined will effectively screen the outdoor storage area: and replacement of the wall pack fixture

48 with a fully shielded fixture that directs light downward.  
49 **Roll Call Vote:** Ayes: 5. Douglas, Helmuth, McClellan, Pielack, Ballard. Nays:  
50 0. Absent: 2: Arkles, Nold. Motion adopted.  
51

52 **8. OLD BUSINESS:**

53 **a. Amendment A: Zoning Ordinance Section 4.1.4(B)(15) Text Amendment to**  
54 **Remove Tattoo Parlors from Adult Use.** Planner Ortega drafted revisions to tattoo  
55 parlors. The definition of the services provided were revised to reflect State regulations.  
56 Commissioners recommended allowing all piercing without restriction.

57 **MOTION:** by Pielack/Helmuth to approve the changes to Tattoo Parlors as  
58 recommended by Planner Ortega as outlined in the McKenna letter dated March 31,  
59 2021 as presented with the exception that all items related to piercing restrictions be  
60 removed completely from the text.

61 **Roll Call Vote:** Ayes: 4. Helmuth, McClellan, Pielack, Ballard. Nays: 1. Douglas. Absent:  
62 2: Arkles, Nold. Motion adopted.  
63

64 **b. Amendment C: Zoning Ordinance Section 6.1.18 (B) Text Amendment**


65 **Commercial Vehicles.** Planner Ortega presented a rewritten definition that focused on  
66 chassis size. Recommended text revisions and graphics were modified showing a cab and  
67 chassis vehicle. Reference to large commercial vehicles, light-medium duty vehicles and  
68 passenger vehicles were removed. The ordinance focuses on distinguishing between  
69 vehicles with bodies on chassis that are nine (9) feet or less and those that are greater  
70 than nine (9) feet. A definition for a contractor's vehicle in comparison with a  
71 commercial vehicle was proposed to further clarify. There was discussion regarding the  
72 stake truck and flat-bed truck under nine (9)-feet in length.

73 **MOTION:** by Ballard/Douglas to approve Amendment C, Zoning Ordinance Section  
74 6.1.18 (B) Text Amendment Commercial Vehicles as recommended by Planner Ortega  
75 and outlined in the McKenna letter dated March 31, 2021 and directing the planner to  
76 remove chassis language from the truck diagram description and also remove the picture  
77 of the stake truck and flat-bed contractor's trucks from the graphics.

78 **Roll Call Vote:** Ayes: 5. McClellan, Pielack, Ballard, Douglas, Helmuth. Nays:0. Absent:  
79 2: Arkles, Nold. Motion adopted.  
80

81 **c. Master Plan Review-**Mr. Ortega presented a chapter-by-chapter summary review. The  
82 McKenna letter dated March 30, 2021 addressed items for consideration, referenced the  
83 2011 Master Plan and 2016 Redevelopment Plans. Recommendation made to reaffirm  
84 goals and objectives and extend the Master Plan to 2025. The development of the Village  
85 has led to a limited area for new growth. Redevelopment to preserve and rehabilitate  
86 uses with some wholesale redevelopment guides future development and impacts the  
87 Master Plan. A complete Master Plan update is costly and would need to be budgeted  
88 for. The necessity of a complete update was questionable currently. The August 2020  
89 Baseline Report from Michigan Economic Development was complimentary to the  
90 village ordinances and Master Plan and identified areas for focus. The Baseline Report  
91 and the information presented in the McKenna March 30, 2021 letter are to be further  
92 studied for future direction.  
93

94 **9. PUBLIC COMMENT:** None.

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96 **10. CONSULTANT AND ADMINISTRATIVE COMMENTS**  
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98 **11. COMMISSIONER COMMENTS**  
99 OXFORD Township Planning Commission report.  
100 ZBA- Nothing to report.  
101 DDA- Update by Chief Scholz  
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103 **15. ADJOURNMENT:**  
104 **MOTION:** by Douglas/Helmuth to adjourn at 8:40 p.m.  
105 **Roll Call Vote:** Ayes: 5. Pielack, Ballard, Douglas, Helmuth, McClellan. Nays: 0. Absent: 2:  
106 Arkles, Nold. Motion adopted.  
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109  
110 Respectfully submitted,  
111 Tere Onica, Recording Secretary

