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**VILLAGE OF OXFORD**  
**PLANNING COMMISSION**  
**August 3, 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, Arkles, Nold, Pielack. Absent 2. Helmuth, McClellan.  
Staff Present: Village Manager Joe Madore, Recording Secretary Tere Onica, McKenna Planner Mario Ortega.

4. **APPROVAL OF AGENDA: Meeting Agenda August 3, 2021.**

**MOTION:** by Pielack/Arkles to approve the August 3, 2021, agenda as presented.  
All present voting in favor. Motion carried.

5. **APPROVAL OF MEETING MINUTES: July 20, 2021, Regular Meeting Minutes.**

**MOTION:** by Nold/Arkles to approve the Village of Oxford July 20, 2021, regular planning commission meeting minutes as presented. All in favor. Motion carried.

6. **CORRESPONDENCE:** None.

7. **NEW BUSINESS:**

a. **PC 21-06, PID #: PO-04-27-279-017, 144 S. Washington. APERION Sign Permit Application, Ron Martin Weinstock, Internally Illuminated Sign.**

Planner Ortega reviewed the Sign Design memorandum dated July 27, 2021. The sign complies with all standards in C-1 zoning district. Recommendation that approval be contingent upon the installation of a dimmer control to allow for light levels to be adjusted to prevent harsh glare for vehicles traveling along M-24 with encouragement by commissioners to improve existing landscaping circle to enhance signage.

**MOTION:** by Ballard/Nold to approve PC 21-06, PID# PO-04-27-279-017, 144 S. Washington Street, APERION sign permit application as presented with installation of a dimmer control to allow for light levels to be adjusted to prevent glare for M-24 traffic.  
All in favor. Motion carried.

b. **Zoning Ordinance Section 3.4.1 - Residential Construction standards consideration of R-1 zoning front yard set-back and building height.**

Discussion on residential construction standards and permitted set-back encroachments such as open stoops and porches that do not add additional mass. Establishing a standard front yard set-back based on an area average is frequently used for development. Building height design standards with roof pitch is now higher than when most homes in the village were constructed. Oxford Township has 35 ft. height at the peak. Others are at 30 ft. allowing for 2 ½ stories to accommodate for walk-out basements. Amending the ordinance by increasing the height standard not to exceed 30 feet is a reasonable consideration for residential development.

48           **MOTION:** by Ballard/Nold to schedule a Public Hearing for September 7, 2021, to amend  
49           the zoning ordinance Section 3.4.1 Regulation Standards, Building Heights-Principal  
50           Structure in the R-1 zoning district to increase the height of the principal structure from  
51           25ft. to 30 ft. All in favor. Motion carried.

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53           c.   **Zoning ordinance Section 7.4.7.V – Signs prohibited throughout the Village – Banners**  
54           **on the Polly Ann Trail Bridge.** The DDA has requested that they be allowed to hang  
55           banners for the Scarecrow Fall Festival and other local DDA sponsored events prohibited  
56           by ordinance. Have to be able to legally support who is or is not allowed to hang banners.  
57           More thought is required. Concern over opening door to too many advertising interests.

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59           8.   **Old Business:** None

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61           9.   **Public Comment:** None.


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63           10. **Consultant & Administration Comments:** PC member application was received and will  
64           be considered at the August Council meeting.

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66           11. **Commissioner Comments:**

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68           Oxford Township Planning Commission Update  
69           ZBA Update  
70           DDA Update

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72           12. **ADJOURNMENT:**

73           **MOTION:** by Pielack/Nold to adjourn at 8:09 p.m. All in favor. Motion carried.

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75             
76           Respectfully submitted,  
77           Tere Onica, Recording Secretary  
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