

Village of Oxford Planning Commission Agenda
Council Chamber- 22 W. Burdick St., Oxford MI, 48371
Tuesday, January 04, 2022, 7:00 P.M.

Public input will be allowed during Item 9, Public Comment. Public may voluntarily state their name and address for the record. In adherence to the Open Meetings Act, this time is for commissioners to hear comments from the public and not to engage in discussion with the public. Each person will be allowed an opportunity to speak for no more than 3 minutes. All comments will be addressed to the Chairman.

1. Call to Order by Chairman Justin Ballard at 7:00pm
2. Respects to the Flag
3. Roll Call: Kelly Arkles, Justin Ballard, Scott Flynn, Maureen Helmuth, Michelle McClellan, Jon Nold, Leslie Pielack.
4. Approval of Agenda: January 4, 2022
5. Approval of Minutes: December 7, 2021
6. Correspondence: None
7. New Business:
 - a. Annual Report
 - b. Future Planning
8. Old Business: None.
9. Public Comment:
10. Consultant & Administration Comments:
11. Commissioner Comments:
 - Oxford Township Planning Commission Update
 - ZBA Update
 - DDA Update
12. Adjournment:

VILLAGE OF OXFORD
PLANNING COMMISSION
December 07, 2021, 7:00 p.m.
REGULAR MEETING MINUTES

Meeting Location ▪ 22 W Burdick Street, Oxford, MI ▪ Tel: (248) 628-2543
www.thevillageofoxford.org

1. CALL TO ORDER

Vice-Chairman Leslie Pielack called the meeting to order at 7:00 p.m.

2. RESPECTS TO THE FLAG

3. ROLL CALL: Members Present: 4. Flynn, Nold, Pielack, Helmuth. Absent: 3. Ballard, Arkles, McClellan. Staff Present: Recording Secretary Tere Onica, Village Manager Joe Madore, McKenna Planner Mario Ortega.

4. APPROVAL OF AGENDA: Meeting Agenda December 07, 2021.

MOTION: by Helmuth/Nold to approve the December 07, 2021, agenda as presented. All present voting in favor. Motion carried.

5. APPROVAL OF MEETING MINUTES: October 19, 2021, Regular Meeting Minutes.

MOTION: by Flynn/Nold to approve the Village of Oxford October 19, 2021, regular planning commission meeting minutes as presented. All in favor. Motion carried.

6. CORRESPONDENCE: None.

7. NEW BUSINESS:

a. PC 21-21, Norah's Bridal, 6 N. Washington, PID # PO-04-22-460-015, Contractor Allied Signs. Sign Permit Application/Design Approval

Allied Signs on behalf of business owner Karen Weaver has applied for a sign permit to install one (1) internally illuminated wall sign for a new business at 6 N. Washington. The sign will face Washington St. and be located on the building's west elevation. A second sign will be on the building's east elevation facing the parking lot. The illuminate sign is 9.78 square feet (SF) in area. The parking lot is non-illuminated with a 5.9 SF area. The business is located in the C-Core Zoning District. The signs meet the dimensional and locational requirements of the Zoning Ordinance. The signs have channel cut letters that will be internally illuminated with an LED light source. Each letter will be individually illuminated. The sign style is in keeping with the overall design and aesthetic encouraged in the Village.

MOTION: by Helmuth/Nold to grant site plan approval the proposed sign located at 6 N. Washington, Norah's Bridal, PO-04-22-460-015 contingent upon the installation of a dimmer switch on the internally illuminated wall sign and approval of the second non-illuminated sign on the east elevation which complies within the design standards of the Village Ordinance.

Roll Call Vote: Ayes: 4. Flynn, Helmuth, Nold, Pielack. Nays: 0. Absent: 3. Arkles, Ballard, McClellan. Sign Permit Application approved.

b. Sign Ordinance-Awnings Discussion. Article 7: General Provisions. Awning and canopy signs. A graphic of Article 7: General Provisions, page 99 of the Zoning Ordinance was presented for discussion. An amendment to 'Awning and canopy signs' on page 101, item four (4), especially as signage is permitted on awnings for business that have a corner

48 building, or front and back should be considered under design standards. Commissioners
49 revisited the reason for the ordinance was to respond to Wireless Toys some years ago that
50 had eight (8) awnings with signage; an excessive signage problem permitted by ordinance.
51 Commissioners asked that an ordinance amendment be placed on future agendas, and it was
52 the consensus among commissioners to begin perusing the downtown area, considering the
53 impact of signage and awnings and what type of standards would be appropriate in the
54 ordinance. Until such a time that the zoning ordinance could be amended, it was suggested
55 that dimmer switches on illuminated (LED) lighting be designed into a sign until light levels
56 could be quantified, or a standard for illumination could be determined.
57

58 **8. OLD BUSINESS:** None

59
60 **9. PUBLIC COMMENT:** None.

61
62 **10. CONSULTANT & ADMINISTRATION COMMENTS:** Annual Report and future
63 planning will be prepared for January. There will be another Cannabis Application ready for
64 review by the January 4, 2022, meeting.
65

66 **11. Commissioner Comments:**
67 Oxford Township Planning Commission-Update from Jon Nold. Township is revising
68 Zoning Map. Site Plan review for a new building for upcoming agenda.
69 ZBA Update-no meeting.
70 DDA Update-Chief Scholz commented on DDA events, lighting solutions, Façade Grants
71 and Capital Improvements being considered.
72

73 **12. ADJOURNMENT:**
74 With no other business to discuss, Chairman Pielack adjourned the meeting at 7:41 p.m.
75

76
77 Respectfully submitted,
78 Tere Onica, Recording Secretary



December 30, 2021

Village Council
Village of Oxford
22 W. Burdick Street, PO Box 94
Oxford, Michigan 48371

Subject: 2021 Planning Commission Annual Report and 2022 Action Plan

Dear Council Members:

As required per the Michigan Planning Enabling Act, Section 125.3819(2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of its 2021 activities. The Planning Enabling Act states:

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

The following outlines all relevant information including the meetings held, commission membership, and significant accomplishments. The report outlines a plan of activities that the Commission could undertake to further the implementation of the Village Master Plan and in keeping within their prescribed duties.

MEETINGS

1. Tuesday, January 9, 2021
2. Tuesday, February 2, 2021
3. Tuesday, March 2, 2021
4. Tuesday, April 6, 2021
5. Tuesday, May 4, 2021
6. Tuesday, June 15, 2021
7. Tuesday, July 20, 2021
8. Tuesday, August 3, 2021
9. Tuesday, September 7, 2021
10. Tuesday, October 19, 2021
11. Tuesday, December 7, 2021

PLANNING COMMISSIONERS

The following is a list of the Planning Commission members during the year including the officers as elected at the February 2, 2021 meeting.

- | | |
|-------------------------------------|--------------------------------|
| 1. Justin Ballard, Chairperson | Term expires end of 2021 |
| 2. Leslie Pielack, Vice-Chair | Term expires end of 2021 |
| 3. Maureen Helmuth, Council Liaison | Term expires end of 2022 |
| 4. Kelly Arckles | Term expires end of 2023 |
| 5. Scott Flynn | Term expires end of 2022 |
| 6. Michelle McClellan | Term expires end of 2023 |
| 7. Johnathon Nold | Term expires end of 2023 |
| 8. Gary Douglas | Accepted resignation June 2021 |



SITE PLAN REVIEWS

1. **Industrial Building Addition – 592 Lakeville Rd.** The commission reviewed and approved a site plan to construct an addition to an existing industrial building on April 6, 2021. The site plan included revisions to the front yard area of the site.
2. **New Industrial Building – 592 Lakeville Rd.** The commission reviewed and approved a site plan the construction of a new multi-tenant industrial building on July 20, 2021. The new building will be located on the west side of the site, opposite of the building that was recently approved for an addition. The site plan included additional revisions to the front yard area of the site including the addition of a new parking lot configuration and moving the front yard fence southward.
3. **Adult-Use Marijuana Retailer – 595 S. Glaspie St.** The commission reviewed and approved a site plan to renovate an existing structure on October 19, 2021. Lume Cannabis Co. will be allowed to operate an adult use marijuana retail facility at the above referenced location after building renovations and compliance with all requirements of the Village’s marijuana ordinance.

OTHER CONSIDERATIONS

1. **Master Plan Review.** Beginning with the April 6th meeting, the commission conducted an in-depth review of all the current planning documents including the 2011 Master Plan and the 2016 Redevelopment Plans. The commissioners reviewed all the existing documents and discussed how relevant the policies are currently to the Village. Given the nearly fully developed status of land within the Village, the focus on the future will be on compatible redevelopment. The Master Plan and Redevelopment Plans provide direction on redevelopment. The commission forwarded the review to the Village Council recommending that there is currently no need to revise the existing planning documents. The plans are still successfully guiding Village redevelopment.
2. **Sign Design Review – 72 S. Washington St.** The commission reviewed a request for an internally illuminated wall sign for an urgent care medical facility and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.
3. **Outdoor Dining Review – 130 Oakdell St.** The commission approved an application from One Drop Brewing for outdoor seating located to the west of their building with the condition that the outdoor dining area shall not operate after 11:00 p.m. and not before 7:00 a.m.
4. **Sign Design Review – 29 S. Washington St.** The commission approved an application for internally illuminated wall signs for Mero Mero restaurant in the downtown located north Centennial Park.
5. **Sign Design Review – 144 S. Washington St.** The commission approved an application for an internally illuminated freestanding sign for the existing Aperion technical support business office replacing an externally illuminated wood sign.
6. **Sign Design Review – 6 N. Washington St.** The commission reviewed a request for an internally illuminated wall sign for Norah’s Bridal and granted approval with a condition that a dimmer switch be installed to allow for light level adjustment to prevent excessive glare.



ZONING ORDINANCE TEXT AMENDMENTS

1. **Recommendation of Zoning Amendments to the Ordinance including Tattoo Parlor definition, Commercial Vehicles in Residential Areas and Clear Vision Areas.** In January 2021, the Planning Commission held a public hearing and recommended the Village Council approval several amendments to the zoning ordinance. The amendments include addressing the definition of tattoo parlors and how it encompasses certain personal beauty treatments, such as microbladding and permanent make-up application. The amendments would remove tattoo parlors as a regulated use and list them as a permitted use in the C-2 zoning district. The amendments also propose that all regulated uses are only to be permitted after special use approval in the I-1, Industrial zoning district. The Commercial Vehicles in Residential Areas section is proposed to clarify that contractor's passenger vehicles, light or medium duty trucks or panels vans would be allowed in the residentially zoned area while large commercial equipment would still be prohibited to park in residential areas. Minor clarifications to fences and the Clear Vision Area standards were also recommended. Several months were taken to make revisions based on Village Council comments. The revised amendment language was forwarded for final adoption.
2. **Amendment to Residential Building Height Standards.** The commission had discussions concerning the maximum allowed height of single family homes. Recent applications resulted in some homes not being able to accommodate two stories with a higher ceiling height due to the need to accommodate utility lines in the ceilings. Several other issues were discussed, a public hearing was held and the commission ultimately recommended the adoption of an increase in the R-1 maximum allowed building height to 30 feet.

PROPOSED ACTION PLAN

The following is a list of planning projects the Village should consider undertaking soon. They include many projects that were identified in past Annual Action Plans. They also include items that have been in the Redevelopment Ready Communities Baseline Report. Completing the tasks identified in the report can make the Village for Redevelopment Ready certification and the Michigan Economic Development Corporation (MEDC) grant opportunities that come with it.

As is normally the case, items such as the number of reviews or unforeseen issues (such as pressing ordinance amendments or the Covid pandemic) have prevented the Village from addressing these projects. However, making these items a priority will help the Village maintain its reputation as a desirable community to live and conduct business.

1. Zoning Ordinance Reviews:

The Baseline Report recommends that the zoning ordinance should be updated to align with the Master Plan. This would involve utilizing the Master Plan's goals and objectives to review the zoning ordinance and identify those existing sections which contradict any Master Plan policy. Also, if the zoning ordinance does not address any Master Plan goals, new language should be created to implement those goals.

2. Newly Relevant Ordinance Issues – Food Trucks and Short-Term Rentals:

Zoning ordinances sometimes must respond to recently created new uses and businesses. Several years ago, most communities could not foresee the changes applications like Air B&B and VRBO would have on the vacation rental industry. The resurgence and quality change of food trucks has impacted the traditional brick and mortar restaurant industry while also allowing entrepreneurs to have an easier entry into a new business opportunity. Consistent ordinances for similar uses, such as the commercial display and sales of items, has also been identified in the past. The Planning Commission and Village Council



could take the opportunity to identify and then prioritize new uses and businesses which are not currently regulated. When appropriate, new ordinances regulating the prioritized uses can then be adopted.

3. Historic Preservation:

The first objective under the Master Plan's Cultural Goals section is to investigate public support for the creation of historic districts in the Village. The Master Plan identified this as a priority in order to preserve and highlight the cultural contributions within Oxford. This is because the Village does have a viable stock of historic structures that significantly contribute to its character. They distinguish Oxford from other adjacent communities. With no regulations in place, there are no preservation tools at the Village's disposal to ensure the historic character is not lost. An investigation of public support could lead to a historic preservation policy that would achieve the goals of the Village's master plans.

4. Review of existing bylaws:

A comprehensive review of planning commission policies and procedures outlined in the bylaws to continue the efforts begun with the revision in 2018.

5. Training for members:

Various free and pay-as-you go education opportunities exist for all Village officials. Training for all development related board members (PC, ZBA, DDA) was identified as a deficiency in the Baseline Report. A summary list of the 2021 programs will be provided and the members could prioritize which classes are most relevant and provide the best value for the Village.

REQUEST FOR ACTION

Based on the above, the Planning Commission requests the Village Council accept the 2021 Planning Commission Annual Report and Action Plan and consider incorporating some or all of the Action Plan elements into the budget for the 2022 fiscal year that it deems appropriate.

Respectfully submitted,

**PLANNING COMMISSION
VILLAGE OF OXFORD, MICHIGAN**

Justin Ballard, Chairperson