

**VILLAGE OF OXFORD
PLANNING COMMISSION
REGULAR MEETING MINUTES**

*Planning Commission Members: Rose Bejma, Jack Curtis, Gary Deeg, Gary Douglas,
Russell Gill, Maureen Helmuth, Adam Johnson*

22 West Burdick Street Oxford, MI 48371	February 6, 2018	7:00 pm
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CALL TO ORDER

Chair Jack Curtis called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present: Curtis, Johnson, Deeg, Douglas, Helmuth

Members Absent: Bejma, Gill

Staff Present: Planner Chris Khorey, Assistant Village Manager Drew Benson

MOTION

Motion by Helmuth, seconded by Curtis to excuse Commissioner Rose Bejma's and Russell Gill's absence from this meeting.

Voice Vote

Yes: All - No: None.

Absent: Bejma, Gill

Motion Carries.

APPROVAL OF AGENDA

MOTION

Motion by Curtis, seconded by Helmuth to approve the regular Planning Commission Meeting Agenda for Tuesday, February 6, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Bejma, Gill

Motion Carries.

APPROVAL OF MEETING MINUTES

MOTION

Motion by Curtis, seconded by Helmuth to approve the Regular Meeting Minutes of December 5th, 2017 as presented.

Voice Vote

Yes: All - No: None.

Absent: Bejma, Gill

Motion Carries.

CORRESPONDENCE

None.

PUBLIC HEARINGS

None.

OLD BUSINESS

None.

NEW BUSINESS

A. Planning Commission 2017 Annual Report

Village Planner Chris Khorey introduced the topic, noting that this report recaps the activities of the Planning Commission over the past year, and are required to be compiled and submitted to Village Council per State regulations. Khorey asked if any Commission members had any additional information they would like to have included in this report.

There were no additional comments.

MOTION

Motion by Helmuth, seconded by Curtis to adopt the Planning Commission 2017 Annual Report as presented, and to be submitted to the Oxford Village Council.

Voice Vote

Yes: All - No: None.

Absent: Bejma, Gill

Motion Carries.

B. Discussion of Minimum Lot Width & Area in C-2 & I-1

Village Planner Khorey introduced this topic, noting that that Oxford Village Manager, Joe Madore, had requested Planning Commission to review this topic, as a number of lot splits have been proposed to the Village, and the minimum lot widths and areas allowable in the C-2 & I-1 zoning districts is not explicitly stated in the Zoning Ordinance, making approval of those splits more complicated.

Khorey then posed the question to the Commission as to whether this is an issue worth pursuing a zoning amendment for.

Commissioner Curtis asked how many split-able lots were left in the Village. Khorey indicated that there are not many, especially in those districts.

Curtis then noted that this does not seem to be a significant issue, and would come with a significant cost to go through the process of amending the zoning ordinance.

Commissioner Helmuth asked about the specific lot splits that had been recently proposed. Khorey indicated that 850 Glaspie had applied and since approved for a lot split, and 145 S. Washington has not yet submitted an application, but has been in conversation with the Village administration about this issue.

Chairperson Douglas indicated that without more specific details on why there should be an amendment to the Zoning Ordinance, this would seem to be more of a hamstringing issue than one that would provide benefits. Khorey voiced his agreement in that the flexibility that is provided by the current Zoning Ordinance.

Khorey also noted that Mr. Madore's preference for more clear guidelines for governing lot splits may come from his experience as a township supervisor, as townships deal with a larger volume of lot splits, and on much larger parcels that then require more specific guidelines for lot size and width as opposed to a more built-out Village environment like Oxford.

Commissioner Helmuth noted that 145 S. Washington will surely be a tough parcel to work with based on its unique shape and location, regardless of more specific guidelines. Helmuth indicated that until there is a formal submission and the presence of a specific issue, it will be difficult for Planning Commission to address those concerns.

The Commissioners verbally agreed to Helmuth's statement.

No motion was made.

PUBLIC COMMENT

None.

CONSULTANT COMMENTS

None.

COMMISSIONER COMMENTS

Commissioner Helmuth asked if there had been any progress made on the Beehive Homes development. Khorey noted that they are currently waiting to get final engineering approval, and then will begin the construction plan review phase.

Commissioner Helmuth also asked Commissioner Johnson about the Wayfinding Signs Subcommittee and if any progress on that topic had been made. Johnson indicated that the subcommittee had been provided no budget by the Village, and therefore could not make any progress on this issue.

Commissioner Curtis commented about the Special Land Use Approval for outdoor dining that was provided to the Ox in downtown Oxford. He indicated that that organization does not seem to be doing anything with that special land use, and is simply storing their tables and chairs outside. Curtis asked if this is a violation of the ordinance code, and if the Planning Commission can revoke that special land use. Khorey noted that based on the information provided by Mr. Curtis, there would be ordinance code violations in play, and should be addressed. Khorey also noted that the Planning Commission does have the power to revoke a special land use, but would not recommend moving to quickly on that action.

Assistant Village Manager Benson indicated that the Village's new ordinance code officer had recently started working with the Village in the past week, and there should be an increased focus on code enforcement in the coming weeks. Chairperson Douglas requested that Benson report this issue to the Ordinance Code officer.

Commissioner Curtis commented that there is an inconsistency regarding the parking time-limits on some parking spots in the southeastern parking lot in downtown, with some listed as only 15 minutes, some as 30 minutes, and some as customer only-parking. Curtis asked where those signs had come from. Commissioner Helmuth indicated that it may have been a directive from the Downtown Development Authority, but that she would look into it.

Commissioner Curtis also indicated that Oxford Township is working on its new Master Plan.

Assistant Village Manager Benson indicated that the Oxford Zoning Board of Appeals did not meet again in February. Benson also noted that there is a public hearing scheduled for the February 20th Planning Commission meeting regarding a special use sign for 51 S. Washington Suite F.

ADJOURN

MOTION

Motion by Curtis, seconded by Helmuth to adjourn the meeting at 7:25 p.m.

Voice Vote

Yes: All - No: None.

Absent: Bejma, Gill

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Planning Commission Chairperson