

**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	March 20, 2018	7:00 pm
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CALL TO ORDER

Chair Gary Douglas called the meeting to order at 7:00 p.m.

ROLL CALL

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

Members Absent: Johnson

Staff Present: Planning Consultant Chris Khorey, Assistant Village Manager Drew Benson

MOTION

Motion by Helmuth, seconded by Curtis to excuse the absence to Commissioner Adam Johnson from this meeting.

Voice Vote

Yes: All - No: None.

Absent: Johnson

Motion Carries.

APPROVAL OF AGENDA

MOTION

Motion by Curtis, seconded by Bejma to approve the regular Planning Commission Meeting Agenda for Tuesday, March 20, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Johnson

Motion Carries.

APPROVAL OF MEETING MINUTES

Commissioner Bejma indicated two written errors, which the commission agreed should be changed.

MOTION

Motion by Curtis, seconded by Helmuth to approve the Regular Meeting Minutes of February 20th, 2018 as amended.

Voice Vote
Yes: All - No: None.
Absent: Johnson
Motion Carries.

CORRESPONDENCE

None.

PUBLIC HEARINGS

None.

OLD BUSINESS

None.

NEW BUSINESS

A. Planning Commission Consideration of a Design Approval of an Internally Illuminated Sign Application for 14 S. Washington

Planning Consultant Chris Khorey introduced the topic, noting that according to the Zoning Ordinance, the Planning Commission has the authorization to review internally illuminated sign applications, such as what is being proposed for 14 S. Washington. Khorey then discussed the proposed sign, the existing lighting features on that building, and the considerations that Planning Commission should take into account when considering the proposed sign.

Commissioner Curtis outlined that background of the applicant and his business, and the precedence that has been set by the Planning Commission regarding internally illuminated signs in the downtown district.

Commissioner Helmuth indicated that while she does not have any background knowledge of the applicant, she does believe that the proposed sign would be an asset to the community.

Alex Chudzinski, the owner of Cracked Electronic Repair, located at 14 S. Washington, rose to speak and discussed the background of his business, his businesses new location in downtown Oxford, and the sign that his business is proposing.

The Planning Commissioners discussed the various aspects of the proposed sign, the precedent set previously by the Planning Commission regarding internally illuminated signs, and the requirements as set forth by the zoning ordinance.

Village Resident Sue Bossardet rose to speak, and noted that as a member of the Oxford Downtown Development Authority Board of Directors, she would hope that the Planning

Commission would not approve this sign as it does not subscribe to the desired image for the downtown district.

The Planning Commissioners discussed with the applicant the practicality of this sign being externally illuminated by the existing goose-neck lamps that are currently existing on the building, and how the brightness of an internally illuminated sign could be regulated as to not be overly obtrusive to the community.

Doug Nanney, the contractor responsible for designing the proposed sign rose to speak, and addressed the functional aspects of the proposed sign, and how the existing external illuminating features would interact with the proposed sign.

MOTION

Motion by Helmuth, seconded by Curtis to approve the sign permit application for Cracked Electronic Repair sign at 14 S. Washington, with the contingency that the existing goose-neck lamps remain in place on the building, and that the required permits are pulled.

Roll Call

Yes: Douglas, Deeg, Curtis, Helmuth - No: Bejma.

Absent: Johnson

Motion Carries.

Commission Chair Douglas discussed the Village's expectations for this sign, and the considerations the applicant should take when installing the sign and maintaining it.

PUBLIC COMMENT

None.

CONSULTANT COMMENTS

Planning Consultant Khorey indicated that he has a scheduling conflict with the April 3rd Planning Commission meeting, and indicated he would have a substitute in place for that meeting. Khorey also noted that the Zoning Board of Appeals has a meeting scheduled for Monday April 2nd in reference to 145 S. Washington. Khorey also asked if Cracked had applied for a Zoning Compliance approval for their move into 14 S. Washington.

Assistant Village Manager Benson noted that he has updated the Village's website regarding Board and Commission Appointments, and indicated that the Village is looking for an additional Planning Commission member, so if anyone is interested, they should reach out to the Village online or over the phone.

Chairperson Douglas indicated that he appreciates Mr. Benson's work on the minutes, and with the Village's website.

COMMISSIONER COMMENTS

Commissioner Helmuth indicated that she is happy with the decision that the Planning Commission made tonight, and believes this internally illuminated sign will not detract from the character of the district.

Commissioner Bejma indicated that the Zoning Board of Appeals will be meeting on April 2nd to discuss a dimensional variance for 145 S. Washington. Planner Khorey discussed some details of that application. Bejma also asked if the Oxford DDA had the opportunity to provide feedback on signs before the Planning Commission sees them. Administration indicated that they do not.

Commissioner Curtis discussed the recent activity of Oxford Township, including consideration of a Master Plan for the Township, and a recent liquor license that was approved.

Assistant Village Manager Benson indicated that the Oxford DDA is looking to do a survey of downtown business owners to gather updated contact information and communications preferences.

Chairperson Douglas asked if there has been any progress about a proposed set of condominiums from a previous applicant. Khorey indicated that he has not heard anything, and would take that as a lack of desire to move forward with that project. Assistant Village Manager Benson indicated that a separate applicant, Village Ridge Condominiums, has reached out to the Village about completing a series of condominiums off of Burdick street. The original site plan had been approved, but would require new approvals should the applicants decide to move forward with that project.

ADJOURN

MOTION

Motion by Helmuth, seconded by Bejma to adjourn the meeting at 7:37 p.m.

Voice Vote

Yes: All - No: None.

Absent: Johnson

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Planning Commission Chairperson