

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

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

22 West Burdick Street Oxford, MI 48371	July 17, 2018	7:00 pm
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**CALL TO ORDER**

Chairperson Gary Douglas called the meeting to order at 7:00 p.m. Douglas indicated that he would like the record to show that the Planning Commission has not met since April 3, 2018.

**ROLL CALL**

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

Members Absent: Deeg

Staff Present: Planning Consultant Chris Khorey, Assistant Village Manager Drew Benson,  
Fire Chief/DDA Chairperson Pete Scholz

Chairperson Douglas indicated that he would like the record to show that the Planning Commission has not met since April 3, 2018.

**APPROVAL OF AGENDA**

**MOTION**

Motion by Curtis, seconded by Helmuth to approve the regular Planning Commission Meeting Agenda for Tuesday, July 17th, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Deeg

Motion Carried.

**APPROVAL OF MEETING MINUTES**

**MOTION**

Motion by Bejma, seconded by Helmuth to approve the Regular Meeting Minutes of April 3rd, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Deeg

Motion Carried.

## **CORRESPONDENCE**

None.

## **PUBLIC HEARINGS**

None.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **A. Consideration of an Application for a Planning Commission Seat – Leslie Pielack**

Chairperson Douglas asked Ms. Pielack to introduce herself and her interest in serving on the Planning Commission.

Leslie Pielack rose to speak, and discussed her background and qualifications to serve on the Oxford Planning Commission. The Commissioners asked Ms. Pielack a variety of questions related to her background, her involvement with the Oxford Village community, and her interest in serving, to which Ms. Pielack responded.

### **MOTION**

Motion by Curtis, seconded by Helmuth to recommend to the Village Council to Appoint Leslie Pielack to the Planning Commission.

Roll Call

Yes: Douglas, Curtis, Helmuth, Bejma, Johnson. No: None.

Absent: Deeg

Motion Carried.

### **B. Discussion Regarding an Amendment to the Zoning Ordinance regarding the number of members on the Zoning Board of Appeals.**

Village Planning Consultant Chris Khorey introduced the topic, noting that the Village Zoning Ordinance states that the Zoning Board of Appeals should have six (6) members. Because this is an even number, and the Village has had issues consistently filling those seats, the Zoning Board of Appeals has requested that the Planning Commission review and propose a change to Zoning Ordinance regarding the number of members of that board.

Commissioner Johnson proposed setting a range to the allowable number of members in order to limit often the Zoning Ordinance would need to be changed. Planning Commission discussed the notion. Khorey noted that the State of Michigan's Zoning Enabling Act allows for as many as 7, and as few as 3 for a community the size of the Village.

## **MOTION**

Motion by Helmuth, seconded by Bejma to schedule a public hearing for August 21, 2018 or soon thereafter, to discuss a change of the Zoning Ordinance Section 9.5.4.B regarding the number of Zoning Board of Appeals Members.

Voice Vote

Yes: All - No: None.

Absent: Deeg

Motion Carried.

### **C. Discussion Regarding Outdoor Sales Ordinance**

Village Planning Consultant Chris Khorey introduced the topic, noting that the Village administration has run into a consistency issue within the Outdoor Sales Ordinance that prohibits outdoor sales within the Village, except as a special use within the C-2 zoning district. Khorey noted that administration has requested the Planning Commission to review this ordinance and clear a pathway forward. Khorey outlined the Planning Commission's options.

Commissioner Curtis discussed Oxford Township's process for proposing internal ordinance reviews, and indicated his desire for Village Council to recommend any ordinance-related activities of the Planning Commission.

Commissioner Helmuth indicated that she would like to see the ordinance enforced upon all outdoor sales, and require members of the community to formally apply for a text amendment to the Zoning Ordinance.

The Planning Commission discussed the existing ordinance, as well the desired characteristics of the C-1 Transition district. Assistant Village Manager Drew Benson discussed the context of this topic and the reasoning for clarification.

Commissioner Bejma asked if fencing has any impact on the concept of outdoor sales. Planner Khorey indicated that the ordinance does not specify any allowance with fencing. The Planning Commission continued to discuss the concept, and decided to take no action.

No motion was made.

### **D. Discussion Regarding the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) certification.**

Assistant Village Manager Benson introduced the topic, noting that the Redevelopment Ready Communities (RRC) program is a certification program through the Michigan Economic Development Corporation (MEDC) that promotes best-practices for municipalities in terms of being prepared to proactively pursue economic development through the implementation, achievement, and maintenance of various community-development related tasks.

Commissioner Helmuth stated that she would like to take some time and review the entire program to determine if it is something that the Planning Commission would like to pursue.

Mr. Benson and the Commissioners discussed the program, how the Village could implement components of the program in order to better prepare itself to be an attractive place for development. Planner Khorey discussed his evaluation of the Village's progress towards the best-practices outlined within the RRC's evaluation.

### **MOTION**

Motion by Curtis, seconded by Bejma to set aside the discussion regarding the RRC certification program until the next Planning Commission meeting.

Voice Vote

Yes: All - No: None.

Absent: Deeg

Motion Carried.

### **PUBLIC COMMENT**

Robert Gjokaj, 21 Dennison, rose to speak and noted that he has a development concept that he would like to informally present to the Planning Commission to gauge their feelings towards his idea. Planner Khorey indicated that items under public comment should not be commented on by the Planning Commission, and any feedback or thoughts they have should be reserved for after the meeting. Khorey also noted that there is nothing to decide upon for this topic, making this procedurally allowable.

Mr. Gjokaj discussed his concept and produced a series of renderings that illuminated what he is considering pursuing.

### **CONSULTANT / ADMINISTRATIVE COMMENTS**

Planning Consultant Khorey announced that he has accepted a promotion within McKenna & Associates, and would therefore be unable to continue in his current role with the Village. Khorey indicated that he would still be available for a few months, and then would be available as needed in the future. Khorey indicated that the day-to-day planning activities would be taken over by Mario Ortega, a fellow associate at McKenna and Associates.

Mr. Ortega introduced himself and discussed his background. Mr. Ortega noted his excitement to work with the Village going forward.

Assistant Village Manager Benson noted that the Village has met with Mr. Weckle, the developer of 32 E. Burdick, and discussed the progress with that development project.

## COMMISSIONER COMMENTS

Commissioner Curtis noted that Oxford Township is continuing to work on its Master Plan, and should have that available for neighboring communities soon. Curtis also discussed a variety of development projects that are taking place in the Township.

Commissioner Bejma noted that she has been elected as the Chairperson for the Zoning Board of Appeals.

DDA Chairperson Pete Scholz discussed the recent business of the Oxford Downtown Development Authority, including the progress of the downtown streetscape project scheduled for 2020.

Commissioner Helmuth congratulated Commissioner Johnson on the birth of his son a few weeks prior. Helmuth also noted that she found the presentation from Mr. Gjokaj to be interesting, and looked forward to it formally coming before the Planning Commission for consideration.

Commissioner Bejma asked about the Planning Commission meeting that is scheduled for September 5<sup>th</sup>, as it is set for the day after Labor Day, and some members of the Planning Commission may be out of town for the holiday.

Commission Chairperson Douglas indicated his excitement for Ms. Pielack's potential appointment to the Planning Commission. Douglas also noted that he has a number of questions for Mr. Gjokaj regarding his proposed project, including the expected occupancy, the number of parking spaces, and the height of the proposed building.

## ADJOURN

### MOTION

Motion by Helmuth, seconded by Bejma to adjourn the meeting at 8:21 p.m.

Voice Vote

Yes: All - No: None.

Absent: Deeg

Motion Carries.

Respectfully submitted,

Drew Benson  
Recording Secretary

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Recording Secretary

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Planning Commission Chairperson