

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

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

22 West Burdick Street Oxford, MI 48371	August 21, 2018	7:00 pm
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CALL TO ORDER

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

ROLL CALL

Members Present: Douglas, Curtis, Johnson, Bejma, Helmuth, Deeg, Pielack.

Members Absent: None.

Staff Present: Planning Consultant Mario Ortega, Assistant Village Manager Drew Benson,
Village President Sue Bossardet.

APPROVAL OF AGENDA

MOTION

Motion by Curtis, seconded by Helmuth to approve the regular Planning Commission Meeting Agenda for Tuesday, August 21st, 2018 as presented.

Voice Vote

Yes: All - No: None.

Motion Carried.

APPROVAL OF MEETING MINUTES

MOTION

Motion by Bejma, seconded by Helmuth to approve the Regular Meeting Minutes of July 17th, 2018 as presented.

Voice Vote

Yes: All - No: None.

Motion Carried.

CORRESPONDENCE

None.

PUBLIC HEARINGS

A. Zoning Ordinance Amendment regarding the number of Zoning Board of Appeals

Members.

MOTION

Motion by Helmuth, seconded by Bejma to open the public hearing for the proposed zoning ordinance amendment regarding the number of Zoning Board of Appeals members at 7:03 p.m.

Voice Vote

Yes: All - No: None.

Motion Carried.

There were no public comments.

MOTION

Motion by Bejma, seconded by Helmuth to close the public hearing for the proposed zoning ordinance amendment regarding the number of Zoning Board of Appeals members at 7:04 p.m.

Voice Vote

Yes: All - No: None.

Motion Carried.

OLD BUSINESS

A. Consideration of a Zoning Ordinance Amendment regarding the number of Zoning Board of Appeals Members.

Village Planning Consultant Mario Ortega introduced the topic, and discussed the background of this topic and the purpose of this proposed amendment. Ortega outlined the proposed language for the proposed amendment, and the effects of those changes in the language.

The Planning Commissioners and the Planning Consultant discussed the potential effects of this amendment, including the composition of the Zoning Board of Appeals (ZBA), the maximum and minimum allowable members of the ZBA per the Zoning Enabling Act, and the Village Council's proposed ability to change the number of ZBA members, and the proposed language to more clearly specify the Council's ability to remove ZBA members. The Commissioners discussed their preference in the proposed number of members.

MOTION

Motion by Curtis, seconded by Bejma to recommend to the Village Council the following changes to Section 9.5.4.B of the Zoning Ordinance:

- 1.) Set the Village of Oxford Zoning Board of Appeals Membership to five (5) members
- 2.) Amend the removal of Zoning Board of Appeals members language to read:
"Appointed members may be removed for cause by the Village council only after consideration of written charges of misconduct relevant to the responsibilities of the

ZBA. In the event that a member is removed by the Village Council, they must be replaced with another appointed member prior to the ZBA taking action on any requested determination.”

Roll Call

Yes: Pielack, Helmuth, Bejma, Curtis, Douglas, Deeg, Johnson.

No: None.

Motion Carried.

B. Consideration of a Recommendation of a Minor adjustment to the Planning Commission By-Laws

Assistant Village Manager Benson introduced the topic, noting that back in 2013, the Village Council approved a change to the composition of the Planning Commission from 9 members to 7. When this was done, there was not a corresponding change to the Planning Commission by-laws. There are also other small portions of the Planning Commission by-laws that do not reflect the current practices of the Planning Commission, and Benson noted that these sections should also be evaluated. Benson noted that he would like to see the Planning Commission review the by-laws, and proposed any additional changes they see fit.

Commissioner Bejma noted that she would like to see the Planning Commission and Zoning Board of Appeals have their annual meetings set in January as opposed to October so that they can take place after the November appointments by Council.

MOTION

Motion by Bejma, seconded by Helmuth to recommend the proposed changes to the Oxford Planning Commission by-laws to reflect with 2013 ordinance amendment, with the addition of the Annual Meeting being held in January, to the Village Council for approval and adoption.

Roll Call

Yes: Pielack, Helmuth, Bejma, Curtis, Douglas, Deeg, Johnson.

No: None.

Motion Carried.

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

Assistant Village Manager Benson reintroduced the topic, noting that he had attended the MEDC's RRC 1/2/3 training earlier in August, and discussed some of the key topics that had been covered at that training. Benson discussed the preliminary evaluation done by the previous Planning Consultant Chris Khorey and himself, and noted some of the key elements that the Village has already compiled, and those that it has not.

The Planning Commissioners discussed the topic, including the overlap with Oakland County's One Stop Ready program and overlap of certain tasks with the Oxford Downtown Development Authority.

Village President Bossardet rose to speak, and discussed the Village's history with programs like One Stop Ready, and the level of commitment given to those programs. Bossardet also discussed some of the key topics that should be included, including regular ordinance review and capital improvement planning.

Planning Consultant Ortega discussed his background with the RRC program, the history/purpose of the program, and the overlaps with Oakland County's One Stop Ready Program.

Commissioner Curtis noted that he would like to see the Village have an permanent administrative position in place to focus on these economic development programs and incentives.

The Commissioners discussed the Planning Commission's role and administration's role in the RRC program and accomplishing the tasks within in. Commissioner Pielack indicated her preference to have the DDA directly involved in this process. Benson noted that because of his dual role between the Village and the DDA, he can make sure that they are included.

The Commissioners discussed additional training opportunities for the Village's various boards in reference to the various components of this process, and the community/economic development process in general.

Commission Chairperson Douglas noted that he would like to see the Planning Commission be more proactive, and noted his responsibility as chairperson to make that happen.

Commissioner Curtis noted that he would like to see Mr. Benson continue to bring these opportunities to the attention of the Planning Commission, and continue the momentum.

Commissioner Pielack asked if administration had any specific recommendations. Benson noted that a Capital Improvements Plan would be one specific task that is specifically directed to the Planning Commission by the Zoning Enabling Act that the Village needs to address. Benson also noted that Planning Commission's preference in terms of projects is the primary directing factor of deciding what to pursue.

Commission Chairperson Douglas noted that he would like for the Commissioners to take some additional time to consider recommendations as for how to proceed.

Commissioner Johnson noted that he likes the presence of specific goals and objectives for the Planning Commission, and stated his desire for additional structure for the organization.

No motion was made.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

CONSULTANT / ADMINISTRATIVE COMMENTS

Planning Consultant Ortega noted that Chris Khorey should be able to attend one more meeting before fully transitioning to Grand Rapids. Ortega also noted his excitement to continue these discussions.

Assistant Village Manager Benson noted that the Village has received a site plan from Village Ridge Condominiums that are aimed at completing a condominium project from many years ago. That site plan is not yet ready for Planning Commission, but it is something to look out for in the coming weeks.

COMMISSIONER COMMENTS

Commission Chairperson Douglas asked Mr. Ortega about the parking requirements for a plan like what Mr. Gjakaj had discussed during public comment at the last meeting. Ortega noted that without a formal site plan, there is no way to know if the amount of parking is feasible, but based on the initial discussions, there are various ways that the required parking could be accomplished.

Commissioner Curtis noted that Oxford Township is looking at implementing a transient merchant permit in the Township that is similar to what the Village has in place. Curtis also discussed some recent development projects in the Township.

Commissioner Bejma noted that the Zoning Board of Appeals had their most recent meeting cancelled, but is looking forward to the ZBA annual meeting in order to get that board rolling with an amended number of members.

ADJOURN

MOTION

Motion by Helmuth, seconded by Bejma to adjourn the meeting at 8:20 p.m.

Voice Vote

Yes: All - No: None.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Planning Commission Chairperson