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

*Planning Commission Members: Rose Bejma, Jack Curtis, Kelsey Cooke, Gary Douglas,
Maureen Helmuth, Justin Ballard, Leslie Pielack*

22 West Burdick Street
Oxford, MI 48371

November 19, 2019

7:00 pm

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1. **CALL TO ORDER**

9 Vice-Chairman Justin Ballard called the meeting to order at 7:00 p.m.

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2. **RESPECTS TO THE FLAG**

11 3. **ROLL CALL:** Members Present- Ballard, Cooke, Curtis, Douglas (in route), Bejma, Helmuth,
12 Pielack. Staff Present: Mario Ortega AICP, Tere Onica Recording Secretary.

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4. **APPROVAL OF AGENDA: Meeting Agenda November 19, 2019**

15 **MOTION:** by Curtis/Cooke to approve the November 19, 2019 meeting agenda. All present
16 voting in favor. Motion carried.

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5. **APPROVAL OF MEETING MINUTES: November 5, 2019 Regular Meeting.**

19 **MOTION:** by Curtis/Pielack to approve the November 5, 2019 Regular Meeting minutes. The
20 Clerk noted for the record that the motion on Page 2, Lines 88-99 of the original draft minutes
21 were amended to include the chronology of amendments in numerical order for clarity. All
22 elements of the motion and amendments were recorded. All present voting in favor. Motion
23 carried.

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25 Chairman Douglas arrived at 7:03 p.m.

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6. **CORRESPONDENCE:** Email from Rowe Engineering regarding Valley Ridge.

28 **MOTION:** by Helmuth/Curtis to receive and file e-mail communication received from Rowe
29 Engineering dated 11.14.19. All in favor. Motion carried.

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7. **PUBLIC HEARING:** None.

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8. **OLD BUSINESS:**

34 **A. PC 19-03, Site Plan Review Parcel ID # PO 04-26-304-010, 425 Glaspie-** Planner Ortega
35 presented Site Plan Review #2 dated November 13, 2019 for discussion. Mr. Ortega identified
36 the site location and existing conditions. Site Plan Review Comments 1-9 were addressed. Mr.
37 Ortega proceeded to comment on the Engineering Site Plan Review from Rowe Professional
38 Services dated November 14, 2019.

39
40 Glenn Pavey, project manager and TKMS consultant provided the following information:
41 TKMS is a commodity hauler and part of a family of companies. TKMS has their administrative
42 office headquarters at 425 S. Glaspie Street. The primary function is vehicle repair, maintenance,
43 cleaning and dispatch. Storage space is used for vehicles when they are not on the road. There
44 are 20-25 employees per shift. There are 34 parking places shown on the plan. The location is
45 also a fueling facility for vehicles. The fuel tank is above ground on concrete surrounded by

46 bollards for protection.

47

48 There was question regarding the removal of the underground storage tank (UST). It was
49 reported that it was removed in compliance with Michigan Underground Storage Tank Rules
50 (MUSTR) and requirements of the Department of Licensing and Regulatory Affairs, Bureau of
51 fire Services, Storage Tank Division. Oxford Fire Chief reviewed the application and submitted
52 comments as follows: detailed information on the Fuel Island is needed, that it shall be installed
53 per IFC 2018 chapter 57 with permits obtained through the State of Michigan Fire Marshalls
54 Division; the OTFD shall observe with the State inspector the removal of the UST and that a
55 Knox Box key vault be installed.

56

57 There was discussion regarding the (winter) weather and the upcoming M-24 Construction
58 Project which will greatly impact 425 Glaspie expansion. The foundation needs to be completed
59 as soon as possible. Preliminary Site Plan approval was suggested. The Clerk reported that the
60 Building Inspector will not issue a building permit until the site plan is approved. Chairman
61 Douglas was not in favor of approval without conditions being met. Discussion followed
62 regarding how conditions limit the ability for applicant to pull building permits until all
63 conditions are met. This would fall under the purview of the Building Inspector and Village
64 Planner.

65 **MOTION:** by Curtis/Bejma to approve the Final Site Plan for TKMS Aggregate Hauler
66 located at 425 Glaspie, PID 04-26-304-010 with the following conditions:

67 1.) All unresolved issues from Rowe Engineering noted in their letters dated 10.29.19 and
68 11.14.19 be addressed.

69 2.) All unresolved issues noted in the McKenna letters dated 10.30.19 and 11.13.19 be met.

70 3.) The elimination of the gravel parking lot

71 4.) Submittal of detailed plans for the following;

72 a. Revised Parking Plan

73 b. Detailed Landscaping Plan

74 c. Detailed Lighting Plan

75 d. Approval of the Oxford Fire Chief referenced in the letter dated 10.3.19.

76 The Motion for full site plan approval is strictly to allow for the building official to issue
77 permits needed for the foundation work, with the stipulation that the applicant will be in
78 compliance with conditions 1-4 prior to the building official issuing building permits. Any
79 deviation from, or disputed interpretations to the stated conditions will suspend this approval
80 and require the applicant, TKMS or its' authorized representative, to appear before to the
81 Planning Commission for continuance.

82 **Roll Call Vote:** Yes: Pielack, Curtis, Cooke, Helmuth, Bejma. No: Douglas, Ballard. Abstained:
83 0. Motion carried.

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85 **B. Adult Use Marihuana-**Planner Ortega reviewed the amendments made at the October 15,
86 2019 meeting on Page two (2) as follows:

87 (B)(1) **Permitted Facilities.** Insert following: within the Village of Oxford...*after receiving site plan*
88 *and special land use approval as indicated in Section 4.1.29(F).*

89 (B)(2)**Permitted Shared Facilities.** Insert at end of sentence: *Permitted marijuana facilities may*
90 *be allowed to occupy more than one building on the same lot provided the facility and buildings are operated in*
91 *compliance will all State and Village requirements.*

92 (B)(3)(a) **Mixed Use Prohibited.** insert after No other principal: *use, special land use...*

93 (C)(3) **Marijuana Facilities Buffer.** Strike 500 and insert 100.
94

95 Planner Ortega explained that he sent the amended ordinance to the attorney for review.
96 Mr. Ortega presented the attorney's hand-written remarks for discussion. Changes were
97 minimal and in large part grammatical, regarding inconsistent terminology or for
98 clarification/more specific wording. Concerns were expressed regarding the potential of legal
99 liability in the execution of items 9 and 10 on page 3 of the November 13, 2019 Draft
100 Ordinance. The chairman asked for a written opinion from the attorney as well and requested
101 he attend the December 3rd meeting. The planner acknowledged the importance of involving
102 the attorney in finalizing the ordinance language and in developing the General Law Ordinance
103 to regulate permit/licensing, with the fee and application process established and in place prior
104 to enacting the Adult Use Marijuana Ordinance.
105

106 **MOTION:** by Bejma/Curtis to request the attorney attend the December 3, 2019 meeting to
107 discuss the Attorney's remarks and give a legal opinion regarding the ordinance and to address
108 concerns related to the ordinance draft, and to schedule the Public Hearing for December
109 17, 2019 at 7:00 p.m. Planner Ortega will bring a 24 x 36 map/board to the hearing.

110 **Roll Call Vote:** Yes: Bejma, Ballard, Cooke, Curtis, Helmuth, Pielack, Douglas. No: 0. Abstain:
111 0. Motion carried.
112

113 **9. NEW BUSINESS:** None.
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115 **10. PUBLIC COMMENT:** None.
116

117 **13. CONSULTANT AND ADMINISTRATIVE COMMENTS**

118 There were comments on the Valley Ridge development soil borings and revised site plan
119 needed before moving forward. Historical information on the old soil borings have not been
120 found on file. The Village Manager and Engineer have discussed the issues and new soil
121 borings have been requested of the applicant.
122

123 The planner will present the annual review to the planning commissioners. Ordinance
124 review and future topics such as site plan consistency with detailed landscape design was
125 noted.
126

127 **14. COMMISSIONER COMMENTS:**

128 Oxford Township- Jack Curtis-Beaumont PUD Review is scheduled for Thursday
129 November 21. There is a lawsuit pending.
130 ZBA-Rose Bejma
131

132 **15. FUTURE BUSINESS:** Council has requested the PC review the zoning ordinance for
133 Tattoo Parlors to consider removing them from the Adult Business Category.
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135 **16. ADJOURNMENT:**

136 **MOTION:** by Bejma/Curtis to adjourn at 8:56 p.m. All present voting in favor. Motion
137 carried.

138 Respectfully submitted,
139 Tere Onica, Recording Secretary



