

**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	October 2, 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, Bejma, Helmuth, Pielack, Deeg, Johnson.

Members Absent: None.

Staff Present: Planning Consultant Mario Ortega, Assistant Village Manager Drew Benson, Village Manager Joseph Madore, Downtown Development Authority Executive Director Glenn Pape, Village President Sue Bossardet.

APPROVAL OF AGENDA

MOTION

Motion by Curtis, seconded by Helmuth to approve the regular Planning Commission Meeting Agenda for Tuesday, October 2, 2018 as presented.

Voice Vote

Yes: All - No: None.

Motion Carried.

APPROVAL OF MEETING MINUTES

MOTION

Motion by Bejma, seconded by Curtis to approve the Regular Meeting Minutes of September 18th, 2018 as presented.

Voice Vote

Yes: All - No: None.

Motion Carried.

CORRESPONDENCE

MOTION

Motion by Helmuth, seconded by Curtis to receive and file the correspondence under item 6 as presented.

Voice Vote

Yes: All - No: None.

Motion Carried.

PUBLIC HEARINGS

None.

OLD BUSINESS

A. Discussion regarding Village Council recommendation to review outdoor sales ordinance

Village Planning Consultant Mario Ortega introduced the topic, noting that the Village Council had recently received complaints from business owners in the C-1 Transition District regarding the open-air business ordinance, and after review, the Council made a motion to request the Planning Commission review the ordinance. Ortega outlined his review of the ordinance, and some of the key components that he believes should be addressed.

Assistant Village Manager Drew Benson outlined the history of this ordinance and the current enforcement of it that has prompted these complaints. Benson also noted that this ordinance had previously been recommended for change by the Planning Commission back in 2009, but that recommendation had not been adopted at that time.

The Planning Commissioners discussed the current ordinance, as well as the issues that have been cited by the Village as violations. Property Owner Charles Schneider rose to speak, and noted the importance of having outdoor display and sales for the success of his business, Unique Stuff. The commission discussed various ways that a potential ordinance could work, including how applicants could apply for outdoor via a Special Land Use or an issued permit from the Village. The Commission also discussed potential standards that could be used in the Planning Commission's evaluations of applications for the Special Land Use.

The Planning Commission then discussed the Council imposed moratorium on enforcement of this ordinance that is set to expire on October 15th. The Commission noted that would review the ordinance, and likely produce a recommendation to Council, but not before the October 15th deadline.

MOTION

Motion by Curtis, seconded by Deeg to recommend to Council to extend the moratorium on enforcement of the open air business ordinance for 90 days to allow the Planning Commission to draft a recommendation for a change in the ordinance.

Voice Vote

Yes: All - No: None.

Motion Carried.

The Commission then discussed the general form of the ordinance that they would like to have drafted by the Village Planning Consultant for their review at the next meeting. The proposed timeline for moving forward with this activity, as well as having input from the Downtown Development Authority (DDA) because the C-1 Transition zoning district is primarily in their district. The Village Planning Consultant indicated that he would take this feedback from this discussion, and craft a draft ordinance for the Commission to review at their next meeting.

B. Discussion regarding an Annual Action Plan for the Planning Commission

Assistant Village Manager Benson reintroduced the topic, noting that Glenn Pape, the Executive Director for the Oxford DDA has present to offer some feedback on the Planning Commission's goal of creating an annual action plan from the DDA's perspective based on the activities that they're pursuing.

Mr. Pape rose to speak, and discussed the information included in his memorandum that could be considered by the Planning Commission for inclusion in their annual action plan, including implementation of the adopted future transportation plan as it pertains to bicycle lanes in the Village, creation of a parking plan, develop redevelopment ready packages for the major redevelopment sites in the Village, and the potential adoption of design guidelines in the Zoning Ordinance for the historic downtown district.

Commissioner Pielack asked Mr. Pape about the Village's status in the ~~Nation Historic Trust's register~~ NATIONAL PARKS SERVICE REGISTER of historic places, which Mr. Pape outlined. Pielack requested that the consultant that has been retained by the DDA for this project come to a Planning Commission meeting in the near future to discuss the process with the Planning Commission.

The Commission then discussed the DDA's proposed ideas for the annual action plan, and requested that the Village Planning Consultant include those on the brainstormed list from the previous meeting for inclusion in future discussions of this topic.

No motion was made.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

CONSULTANT / ADMINISTRATIVE COMMENTS

Assistant Village Manager Benson noted that this would be his last meeting with the Village Planning Commission, as he has accepted a position with another place, and his last day as an employee of the Village will be October 4th. Benson thanked the Commission for their work over the last year and a half and noted that he will continue to be a supporter of the Village in any way that he can.

COMMISSIONER COMMENTS

Commissioner Bejma thanked Mr. Benson for his work with the Village and wished him well in his future endeavors.

Commissioner Curtis discussed the recent activities of Oxford Township, including some recently approved site plans, ordinance amendment discussions, and zoning classifications and uses in specific districts in the Township.

Commission Chairperson Douglas thanked Mr. Benson for his work and noted that he expected great things from him in the future.

ADJOURN

MOTION

Motion by Curtis, seconded by Helmuth to adjourn the meeting at 8:48 p.m.

Voice Vote

Yes: All - No: None.

Absent: Deeg, Johnson.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Planning Commission Chairperson