

1
2
3
4
5
6
7

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

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

22 West Burdick Street Oxford, MI 48371	February 5, 2019	7:00 pm
--	------------------	---------

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

1. **CALL TO ORDER**

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

2. **RESPECTS TO THE FLAG**

3. **ROLL CALL:** Members Present-Douglas, Bejma, Helmuth, Pielack, Ballard, Curtis.

Member Absent: Deeg.

MOTION: by Helmuth/Pielack excusing Deeg from the February 5, 2019 meeting. All present voting in favor. Motion Carried.

Staff Present: Mario Ortega AICP, Tere Onica Recording Secretary/Clerk-Treasurer.

4. **APPROVAL OF AGENDA: Meeting Agenda February 5, 2019**

MOTION: by Bejma/Curtis to approve the Village of Oxford February 5, 2019, 7:00 p.m. regular meeting agenda as presented. All present voting in favor. Motion carried.

5. **APPROVAL OF MEETING MINUTES: January 15, 2019 Regular Meeting**

MOTION: by Helmuth/Curtis amending the regular meeting minutes of January 15, 2019 by Striking Deeg (as being present) from line 12. All present voting in favor. Motion carried.

6. **CORRESPONDENCE:** A letter was received from Oakland County giving notice of Oxford Township Master Plan update.

MOTION: by Helmuth/Bejma to receive and file the letter from Oakland County dated January 25, 2019.

7. **PUBLIC HEARING:** None.

8. **OLD BUSINESS:** None.

9. **PUBLIC COMMENTS:** None.

10. **NEW BUSINESS:**

- a. **2018 Annual Review** Planner Mario Ortega presented Planning Commission review for 2018. Mr. Ortega gave a brief summary review of 2018.

MOTION: by Bejma/Helmuth to send the 2018 Annual Planning Commission Annual Report and Action Plan to the Village Council for review as approved by the Planning Commission.

ROLL CALL VOTE: Ayes: 6, Curtis, Bejma, Helmuth, Pielack, Ballard, Douglas. Nays: 0. Absent: 1, Deeg. Motion carried.

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93

b. Election of Officers as follows:

MOTION: by Bejma/Ballard to nominate Gary Douglas to continue as Chairman.

ROLL CALL VOTE: Ayes: 6, Douglas, Bejma, Helmuth, Pielack, Ballard, Curtis. Nays: 0.
Absent: 1, Deeg. Motion carried.

MOTION: by Helmuth/Curtis to nominate Justin Ballard to as Vice-Chairman.

ROLL CALL VOTE: Ayes: 6, Bejma, Helmuth, Pielack, Ballard, Curtis Douglas. Nays: 0.
Absent: 1, Deeg. Motion carried.

MOTION: by Curtis/Helmuth to nominate Leslie Pielack as Secretary.

ROLL CALL VOTE: Ayes: 6, Helmuth, Bejma, Douglas, Ballard, Pielack, Curtis. Nays: 0.
Absent: 1, Deeg. Motion carried.

c. 2019 Action Plan- Mr. Ortega presented the commissioners with a randomized list of Action Items (1) – (8), for 2019 without assigning an order of priority for review. After discussion of what items had higher or lower level of concern, consensus was to address the list in the following order:

High Priority:

Items (1) Ordinance Reviews, (4) Historic Preservation, (5) Creating a list of legal nonconformities.

Lower Priority:

Items (2) Solicitation Ordinance, (3) Food Trucks, (7) Review of existing By-Laws (discussion/review to address redundancies has begun with Planner Ortega and Clerk/Treasurer Onica).

Lowest Priority:

Items (8) Training for members, and (6) One Stop Ready Status

MOTION: by Curtis/Pielack to approve the 2019 Action Plan in the order of priority resulting from discussion. All present voting in favor. Motion carried.

Planner Ortega offered to provide training for commissioners at the planning commission meetings as time allows.

11. PUBLIC COMMENT:

Sue Bossardet, stressed the need for a Food Truck Ordinance. Activity warrants it.

Kelsey Cooke, 50 W. Burdick introduced herself and gave background asking to be considered for a position on the Planning Commission.

12. CONSULTANT / ADMINISTRATIVE COMMENTS: Mr. Ortega mentioned the Village Ridge Condo Amendment possible for the March meeting if the plans are complete.

13. COMMISSIONER COMMENTS:

Commissioner Curtis requested Planner Ortega to provide a process for amending PUD's (Planned Urban Developments) as well as needed Site Plan amendments/procedural review. Mr. Ortega will review the matter and bring recommendations back to the planning commission.

The commissioners were very impressed with Kelsey Cooke's qualifications adding that she was an excellent candidate for consideration to the planning commission. Gary Deeg's term

94 has expired.

95

96 **MOTION:** by Curtis/Helmuth to offer an opinion to the Village Council from the Planning
97 Commission, supporting and accepting a nomination by the Village Council for the
98 appointment of Kelsey Cooke to the Planning Commission.

99 **ROLL CALL VOTE:** Ayes: 6: Pielack, Helmuth Bejma, Curtis, Douglas, Ballard. Nays: 0.

100 Absent: 1, Deeg.

101

102 Oxford Township-Jack Curtis reported no township meetings to date.

103 ZBA-Rose Bejma-the ZBA needs a new member and an alternate. By-Laws are being

104 reviewed.

105

106 **14. ADJOURNMENT:**

107 **MOTION:** by Bejma/Helmuth to adjourn at 7:49 p.m. All present voting in favor. Motion
108 carried.

109

110

111 Respectfully submitted,

112

113

114 Tere Onica, Recording Secretary