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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	June 18, 2019	7:00 pm
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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, Helmuth, Pielack, Ballard, Curtis, Cooke.

Absent: Bejma.

MOTION: by Pielack/Helmuth to excuse the absence of commissioner Bejma. All present voting in favor. Motion carried.

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

4. **APPROVAL OF AGENDA: Meeting Agenda June 18, 2019**

MOTION: by Curtis/Helmuth to approve the Village of Oxford June 18, 2019, regular meeting agenda. All present voting in favor. Motion carried.

5. **APPROVAL OF MEETING MINUTES: June 4, 2019 Special Meeting.**

MOTION: by Curtis/Helmuth to approve the June 4, 2019 Special Meeting minutes. All present voting in favor. Motion carried.

6. **CORRESPONDENCE:** None.

7. **PUBLIC HEARING:** None.

8. **OLD BUSINESS:**

- a. **Village Ridge Condominium Amendment:** Planner Ortega gave comments on the addition to Village Ridge Condominium Development. There were three (3) subject review letters issued and numbered Site Plan Review #1, 2 and 3 for the proposed use on parcel PO-04-27-126-068 located between Jordyn Way and Conda Lane. Comments included the following based on Article 9, Chapter 1 of the Village Zoning Ordinance:

Use (RM Multiple Family Residential Zoning district;

Village Resolution for Street Certification-December 8, 2015;

Dimensional Requirements;

Building Heights;

Off-Street Parking Requirements;

Landscaping;

Architecture;

Signage;

Exterior Lighting;

Master Deed and Bylaws.

The final recommendation by Mr. Ortega was to grant site plan approval contingent upon the following:

- 46 (1) The applicant combines all parcels into one property prior to the issuance of a building
47 permit with the site plan and Exhibit B revised accordingly;
- 48 (2) A revised Exhibit B that removes Conda Lane from within the Village Ridge
49 Condominium boundary if the Association wishes the west half of the road to be owned
50 and maintained by the Village of Oxford'
- 51 (3) Revised Elevations that include:
- 52 a. Building heights labeled and in compliance with 25-foot maximum height
53 standard;
- 54 b. Location and details of any proposed lighting if any;
- 55 c. Information regarding the color of materials.
- 56

57 **PUBLIC COMMENTS:**

- 58 • Cheryl Lotan, 146 Jordyn Way- Parking pads are used by W. Burdick residents. The
59 Master Deed granted an easement in 1999 and the parking pads are exclusively used by
60 those residents. Parking is insufficient in the existing condo development. 15 ft. is barely
61 long enough to park a car. A truck with a hitch sticks out in the roadway. Ms. Lotan
62 referenced Article 7 in the master deed.
- 63 • Pat Petit, 150 Jordyn Way (Unit C)- Commented on standing water between buildings
64 one and two. Run off from additional buildings will make it worse. There is no buffer
65 between Building 2 and Burdick Street. If trees are relocated, this area would be a good
66 place for them to go.
- 67 • Judy Bieber, 148 Jordyn Way-Lighting is needed. It is extremely dark, and this resident
68 would like lighting to be continued throughout Jordyn Way.
- 69 • Julie Hallock, 240 Ashley Way. Garage lights are used to light the street and are left on
70 all night. She asked that trees be repositioned to block off Jordyn Way and if damage to
71 the area as a result of construction will be repaired.
- 72

73 The Commissioners commented on the trees identified for removal/replacement. Drainage was
74 a concern specifically regarding Building 3. Also, are there set back requirements to the water
75 main easement; what are the easement standards? Should Conda Lane be a public or private
76 road? Will it be half and half and how will that be maintained and plowed in winter? Is it the
77 owner's intention to combine the parcels to meet set back requirements? There is no landscape
78 plan provided. There is no lighting plan.

79

80 On behalf of the applicant Bella Casa Construction, Alpine Engineer Shiloh Dahlin responded
81 to concerns. Ms. Dahlin did not see a problem addressing any of the issues cited. There are
82 some areas that can be used to allow for extra parking. Building (4) could be pushed back
83 slightly to increase driveway length to 17'. Landscaping can be added with trees moved or
84 replaced.

85

86 **MOTION:** by Pielack/Helmuth to set aside Village Ridge Condominiums asking that the
87 Village Engineer be consulted to evaluate drainage and related issues before further review
88 of the site plan is performed, citing the following issues for evaluation and follow up:

- 89 ➤ Conda Lane-remains a public road
- 90 ➤ Setback requirements
- 91 ➤ Design Standards (too much vinyl)

- 92 ➤ Height of buildings
- 93 ➤ Lighting Plan
- 94 ➤ Master Deed and By-Laws regarding Article VII
- 95 ➤ Landscape Plan
- 96 ➤ Additional Parking Spaces
- 97 ➤ Water Main-easement standards
- 98 ➤ Drainage and run off
- 99 ➤ Send to Rowe Engineer for review and evaluation.

100 **Roll Call Vote:** Ayes: 6. Curtis, Helmuth, Pielack, Cooke, Ballard, Douglas. Nays: 0. Absent: 1.
101 Bejma. Motion carried.

102
103 **b. RECREATIONAL MARIHUANA DISCUSSION:** The Village Council is in the process of
104 adopting an ordinance to prohibit recreational marihuana establishments in the Village of
105 Oxford with a sunset clause set for June 30, 2020. This will give the Planning Commission time
106 to methodically develop an ordinance that fits the Village objective. There was brief discussion
107 on next steps. Mr. Ortega will prepare material for commissioners to review and cautioned that
108 there will likely be changes from the State that will impact the process and development as the
109 State begins issuing licenses. Setbacks in drafting ordinance language and regulations are to be
110 expected as changes evolve at the State level.

111
112 **9. NEW BUSINESS:** None.

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114 **10. PUBLIC COMMENTS:**
115 Michael Burkhart, 9 N. Washington- Is in the Medical Marihuana business. Offered input. If the
116 Village is looking for revenue it will come from Retail Business. Other operations have no
117 revenue benefit to the local municipality. Has expertise in the business.

118
119 **11. CONSULTANT AND ADMINISTRATIVE COMMENTS:** None.

120
121 **12. COMMISSIONER COMMENTS:**
122 Oxford Township: Jack Curtis- Township Sewer tap fees increasing Jan. 1, 2020. There will
123 be a future Joint Meeting with the Oxford Township Planning Commission on a PUD
124 proposed for Glaspie Street (shared boundary). The PUD development first began 10-12
125 years ago. The township has a letter of intent. Beaumont Certificate of Need is expected by
126 July 1, or 2-weeks thereafter.
127 ZBA: Rose Bejma
128 DDA: Chief Scholz

129
130 **13. ADJOURNMENT:**
131 **MOTION:** by Helmuth/Ballard to adjourn at 8:58 p.m. All present voting in favor. Motion
132 carried.

133
134 Respectfully submitted,

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136
137 Tere Onica, Recording Secretary