

**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	September 18, 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.

Members Absent: Deeg, Johnson.

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

**MOTION**

Motion by Curtis, seconded by Helmuth to excuse the absences of Commissioners Gary Deeg and Adam Johnson from this meeting.

Voice Vote

Yes: All - No: None.

Absent: Deeg, Johnson.

Motion Carried.

**APPROVAL OF AGENDA**

**MOTION**

Motion by Curtis, seconded by Bejma to approve the regular Planning Commission Meeting Agenda for Tuesday, September 18th, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Deeg, Johnson.

Motion Carried.

## **APPROVAL OF MEETING MINUTES**

### **MOTION**

Motion by Bejma, seconded by Helmuth to approve the Regular Meeting Minutes of August 21<sup>st</sup>, 2018 as presented.

Voice Vote

Yes: All - No: None.

Absent: Deeg, Johnson.

Motion Carried.

## **CORRESPONDENCE**

None.

## **PUBLIC HEARINGS**

None.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **A. Discussion Regarding an Annual Action Plan for the Planning Commission**

Assistant Village Manager Benson and Planning Consultant Ortega introduced the topic, noting that at the previous Planning Commission meeting, there was an indication that the Commission wanted to be more proactive and have more structure for their activities moving forward. Benson and Ortega outlined the purpose and function of an annual action plan, and invited the Commissioners to discuss their priorities for the next year.

Commissioner Curtis discussed some of his preferred actions which included working with Oxford Township to construct a similar Village solicitation ordinance, developing a food truck ordinance, reviewing the number of Planning Commission members, developing a Village-wide list of existing non-conformities in the Village, and having the Planning Commission be more involved in the upcoming M-24 Streetscape project. Curtis also discussed the need to get Village approval for any Planning Commission expenditures.

Commission Chairperson Douglas indicated he would like to see coordination between boards in terms of projects that have overlap between authority, such as a capital improvements plan. Douglas also noted that an annual review of the Planning Commission by-laws could be another topic of discussion.

Commissioner Pielack indicated that developing an economic development strategy should be a priority for the Planning Commission and the Village as a whole. Pielack also mentioned that the

Village's website should be updated to reflect the Village's plans and development information.

Commissioner Bejma indicated she would like to see a Board and Commissioners orientation package of information, as well as training opportunities for new members to be a more standard inclusion. Benson discussed some examples of training opportunities.

Commissioner Curtis indicated he would like to have an annual review of the Village's adherence to Oakland County's One Stop Ready program.

Commissioner Bejma indicated that this action plan should include a budget request that is submitted to Council as a part of their annual budgeting process.

Commissioner Helmuth indicated that these topics should be prioritized in order to determine when they should happen and the budgets required to accomplish them. Ortega indicated that he will bring these topics back in a summarized memo for Planning Commission to begin prioritizing them and developing a coherent action plan.

Commissioner Curtis indicated that a build-out plan for the Village and an analysis of existing sewer capacity should also be priorities for the Village.

No motion was made.

## **PUBLIC COMMENT**

Dale Wolicki, former Village resident, rose to speak and discussed perceived issues that the Village has had with verifying the credentials of engineering drawings on several site plan reviews back in 2013-2015.

## **CONSULTANT / ADMINISTRATIVE COMMENTS**

Assistant Village Manager Benson provided an update on the development project on 32 E. Burdick, as well as the entire PUD agreement that was approved for that area. Benson also discussed recent Redevelopment Ready Communities training he had attended, and a recent meeting the Village had had with a developer for a potential brewery on Oakdell.

## **COMMISSIONER COMMENTS**

Commissioner Bejma noted that the Zoning Board of Appeals is still looking for an additional member to fill a vacant seat on the Zoning Board of Appeals.

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 indicated that he did not approve of the way that Commissioner Helmuth was addressed during the public comment.

## **ADJOURN**

### **MOTION**

Motion by Curtis, seconded by Helmuth to adjourn the meeting at 8:11 p.m.

Voice Vote

Yes: All - No: None.

Absent: Deeg, Johnson.

Motion Carries.

Respectfully submitted,

Drew Benson  
Recording Secretary

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Recording Secretary

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Planning Commission Chairperson