

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 9, 2024

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, May 9, 2024 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 7:00 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **Don Wloszek, Robert Turner, Justin Ballard, Jon Nold, Korey Bailey**

Members Absent: Tom Berger (excused), Michael Spisz (excused)

Also Present: Township Planner Matteo Passalacqua, Recording Secretary Susan McCullough, one OCTV camera operator, and 8 residents.

APPROVAL OF AGENDA

Commissioner Nold moved, Commissioner Ballard seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, May 9, 2024, as presented.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – April 25, 2024

Commissioner Nold moved, Commissioner Turner seconded, to approve the minutes of the regular Planning Commission meeting for April 25, 2024 as presented.

Ayes: 4 Nays: 1 Absent: 2

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING OR ON THE AGENDA

Public comment began at 7:06 p.m.

Four residents spoke during public comment.

There being no further public comment, public comment ended at 7:17 p.m.

COMMISSIONERS' COMMENTS

Commissioner Nold asked that Planner Passalacqua explain the preliminary approval process. Planner Passalacqua reviewed the preliminary approval process.

Chair Bailey referenced the email that was included in the packet regarding zoning for tiny homes.

PUBLIC HEARING(S)

Zoning Ordinance Text Amendments to update Section 12.6.E.5 to require an approved preliminary site plan be submitted within 60 days of Planning Commission approval and Article 4 to specify when preliminary, combined, or final site plan is referenced.

The Township Building Department requested that the Ordinance Review Committee (ORC) develop amendments to update the special land use and site plan review processes. The ORC has provided amendments that would accomplish the following:

1. Update Section 12.6.E.5 to require submission of the approved preliminary site plan, with any modifications and conditions required for preliminary approval by the Planning Commission within 60 days of Planning Commission approval. Applicants often do not complete this step in a timely manner, leading to complications for final site review.
2. Specify in Article 4 – Special Land Uses whether preliminary, combined or final site plan review is applicable when “site plan review” is referenced in that article.

Chair Bailey reviewed the order of proceedings.

Presentation by the Petitioner

The petition was presented by **Matteo Passalacqua, Carlisle|Wortman Associates, Inc., 117 North First Street, Suite 70, Ann Arbor, MI.**

Open Public Hearing

Commissioner Nold moved, Commissioner Ballard seconded, to open the public hearing at 7:24 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

Close Public Hearing

There being no comment, Commissioner Nold moved, Commissioner Ballard seconded, to close the public hearing at 7:25 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

Comments from Township Consultants and Staff

Township Planner Passalacqua was available to answer any questions of the Commission regarding the proposed amendments.

Review of Correspondence

No correspondence was received regarding the proposed amendments.

Commissioner Discussion

The Commission discussed the application.

Motion

Commissioner Nold moved, Commissioner Wloszek seconded, to recommend approval to the Oxford Township Board of Trustees of the following proposed amendments to Zoning Ordinance 67:

1. Update Section 12.6.E.5 to require submission of the approved preliminary site plan, with any modifications and conditions required for preliminary approval by the Planning Commission

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, MAY 9, 2024

within 60 days of Planning Commission approval. Applicants often do not complete this step in a timely manner, leading to complications for final site review.

2. Specify in Article 4 – Special Land Uses whether preliminary, combined or final site plan review is applicable when “site plan review” is referenced in that article.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

UNFINISHED BUSINESS

Master Plan Update

Township Planner Passalacqua reviewed the Carlisle|Wortman memorandum dated May 2, 2024 regarding the Master Plan, and was available to answer any questions of the Commission.

Master Plan Activity Update

Township Planner Passalacqua reviewed the Carlisle|Wortman memorandum dated May 2, 2024 regarding an update on Master Plan Activity, and was available to answer any questions of the Commission.

NEW BUSINESS

None.

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

Commissioner Turner shared that Ordinance No. 85A has been fully published, and a hard copy placed in everyone’s mailbox.

PLANNER/ENGINEER REPORTS

Planner – Carlisle|Wortman

None.

Engineer – Sharpe Engineering

Engineer Sharpe provided a written report that was included in the packet.

ADJOURNMENT

Commissioner Nold moved, Commissioner Ballard seconded, to adjourn the meeting at 9:03 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

Korey Bailey, Chair

Tom Berger, Secretary

Date approved: May 23, 2024

smm