

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING  
THURSDAY, DECEMBER 12, 2024

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, December 12, 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: **Tom Berger, Jon Nold** (*joined the meeting as the newly appointed member following the acceptance of Vice Chair Michael Spisz' resignation*), **Don Wloszek, Bob Turner, Korey Bailey**

Members Absent: Justin Ballard, Michael Spisz, David Wagner

Also Present: Township Planner Matteo Passalacqua, Township Engineer Jim Sharpe, Recording Secretary Susan McCullough, one OCTV camera operator, and five audience members.

**APPROVAL OF AGENDA**

Commissioner Berger moved, Commissioner Wloszek seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, December 12, 2024, as amended:

- Adding item 11.A. Resignation of Vice Chair Michael Spisz; and
- Adding item 11.B. 2025 Meeting Schedule.

Ayes: 4      Nays: 0      Absent: 3

Motion Carried.

**CONFLICTS OF INTEREST/EX-PARTE CONTACT**

**APPROVAL OF MINUTES**

**Planning Commission Regular Meeting – November 14, 2024**

Commissioner Berger moved, Commissioner Wloszek seconded, to approve the minutes of the regular Planning Commission meeting for November 14, 2024 as presented.

Ayes: 4      Nays: 0      Absent: 3

Motion Carried.

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

Public comment began at 7:04 p.m.

There being no public comment, public comment ended at 7:04 p.m.

**COMMISSIONERS' COMMENTS**

None.

**PUBLIC HEARING(S)**

None.

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**UNFINISHED BUSINESS**

**Master Plan Update**

Planner Passalacqua reviewed the Implementation Matrix Draft dated December 2024. The Commission discussed any necessary edits and the priority list.

**NEW BUSINESS**

**Resignation of Vice Chair Michael Spisz**

Commissioner Berger moved, Commissioner Turner seconded, to accept the resignation of Michael Spisz from the Oxford Township Planning Commission, effective immediately.

Ayes: 4      Nays: 0      Absent: 3

Motion Carried.

*Newly appointed member Jon Nold joined the meeting.*

**2025 Meeting Schedule**

Commissioner Nold moved, Commissioner Berger seconded, to approve the 2025 Planning Commission meeting schedule as presented.

Ayes: 5      Nays: 0      Absent: 2

Motion Carried.

**PC 24-003 Barron Industries Addition Final Site Plan**

The applicant is requesting final site plan approval to expand an existing building to accommodate CNC machine operations at 3020 Adventure Lane, Parcel #04-04-376-006. The proposed expansion will include adding approximately seventeen thousand six hundred (17,600) square feet to the existing nine thousand seventy-seven (9,077) square foot industrial building. Modifications to the parking lot layout, space counts, as well as the addition of a loading area/truck bay are also proposed.

The Planning Commission approved the preliminary site plan with conditions at its September 26, 2024 regular meeting. The applicant has fulfilled those conditions. The Zoning Board of Appeals granted the required variances at its October 12, 2024 meeting.

**Tom Siwek, President, H&S United Construction, 12555 N. Saginaw Road, Clio, MI, Rade Beslar, Fenton Land Surveying & Engineering, Inc., 14165 N. Fenton Road, Suite 101A, Fenton, MI, and Greg Barron, Barron Industries, 215 Plexus Drive, Oxford, MI** were available to answer any questions of the Commission.

Planner Passalacqua presented the Carlisle|Wortman review letter dated December 2, 2024.

Engineer Sharpe presented the Sharpe Engineering review letter dated November 22, 2024.

The Oxford Fire Department review letter dated December 4, 2024 was included in the packet.

No residents spoke during public comment.

Commissioner Nold moved, Commissioner Berger seconded, to grant final site plan approval for PC 24-003 Barron Industries Addition located at 3020 Adventure Lane, Parcel #04-04-376-006, subject to the following conditions:

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1. Applicant obtaining all required approvals from outside agencies, including all approvals set forth in the Township engineer's report;
2. Applicant obtaining final engineering approval;
3. Submission of a revised final site plan addressing any outstanding deficiencies identified in the reports from Township consultants, the Township Fire Department, and Township administration, ensuring compliance with the Township Zoning Ordinance and applicable county, state, and federal regulations;
4. Approval or waiver of a development agreement by the Township Board of Trustees, as required under §16.19 of the Township Zoning Ordinance, if not already completed.

Roll call:

Ayes: Wloszek, Turner, Berger, Nold, Bailey

Nays: None

Absent: Wagner, Ballard

Motion Carried.

**PC 24-002 Enclaves of Woodbridge Phase 3 Final Site Plan**

The applicant is requesting final site plan approval for a building condominium project with residential duplex and triplex units, located south of Market Street and east of Lapeer Road (M24), Parcel #04-22-200-025. The proposed development phase will include nine (9) buildings with twenty (20) total units. All units are proposed to be a "for sale" product. This is the only phase currently proposing a triplex style building. Space between units, including the road, would primarily be general common elements. Preliminary site plan approval was granted by the Planning Commission on July 11, 2024.

Phases 1 and 2 of the project, on the north and south side of Market Steet, have received full approval and are currently under construction. Phase 3 will be constructed in a manner where once complete, the entire project will appear as one cohesive condominium development.

**Daniel Spatafora, Enclaves of Woodbridge, 51410 Milano Drive, Suite 115, Macomb, MI 48042** was available to answer any questions of the Commission.

Planner Passalacqua presented the Carlisle|Wortman review letter dated October 29, 2024.

Engineer Sharpe presented the Sharpe Engineering review letter dated December 4, 2024.

The Oxford Fire Department review letter dated December 4, 2024 was included in the packet.

No residents spoke during public comment.

Commissioner Nold moved, Commissioner Berger seconded, to grant final site plan approval for PC 24-002 Enclaves of Woodbridge Phase 3, Parcel #04-22-200-025, conditioned upon the following being completed by the applicant:

1. Applicant providing the information required by the Township Zoning Ordinance as set forth in the reports submitted by Township consultants, the Township fire department, and Township administration; and
2. Approval by the Oxford Township Board of Trustees of a development agreement for Phase 3 or an amendment to the development agreement dated September 5, 2023; and

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3. Approval by the Planning Commission of the Master Deed and Bylaws.

Ayes: None

Nays: Turner, Berger, Nold, Wloszek, Bailey

Absent: Ballard, Wagner

Motion Failed.

Commissioner Nold moved, Commissioner Berger seconded, to grant final site plan approval for PC 24-002 Enclaves of Woodbridge Phase 3, Parcel #04-22-200-025, conditioned upon the following being completed by the applicant:

1. Applicant providing the information required by the Township Zoning Ordinance as set forth in the reports submitted by Township consultants, the Township fire department, and Township administration; and
2. Approval by the Oxford Township Board of Trustees of a development agreement for Phase 3 or an amendment to the development agreement dated September 5, 2023; and
3. Approval by the Planning Commission of the Master Deed and Bylaws, once approved by the Township attorney.

Ayes: Berger, Turner, Wloszek, Nold, Bailey

Nays: None

Absent: Ballard, Wagner

Motion Carried.

**COMMUNICATIONS AND/OR COMMITTEE REPORTS**

**Economic Development Committee**

None.

**Ordinance Review Committee**

Commissioner Turner provided a brief update regarding ongoing projects and a status report of the ORC.

**Gravel Inspection Committee**

None.

**PLANNER/ENGINEER REPORTS**

**Planner – Carlisle|Wortman**

Planner Passalacqua provided a brief update on ongoing and upcoming projects.

**Engineer – Sharpe Engineering**

A copy of Engineer Sharpe's written update for December 2024 was included in the packet.

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**ADJOURNMENT**

Chair Bailey adjourned the meeting at 7:58 p.m.

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Korey Bailey, Chair

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Tom Berger, Secretary

Date approved: January 9, 2025  
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