

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, APRIL 13, 2023

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, April 13, 2023 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Secretary Hunwick at 7:00 p.m.

RESPECTS TO THE FLAG

ROLL CALL

Members Present: **Jon Nold, Korey Bailey, Robert Turner, Ed Hunwick**

Members Absent: Tom Berger, Michael Spisz, Justin Ballard

Also Present: Township Planner Megan Masson-Minock, Recording Secretary Susan McCullough, one OCTV camera operator, the applicant and no residents.

APPROVAL OF AGENDA

Commissioner Nold moved, Commissioner Bailey seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, April 13, 2023 as presented.

Ayes: 4 Nays: 0 Absent: 3

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF THE MINUTES

Planning Commission Regular Meeting – March 23, 2023

Commissioner Nold moved, Commissioner Turner seconded, to approve the regular Planning Commission meeting minutes for March 23, 2023 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 on non-agenda items, public comment ended at 7:04 p.m.

COMMISSIONERS' COMMENTS

None.

PUBLIC HEARING(S)

None.

UNFINISHED BUSINESS

PC 23-001 – 411 North Oxford Road (04-22-246-001). Applicant: Kemp Building and Development, 275 W. Girard Ave., Madison Heights, MI 48071.

The applicant is requesting a final site plan review for the renovation of an existing industrial building and expansion and improvements to the existing parking lot of more than 20 percent.

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Ian Hurst, Kemp Building and Development, 275 W. Girard Ave., Madison Heights, MI 48071, was available to answer any questions of the Commission.

Planner Masson-Minock presented The Carlisle|Wortman review letter dated March 29, 2023.

The Oxford Fire Department review letter submitted by Fire Marshal Frantz and dated March 30, 2023 was included in the meeting packet.

The Sharpe Engineering review letter dated March 23, 2023 was included in the meeting packet.

No residents spoke during public comment.

Commissioner Nold moved, Commissioner Bailey seconded, to grant Final Site Plan approval for PC file number 23-001 for the proposed reconstruction and improvements to the industrial building located at 411 N. Oxford Road, conditioned upon the following: 1) Applicant providing the information required by the Township Zoning Ordinance as set forth in the reports submitted by Township consultants and Township administration; 2) Applicant submittal of revised plans, addressing stated deficiencies in reports submitted by Township consultants and Township administration; 3) Applicant's approval of a waiver of the requirement to enter in a development agreement from the Oxford Township Board of Trustees, consultant reports and reports generated by Township administration as referenced herein, with the exception of those subject to attorney-client privilege, shall be attached to the approved meeting minutes dated April 13, 2023; and 4) to limit the number of employees to 12 total.

Roll call:

Ayes: None

Nays: Bailey, Nold, Turner, Hunwick

Absent: Berger, Spisz, Ballard

Motion Failed.

Commissioner Nold moved, Commissioner Bailey seconded, to grant Final Site Plan approval for PC file number 23-001 for the proposed reconstruction and improvements to the industrial building located at 411 N. Oxford Road, conditioned upon the following: 1) Applicant providing the information required by the Township Zoning Ordinance as set forth in the reports submitted by Township consultants and Township administration; 2) Applicant submittal of revised plans, addressing stated deficiencies in reports submitted by Township consultants and Township administration; 3) The Planning Commission recommends to the Township Board a waiver of the requirement of a development agreement; 4) Applicant's approval of a waiver of the requirement to enter in a development agreement from the Oxford Township Board of Trustees; 5) Consultant reports and reports generated by Township administration as referenced herein, with the exception of those subject to attorney-client privilege, shall be attached to the approved meeting minutes dated April 13, 2023; and 6) to limit the number of employees to 12 total on location at any one time.

Roll call:

Ayes: Nold, Turner, Hunwick, Bailey

Nays: None

Absent: Berger, Spisz, Ballard

Motion Carried.

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NEW BUSINESS

None.

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

Commissioner Bailey stated that the Committee will be scheduling its first meeting soon.

Ordinance Review Committee

Commissioner Nold provided an update regarding upcoming projects.

PLANNER/ENGINEER REPORTS

Planner – Carlisle|Wortman

Planner Masson-Minock provided a brief update regarding ongoing and upcoming projects.

Engineer – Sharpe Engineering

None.

ADJOURNMENT

Secretary Hunwick adjourned the meeting at 7:29 p.m.

Tom Berger, Chairman

Ed Hunwick, Secretary

Date approved: _____
smm