

**CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION REGULAR MEETING**

NOTICE AND AGENDA

Date: Thursday, October 12, 2023

Time: 7:00 p.m.

Place: Oxford Township Meeting Room, 300 Dunlap Road, Oxford, MI 48371

1. Call to order
2. Respects to the flag
3. Noting of roll
4. Approval of the agenda
5. Conflicts of Interest/Ex-Parte Contact
6. Approval of Minutes - Regular Meeting 09/28/2023
7. Public comment on items not scheduled for Public Hearing or on this agenda.
8. Commissioners' Comments
9. Public Hearing
10. Unfinished Business
 - a) Discussion of Master Plan
11. New Business
 - a) Community Engagement Steering Committee
12. Communications and/or Committee Reports
 - a) Economic Development Committee
 - b) Ordinance Review Committee
13. Planner/Engineer reports
 - a) Carlisle/Wortman
 - b) Sharpe Engineering

The Charter Township of Oxford will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing. Individuals with disabilities requiring auxiliary aids or services shall contact the Charter Township of Oxford, by writing or calling Curtis W. Wright, Township Clerk at 248-628-9787, ext. 108 as soon as possible to allow the Township sufficient time to have available the aids and services.

Thomas Berger, Chair
Planning Commission
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371
(248) 628-9787

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, SEPTEMBER 28, 2023

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, September 28, 2023 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chairman Berger at 7:00 p.m.

RESPECTS TO THE FLAG

NOTING OF THE ROLL

Members Present: **Ed Hunwick, Michael Spisz, Jon Nold, Korey Bailey, Robert Turner, Tom Berger**

Members Absent: Justin Ballard

Also Present: Township Planner Megan Masson-Minock, Township Planner Matteo Passalacqua, Recording Secretary Susan McCullough, Planning and Zoning Coordinator Cheryl Lotan, one OCTV camera operator, and 7 residents.

APPROVAL OF AGENDA

Commissioner Spisz moved, Commissioner Nold seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, September 28, 2023 as presented.

Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – June 22, 2023

Commissioner Nold moved, Commissioner Spisz seconded, to approve the minutes of the regular Planning Commission meeting for June 22, 2023 as presented.

Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

Special Joint Meeting with Township Board and Zoning Board of Appeals – August 24, 2023

Commissioner Nold moved, Commissioner Spisz seconded, to approve the minutes of the special joint meeting with the Township Board and Zoning Board of Appeals for August 24, 2023, as presented.

Ayes: 6 Nays: 0 Absent: 1
Motion Carried.

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

Public comment began at 7:02 p.m.

There being no public comment on non-agenda items, public comment ended at 7:02 p.m.

COMMISSIONERS' COMMENTS

PUBLIC HEARING(S)

Zoning Ordinance Text Amendment to exempt power generators from certain noise regulations during either weekly/monthly routine maintenance or power outages

The purpose of this public hearing is to receive public comments regarding this petition for a zoning ordinance text amendment to exempt power generators from certain noise regulations during either weekly/monthly routine maintenance or power outages.

Presentation by the Petitioner

Megan Masson-Minock, Township Planner, presented the petition, and was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Spisz moved, Commissioner Nold seconded, to open the public hearing at 7:04 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Marianne Kainz, Stony Lake Condos, requested that different zoning areas be assigned different decibel requirements, as well as requested that the time restrictions be changed for testing.

Close Public Hearing

There being no further comment, Commissioner Spisz moved, Commissioner Nold seconded, to close the public hearing at 7:09 p.m.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Comments from Township Consultants and Staff

Township Planner Masson-Minock was available to answer any questions of the Commission regarding the application and the proposed amendments.

Review of Correspondence

There was no correspondence received.

Commissioner Discussion

The Commission discussed the application.

Motion

Commissioner Nold moved, Commissioner Spisz seconded, to recommend approval of the zoning ordinance text amendment to the Township Board to exempt power generators from certain noise regulations during either weekly/monthly routine maintenance or power outages. It is further recommended that testing be allowed between 8:00 a.m. and 6:00 p.m.

Roll Call:

Ayes: Hunwick, Spisz, Bailey, Turner, Nold, Berger

Nays: None

Absent: Ballard

Motion Carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion of Sign Regulation

Discussion only. No action.

Discussion of Master Plan

Township Planners requested input on the following four areas:

What demographic or land use data do you feel is needed for this Master Plan update? What information are you interested in reviewing? No information was requested beyond the SEMCOG data previously provided.

What sub-areas should be further explored in the Master Plan update? The scope of work allows for two small area plans. No additional direction was provided by the Planning Commission.

Which of the items identified above should be discussed with the public? No additional specific direction was provided by the Planning Commission.

What “lessons learned” can you share from previous Master Plan updates? No specific information was provided by the Planning Commission.

Community Engagement Steering Committee of the Planning Commission

Commissioner Spisz moved, Commissioner Nold seconded, to approve the Community Engagement Steering Committee of the Planning Commission.

Ayes: 6 Nays: 0 Absent: 1

Motion Carried.

Commissioner Spisz moved, Commissioner Bailey seconded, to appoint Megan Masson-Minock, Carlisle|Wortman Associates, to serve as Chairperson of the Committee until 12/31/2024.

Roll Call:

Ayes: Turner, Bailey, Hunwick, Nold, Spisz, Berger

Nays: None

Absent: Justin Ballard

Motion Carried.

Membership of the Steering Committee will be confirmed at the Planning Commission meeting on October 12, 2023.

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

None.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, SEPTEMBER 28, 2023

PLANNER/ENGINEER REPORTS

Planner – Carlisle|Wortman

None.

Engineer – Sharpe Engineering

None.

ADJOURNMENT

Chairman Berger adjourned the meeting at 8:13 p.m.

Tom Berger, Chairman

Ed Hunwick, Secretary

Date approved: _____
smm

ITEM 10a
MASTER PLAN

COMPLETED WORKSHEET
DISCUSSION



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Oxford Township Planning Commission
FROM: Megan Masson-Minock and Matteo Passalacqua
SUBJECT: Stakeholder Exercise
DATE: October 3, 2023

Planning Commissioners,

Attached is a stakeholder exercise worksheet. We ask that you review and complete this prior to the October 12th Planning Commission meeting. We will discuss responses and share your suggestions with the Steering Committee. The Steering Committee will also do the same exercise and then advise on a community engagement plan at their first meeting this month.

Please feel free to contact us with any questions. Thank you for your time.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC
Megan Masson-Minock, AICP
Principal

CARLISLE/WORTMAN ASSOC., INC.
Matteo Passalacqua
Community Planner



WHO:

Stakeholders are people who may be affected by or are interested in the Master Plan or may influence planning decisions. They may be:

Individuals



Entities or Organizations



Groups



TYPES:



Affected

*Audiences that you most frequently communicate with, consult, involve, or collaborate with during the process. They are who will **feel proposed changes the most.***



Impacted

*These audiences are whom you will consult or involve but will **not be as heavily impacted as those affected.***



Interested

*Audiences **interested in the project** but are not necessarily directly affected or impacted because they work or live somewhere else.*



Aware

*Audiences you want to **keep informed** about the project, such as the general public and media.*





Consider those who might not typically be included in these groups. Diversity is key, and ensuring all groups regardless of sexual orientation, income, class, education level, gender, race, religion and ethnicity are involved will enrich results and more accurately represent the community.

EXAMPLES:

- Residents
- Workers
- Neighborhood associations
- Businesses and owners
- Faith based organizations
- Community leaders
- Utilities
- Community leaders
- The Media and Bloggers
- Elected and Appointed Officials
- Developers
- Real Estate Agents
- Boards and Commissions within and outside of the community

Oxford Township Master Plan Stakeholder Identification Exercise

Use this worksheet to identify the community stakeholders we need to engage during the Master Plan. List stakeholders in all four categories below. We will collect individual sheets and then ask you to decide what community engagement activities each stakeholder should be invited to:

Type of Stakeholder	Name/Organization
 <p>Affected</p> <p>Audiences you most frequently communicate with, consult, involve or collaborate with during the process</p> <p><i>Examples: Affected residents and property owners, decision-making body</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p>Impacted</p> <p>Audiences surrounding the Township area whom you will consult or involve</p> <p><i>Examples: Neighboring municipalities, Corridor associations, utilities, government officials with jurisdiction like road and drain commissions</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p>Interested</p> <p>Audiences interested in the Master Plan but not necessarily directly affected or impacted, whom you will inform or consult</p> <p><i>Examples: Anyone expressing interest, advocacy groups, schools and other taxing entities and elected officials</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
 <p>Aware</p> <p>Audiences you want to keep informed about the project</p> <p><i>Examples: Media (print, radio, television, internet), social media groups</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

ITEM 11a
COMMUNITY ENGAGEMENT
STEERING COMMITTEE

I move to approve the appointment of the Community Engagement Steering Committee of the Planning Commission members as follows:

- **[insert names here]**