

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING  
THURSDAY, DECEMBER 14, 2023

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, December 14, 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, Korey Bailey, Robert Turner, Michael Spisz** (arrived at 7:11 p.m.), **Justin Ballard, Tom Berger**

Members Absent: Jon Nold

Also Present: Township Planner Matteo Passalacqua, Township Engineer Jim Sharpe, Recording Secretary Susan McCullough, one OCTV camera operator, the applicants and 5 residents.

**APPROVAL OF AGENDA**

Commissioner Ballard moved, Commissioner Turner seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, December 14, 2023 as presented.

Ayes: 5                      Nays: 0                      Absent: 2

Motion Carried.

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

**APPROVAL OF MINUTES**

**Planning Commission Regular Meeting – November 9, 2023**

Commissioner Ballard moved, Commissioner Hunwick seconded, to approve the minutes of the regular Planning Commission meeting for November 9, 2023 as presented.

Ayes: 5                      Nays: 0                      Absent: 2

Motion Carried.

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

Public comment began at 7:02 p.m.

One person spoke during public comment.

There being no further public comment, public comment ended at 7:03 p.m.

**COMMISSIONERS' COMMENTS**

Commissioner Hunwick stated that this will be his last Planning Commission meeting. He has enjoyed working with the Planning Commission over the years.

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**PUBLIC HEARING(S)**

**Proposed New Ordinance to Regulate the Location, Size, Construction, and Manner of Display of Signs and Outdoor Advertising in Oxford Township**

The purpose of this public hearing is to receive public comments regarding this petition for a proposed ordinance to regulate the location, size, construction, and manner of display of signs and outdoor advertising.

Presentation by the Petitioner

**Matteo Passalacqua, Township Planner**, presented the petition, and was available to answer any questions of the Commission.

Open Public Hearing

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

Ayes: 5                      Nays: 0                      Absent: 2  
Motion Carried.

Jim Porritt, representing Bill Rzadkowolski, spoke regarding allowing digital, electronic message signs to better serve the community.

Marianne Kainz, Stony Lake Village condominiums, expressed concern regarding 1) rooftop signage; 2) miscellaneous signs; and 3) the white house district in the Village of Oxford.

*(Commissioner Spisz arrived at 7:11 p.m.)*

Close Public Hearing

There being no further comment, Commissioner Hunwick moved, Commissioner Ballard seconded, to close the public hearing at 7:13 p.m.

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

Comments from Township Consultants and Staff

Township Planner Passalacqua 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 Hunwick moved, Commissioner Turner seconded, to recommend approval of the proposed ordinance to the Township Board to regulate the location, size, construction, and manner of display of signs and outdoor advertising.

Roll Call:

Ayes: Hunwick, Ballard, Bailey, Turner, Berger

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Nays: Spisz  
Absent: Nold  
Motion Carried.

**UNFINISHED BUSINESS**

**Discussion of Master Plan**

Planner Passalacqua provided an update on Master Plan activity and reviewed the Carlisle|Wortman memorandum dated December 7, 2023.

Commissioner Spisz moved, Commissioner Hunwick seconded, to approve the draft community survey with the adjustment to question #28 to show an additional district for the M-24 corridor.

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

**NEW BUSINESS**

**PC23-004 – Sanctuary Hills Final Site Plan**

The applicant is requesting final site plan approval for a new, single-family development. The proposed development is an 85-lot site condominium (subdivision) with private streets using the open space preservation option, outlined in Section 6.14 Open Space Preservation of the Zoning Ordinance.

The Open Space Preservation option allows for a development to include the same number of lots as could be developed using the underlying zoning district, while preserving at least half of the site in an undeveloped state. Lot area and lot width may be reduced, but other developmental standards, such as setbacks and lot coverage, remain unchanged.

The Planning Commission approved the preliminary site plan for this project at its meeting on February 10, 2022 with the following conditions:

1. Approval of the open space preservation development option shall be contingent on receiving final site plan approval;
2. Comments identified in consultant and agency reviews shall be address in the final site plan;
3. The applicant shall participate in a preapplication conference with the Township and interested agencies before submission of a final site plan; and
4. This preliminary site plan approval shall expire and be of no effect after three hundred sixty-five (365) days following approval.

**Jerry Griffith, Clearview Homes, 811 E South Blvd Suite #100, Rochester Hills, MI 48307**, was available to answer any questions of the Commission

Planner Passalacqua presented the Carlisle|Wortman review letter dated November 27, 2023.

Engineer Sharpe presented the Sharpe Engineering review letter dated November 22, 2023.

The Oxford Fire Department review letter dated November 21, 2023 was included in the packet.

No residents spoke during public comment.

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Commissioner Bailey moved, Commissioner Ballard seconded, to grant Final Site Plan Approval for PC23-004 known by the project name “Sanctuary Hills Final Site Plan Review,” 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;
2. Applicants’ submittal of revised Plans, addressing stated deficiencies in Reports submitted by Township Consultants, the Township Fire Department, and Township Administration; and
3. The obtainment of final approval of the following:
  - (i) Road Easement and Maintenance Agreement;
  - (ii) Open space restriction acceptable to the Township Planning Commission and Township Board of Trustees;
  - (iii) Master Deed and Bylaws; and
  - (iv) Approval of a Development Agreement by the Oxford Township Board of Trustees.

Roll Call:

Ayes: Turner, Spisz, Ballard, Hunwick, Berger

Nays: None

Absent: Nold

Motion Carried.

**Resignation of Commissioner Ed Hunwick**

Commssioner Spisz moved, Commissioner Ballard seconded, to accept the resignation of Commissioner Ed Hunwick, with regrets, effective 12/31/2023.

Ayes: 6                      Nays: 0                      Absent: 1

Motion Carried.

**COMMUNICATIONS AND/OR COMMITTEE REPORTS**

**Economic Development Committee**

None.

**Ordinance Review Committee**

Chairman Berger provided a brief update regarding ongoing and upcoming projects.

**PLANNER/ENGINEER REPORTS**

**Planner – Carlisle|Wortman**

**Engineer – Sharpe Engineering**

**ADJOURNMENT**

Chairman Berger adjourned the meeting at 8:30 p.m.

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Tom Berger, Chairman

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Ed Hunwick, Secretary

Date approved: January 11, 2024

smm