

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING  
THURSDAY, JULY 24, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, July 24, 2025, at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, Michigan 48371.

The meeting was called to order by Chair Bailey at 6:30 p.m.

**RESPECTS TO THE FLAG**

**NOTING OF THE ROLL**

Members Present: **David Wagner, Don Wloszek, Patti Durr, Mark Blankenship, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin

Also Present: Township Planner Matteo Passalacqua, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and no attendees.

**APPROVAL OF AGENDA**

Commissioner Wagner moved, Commissioner Blankenship seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, July 24, 2025, as presented.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried.

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

**APPROVAL OF MINUTES**

**Planning Commission Regular Meeting – June 26, 2025**

Commissioner Wagner moved, Commissioner Turner seconded, to approve the minutes of the regular Planning Commission meeting for June 26, 2025, 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 6:32 p.m.

There being no public comment, public comment ended at 6:32 p.m.

**COMMISSIONERS' COMMENTS**

None.

**PUBLIC HEARINGS**

Chair Bailey reviewed the order of proceedings for the public hearings.

**The 2025 Oxford Charter Township Master Plan Draft**

Per the Michigan Planning and Enabling Act, municipalities are required to allow neighboring communities and the county a 63-day review period before adopting a master plan. At the May 16, 2025

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Township Board meeting, the Board of Trustees voted to distribute the draft master plan and begin the review period. With the review period now over, the Planning Commission must hold a public hearing to consider the comments of the neighboring communities and county as well as the public.

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 Wagner moved, Commissioner Durr seconded, to open the public hearing at 6:36 p.m.

Ayes: 6                      Nays: 0                      Absent: 1

Motion Carried.

Close Public Hearing

There being no comment, Commissioner Wagner moved, Commissioner Turner seconded, to close the public hearing at 6:36 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 proposed amendments.

Review of Correspondence

No correspondence was received regarding the proposed amendments.

Commissioner Discussion

The Commission discussed the 2025 draft Master Plan.

Motion

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend adoption of the 2025 draft Master Plan to the Township Board with the two technical corrections.

Roll call:

Ayes: Durr, Blankenship, Turner, Wagner, Wloszek, Bailey

Nays: None

Absent: Austin

Motion Carried.

**Zoning Ordinance Text Amendments to Update Article 11 – Private Roads**

The purpose of the public hearing is to receive public comments regarding:

1. Zoning Ordinance text amendments to update Article 11, Section 3 regarding the expansion of private road easements and standards for existing private roads where an easement is proposed to be expanded.
2. Zoning Ordinance text amendments to remove Article 11, Section 7 regarding the issuance of building permits on existing nonconforming roads.

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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 Wagner moved, Commissioner Turner seconded, to open the public hearing at 6:51 p.m.

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

Close Public Hearing

There being no comment, Commissioner Wagner moved, Commissioner Turner seconded, to close the public hearing at 6:51 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 proposed amendments.

Review of Correspondence

No correspondence was received regarding the proposed text amendments.

Commissioner Discussion

The Commission discussed the proposed text amendments.

Motion

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend approval of the proposed Amendments to Article 11 of the Township Zoning Ordinance to the Oxford Township Board of Trustees with the additional correction as specified.

Roll call:

Ayes: Wloszek, Blankenship, Durr, Turner, Wagner, Bailey

Nays: None

Absent: Austin

Motion Carried.

**Zoning Ordinance Text Amendments to Article 3 – District Regulations for Lots Zoned I-1 Light Industrial and I-2 General Industrial**

The purpose of the public hearing is to receive public comments regarding Zoning Ordinance text amendments to update Article 3, Section 7 regarding the district regulations for lots zoned I-1 Light Industrial and I-2 General Industrial. The amendments pertain to modifying setbacks and lot coverage requirements for structures on industrial properties.

Presentation by the Petitioner

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

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Open Public Hearing

Commissioner Wagner moved, Commissioner Blankenship seconded, to open the public hearing at 6:58 p.m.

Ayes: 6                      Nays: 0                      Absent: 1

Motion Carried.

Close Public Hearing

There being no comment, Commissioner Wagner moved, Commissioner Blankenship seconded, to close the public hearing at 6:58 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 proposed amendments.

Review of Correspondence

No correspondence was received regarding the proposed text amendments.

Commissioner Discussion

The Commission discussed the proposed text amendments.

Motion

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend approval of the proposed amendments to Article 3, Section 7 regarding the district regulations for lots zoned I-1 Light Industrial and I-2 General Industrial of the Township Zoning Ordinance to the Oxford Township Board of Trustees.

Roll call:

Ayes: Turner, Wagner, Durr, Blankenship, Wloszek, Bailey

Nays: None

Absent: Austin

Motion Carried.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Discussion of Accessory Solar Structures**

The Commission discussed proposed text amendments to Zoning Ordinance Article 6 that would provide regulations for accessory solar panel use and placement per zoning district. The ORC will continue to discuss accessory solar structures.

**Discussion of Mixed Use**

The Commission discussed proposed text amendments to Zoning Ordinance Article 5 that relates to upper story residential as a special land use in the C-1, C-2, and O districts. Discussion included how mixed use might work in the Township and what it would take to attract quality development. The ORC will continue to discuss mixed use.

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**COMMUNICATIONS AND/OR COMMITTEE REPORTS**

**Economic Development Committee**

None.

**Ordinance Review Committee**

Commissioner Turner provided an update on ongoing and upcoming projects.

**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 July 2025 was included in the packet.

**ADJOURNMENT**

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 7:42 p.m.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried.

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Korey Bailey, Chair

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Donald Wloszek, Secretary

Date approved: \_\_\_\_\_

smm