

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

NOTICE AND AGENDA

Date: Thursday, July 24, 2025

Time: 6:30 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 – Planning Commission Regular Meeting – June 26, 2025.
7. Public comment on items not scheduled for Public Hearing or on this agenda.
8. Commissioners’ Comments
9. Public Hearings

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

- A. The 2025 Oxford Charter Township Master Plan Draft
 - B. Zoning Ordinance Text Amendments to update Article 11 – Private Roads.
 - C. Zoning Ordinance Text Amendments to Article 3 – District Regulations for lots zoned I-1 Light Industrial and I-2 General Industrial.
10. Unfinished Business
 11. New Business
 - A. Discussion Only of Accessory Solar Structures
 - B. Discussion Only of Mixed Use
 12. Communications and/or Committee Reports
 - A. Economic Development Committee
 - B. Ordinance Review Committee
 13. Planner/Engineer Reports - Sharpe July Report attached.
 14. Adjournment

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.

Korey Bailey, 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, JUNE 26, 2025

A regular meeting of the Charter Township of Oxford Planning Commission was held Thursday, June 26, 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, Mark Blankenship, Bob Turner, Korey Bailey**

Members Absent: Ryan Austin, Patti Durr (excused)

Also Present: Township Planner Matteo Passalacqua, Planning & Zoning Executive Assistant Cheryl Lotan, Recording Secretary Susan McCullough, one OCTV camera operator, and 16 attendees.

APPROVAL OF AGENDA

Commissioner Wagner moved, Commissioner Turner seconded, to approve the Charter Township of Oxford regular Planning Commission agenda for Thursday, June 26, 2025, as presented.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

CONFLICTS OF INTEREST/EX-PARTE CONTACT

APPROVAL OF MINUTES

Planning Commission Regular Meeting – May 8, 2025

Commissioner Wagner moved, Commissioner Turner seconded, to approve the minutes of the regular Planning Commission meeting for May 8, 2025, 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 6:32 p.m.

No one spoke during public comment.

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

COMMISSIONERS' COMMENTS

None.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, JUNE 26, 2025

PETITIONS

Petition PC25-00

Petitioner: Forrest Jidas, 5284 Eastview Road, Clarkston, MI 48346

Public Hearing/Motion – The petitioner is requesting a zoning map amendment to rezone Parcel No. 04-07-300-009 from SF-2 Suburban Farms to R-3 Single Family. The vacant parcel is located on the northeast corner of Hummer Lake Road and N. Baldwin Road and is approximately 11 acres.

Chair Bailey reviewed the order of proceedings.

Information from Township Consultants

Information from The Kelly Firm was provided to the Commissioners.

Township Planner Passalacqua discussed the Carlisle|Wortman review letter dated June 12, 2025 and was available to answer any questions of the Commission regarding the application.

Presentation by the Petitioner

The petition was presented by Forrest Jidas, 5284 Eastview Road, Clarkston, MI 48346, who was available to answer any questions of the Commission.

Open Public Hearing

Commissioner Wagner moved, Commissioner Turner seconded, to open the public hearing at 6:49 p.m.

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

The following residents spoke in opposition of the petition for the reasons of increased density, noise, traffic, road conditions and water runoff concerns:

1. Ed Johnston, 2144 N. Baldwin, Oxford, MI
2. Darin Balinski, 2345 Hummer Lake Road, Oxford, MI
3. Rebecca Cox, 2096 N. Baldwin Road, Oxford, MI
4. Steven Manley, 2093 N. Baldwin Road, Oxford, MI
5. Erick Staszak, 2257 Hummer Lake Road, Oxford, MI
6. Wendy Dowd, 1425 Hummer Lake Road, Oxford, MI
7. Christine Balinski, 2345 Hummer Lake Road, Oxford, MI
8. William Cox, 2345 Miller Road, Lapeer, MI

Close Public Hearing

There being no further comment, Commissioner Wagner moved, Commissioner Turner seconded, to close the public hearing at 7:14 p.m.

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

Comments from Township Consultants & Staff

Additional comments from Township Consultants and Staff were received.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, JUNE 26, 2025

Review of Correspondence

Commissioner Wloszek read the following letters into the record:

1. Edward and Dawn Johnston, 2144 N. Baldwin Road, Oxford, MI 48371 opposing the rezoning;
2. Kristine and Darin Balinski, 2345 Hummer Lake Road, Oxford, MI 48371 requesting additional information; and
3. Rebecca Cox, 2096 N. Baldwin Road, Oxford, MI 48371 opposing the rezoning.

Commission Discussion

The Commission discussed the application.

Action

Commissioner Wagner moved, Commissioner Blankenship seconded, to recommend denial to the Oxford Township Board of Trustees for a rezoning for the parcel located on North Baldwin Road in Oxford Township (approximately 11 acres), Parcel No. 04-07-300-009 from SF-2 Suburban Farms District (five acre minimum) to R-3 Single Family District (one acre minimum), based upon a finding that the Applicant does not meet all factors relevant to the petition pursuant to sec. 18.6 of the Township Zoning Ordinance, specifically the rezoning is not consistent with the goals, policies, and future land use map of the Township Master Plan.

Roll call:

Ayes: Wagner, Wloszek, Blankenship, Turner, Bailey

Nays: None

Absent: Durr, Austin

Motion Carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion of Industrial Setbacks Reviewed by ORC

The Commission discussed industrial district regulations as it relates to setbacks, lot coverage and adjacent uses. The intent of these changes is to allow industrial sites more efficient use of their property and reduce the need for variances due to small or odd shaped lots.

COMMUNICATIONS AND/OR COMMITTEE REPORTS

Economic Development Committee

None.

Ordinance Review Committee

Township Planner Passalacqua provided a verbal 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 June 2025 was included in the packet.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING
THURSDAY, JUNE 26, 2025

ADJOURNMENT

Commissioner Wagner moved, Commissioner Blankenship seconded, to adjourn the meeting at 7:44 p.m.

Ayes: 5 Nays: 0 Absent: 2

Motion Carried.

Korey Bailey, Chair

Donald Wloszek, Secretary

Date approved: _____
smm



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: Matteo Passalacqua, Associate Planner
DATE: July 15th, 2025
RE: July 24th Planning Commission Agenda

There are several topics included in the agenda for the meeting scheduled for July 24th, 2025 including public hearings for two proposed text amendments to the zoning ordinance and the draft 2025 master plan. Also included are two discussion items relating to the Ordinance Review Committee's (ORC) ongoing workplan.

Please review this memo and the attached documents and come prepared to discuss at the meeting.

Public Hearing Items

2025 Draft Master Plan

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. During their May 16th, 2025 Township Board meeting, trustees voted to distribute the draft master plan and commence 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.

Included in the packet this evening are comments and recommendations provided by Oakland County. Recommendations include clerical errors that will be addressed but also provide considerations for future land use descriptions, inclusion of additional environmental and transportation information, and economic development resources. Please review these recommendations and be prepared to provide guidance to staff on what proposed revisions, if any, should be included in the draft plan.

At the public hearing, the Planning Commission may vote to send the draft plan back to staff for further revision or vote to send the draft plan to the Township Board with the recommendation of adoption.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

Article 11 Text Amendments

Over the past year, Township Staff have been challenged in addressing various private road issues in the community as it relates to access, issuance of building permits, and lot splits. These issues are the result of uncommon circumstances that could prohibit the reasonable use of properties in the Township. The Township's legal counsel has provided supplemental information for review as it relates to the need for these changes.

At the public hearing, the Planning Commission may vote to send the text amendments back to staff for further revision or vote to send the text amendments to the Township Board with the recommendation of adoption.

Schedule of District Regulations to I-1 and I-2 Zones

At the June 24th, 2025 Planning Commission meeting, a draft of the proposed changes to the schedule of regulations for the I-1 and I-2 zones was provided for review. The Planning Commission was supportive of the intent to the changes allowing more efficient use of industrial land. Concerns were presented regarding the I-1 rear setback being reduced from 50 feet to 25 feet. At their July meeting, the ORC revised the proposed changes to require a 35 foot rear setback for I-1 zones. This is the only change made to these proposed amendments.

At the public hearing, the Planning Commission may vote to send the text amendments back to staff for further revision or vote to send the text amendments to the Township Board with the recommendation of adoption.

Discussion Items

Accessory Solar Uses

At their June 12th meeting, the ORC discussed allowing for accessory solar panels on residential, commercial, and industrial properties in the Township. The zoning ordinance currently allows for utility scale principal use renewable energy facilities but does not speak to accessory solar power. While this does not prohibit the use of accessory solar, current accessory structure language does not necessarily account for such proposals. The Township has received interest from residential and commercial property owners on the potential use of solar panels on their property.

Included in this evenings packet is the current version of the proposed text amendments to Article 6 that would provide regulations for accessory solar panel use and placement per zoning district. The ORC will utilize the Planning Commissions feedback to assess next steps with the draft language.

Mixed Use

At their June 12th meeting, the ORC discussed mixed use development and zoning. From that meeting, it was decided to solicit the feedback of pertinent Township staff on further considerations on allowing mixed use in the Township. Township staff indicated support for mixed use zoning. During their July 10th meeting, the ORC agreed to send information to the Planning Commission for their feedback on the potential development of mixed use regulations in the Township. The most efficient option to pursue mixed use in the Township would be to create additional regulations in Article 5 of the zoning ordinance that relate to upper story residential as a special land use in the C1, C2 and O districts.

Information below is included to help inform how mixed use might work in the Township and worthy considerations on what it would take to attract quality development. The feedback provided from the Planning Commission will be discussed at the August ORC meeting and next steps will be formulated.

Mixed Use Considerations

- Development would be desired along or near M24 per ground floor retail and/or office space demand.
- Layouts are typically designed for reduced setbacks or no setbacks.
- Styles include horizontal (multiple standalone buildings on the same site) or vertical (one building housing multiple uses).
- Vertical mixed-use developments typically require at least three stores, if not more to be financially viable. This is directly related to rents per square foot for the different uses as well as fire code and elevator requirements that affect the cost of construction. Current height regulations in commercial and office districts are 35 feet / 2 stories (C1/C2) and 45 feet / 3 stories (O). The ORC was comfortable in allowing up to 4 stories specifically for mixed use developments.
- Almost all mixed-use developments contain a dense “for rent” residential component (approximately 750-1,500 sqft units) similar to what you would see in the RM district.
- Parking count and placement requirements would need to be reviewed to ensure sites could be developed to reflect mixed use character and provide sufficient, but not excessive, parking for all uses.

Vertical Mixed-Use Examples:



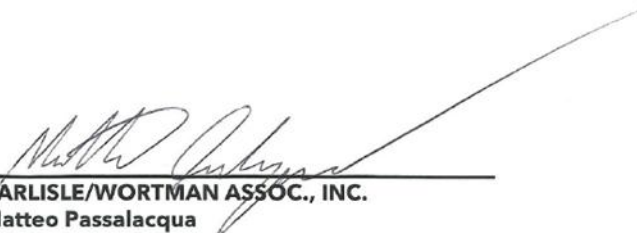


Photo Credit: Jacob Kain

Horizontal Mixed-Use Example



Respectfully



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

**CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

Thursday, July 24, 2025 at 6:30 pm

Notice is hereby given that, under the provisions of the Charter Township of Oxford Zoning Ordinance and the Michigan Zoning Enabling Act, the Charter Township of Oxford Planning Commission will conduct a public hearing at **Charter Township of Oxford Meeting Room at 300 Dunlap Rd., Oxford, MI 48371.**

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

- The 2025 Oxford Charter Township Master Plan Draft. The plan includes text, charts, tables, graphs, illustrations, and maps that describe the community's proposal for the long-range future development of the township. The Master Plan is not a zoning map and does not change the zoning of any individual properties.

Documents related to the public hearing will be available for inspection at the Township Building Department, during normal business hours (9:00 am - 4:00 pm Monday through Thursday, excluding holidays).

Members of the public are welcome to attend the public meeting in person or by counsel to express views on the petition. Written comments should be addressed to Korey Bailey, Commission Chair, 300 Dunlap Rd., Oxford, MI 48731-0003, or may be sent by email to Tim London, tlondon@oxfordtownship.org. All correspondence must be received by 12:00 (noon) on July 16, 2025.

The Planning Commission 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, to individuals with disabilities at the meeting upon seven days' notice to the Planning Commission. Individuals with disabilities requiring auxiliary aids or services should contact Curtis W. Wright, Township Clerk at (248) 628-9787 extension 108, as soon as possible to allow the Township sufficient time to have available the aids and services.

Publication: Oxford Leader

July 10, 2025

Commissioner Gwen Markham, Chairperson
Oakland County Coordinating Zoning Committee
1200 North Telegraph Road
Pontiac, MI 48341

SUBJECT: County Code No. MP 25-07, Oakland County Department of Economic Development, Division of Planning & Local Business Development's staff review of the draft The Oxford Township Master Plan Update.

Dear Chairperson Markham and Committee Members:

On June 23, 2025, the Oakland County Department of Economic Development (OCED), Division of Planning & Local Business Development (PLBD), office of Planning, Zoning & Land Use (PZLU) staff received an email from Oxford Township's planning consultant, Carlisle-Wortman & Associates, asking if our office was performing a review because the Oxford Township Draft Master Plan was in the open comment/review period which had been ongoing. Our office did not receive a letter stating such. The Oakland County Board of Commissioners (BOC) staff forwarded a mailed letter via email on May 27, 2025, that their office received (dated May 14, 2025) informing the BOC office of a "Notice of Intent to Update the Master Plan" from Oxford Township. To date, that was the only communications Oakland County had received pertaining to a proposed Master Plan update for Oxford Township. Upon our request, the planning consultant provided the "Distribution of Draft Master Plan" letter (dated May 16, 2025) to our office via email on June 24, 2025, which indicated that the review period would conclude on July 21, 2025. Oakland County (BOC staff and Planning) never received a letter that initiated the review and comment period for the proposed **Draft of the Oxford Township Master Plan Update (County Code Master Plan No. 25-07)** before the request was made. Under the Michigan Planning Enabling Act, Oakland County, adjacent municipalities, and other jurisdictional authorities have 63 days to submit comments on Master Plan updates. The two letters ("letter of intent" and "letter of distribution") were dated two (2) days apart. The planning consultant reached out to our office to inquire about our review, having not heard from Oakland County. For this reason, the Oakland County Planning, Zoning, and Land Use office is expediting the process by performing a cursory review in an effort to not delay the Township's Master Plan approval process. A special meeting has been scheduled by the BOC staff to accommodate the review request.

This review of the Draft Master Plan will go before the Oakland County Coordinating Zoning Committee (CZC) on Wednesday, July 17, 2025, which falls within the community's specified comment period. It is assumed that adjacent communities were notified about the proposed Draft Master Plan and review period by Oxford Township and/or their planning consultant. The township's proposed Draft Master Plan can be located and accessed online at the following link: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:ad5f5d22-2bd4-4091-9cdc-38343d923274?viewer%21megaVerb=group-discover>

Staff Recommendation

Based on the cursory review of the surrounding communities' Master Plans and zoning, the *Oxford Township Draft Master Plan* is **not inconsistent** with the plan of any adjacent city, village, or township that received notice of the draft plan. Oakland County has not prepared a countywide development plan, so there is no countywide plan with which to compare the draft changes. Following is an analysis and summation of the Draft Master Plan update.

Select Summary Analysis of Content

The information included herein represents a summarized analysis of the proposed draft Master Plan for Oxford Township. Select sections are highlighted in this review with a focus on changes to borderline conditions, future land uses and Oakland County initiatives/services. Oxford Township shares borders with five (5) communities. Oakland County municipalities that are adjacent to Oxford Township consist of the Village of Oxford and the surrounding Townships of Addison, Brandon, Orion in Oakland County and Metamora Townships in Lapeer County. Additionally, four (4) corner communities are present being that of Oakland and Independence Township in Oakland County, Hadley and Dryden Townships in Lapeer County. Oxford Township last updated their Master Plan in 2019 (County Code #MP 19-01).

Future Land Use

As part of Oxford Township's latest Master Plan updating process, the township's Future Land Use (FLU) was updated. Categories were reduced from 21 to 17, with two (2) "Planning Sub Areas" that took the place of the "Alternative Future Land Use" designations as compared to the 2019 plan. Higher emphasis on density that aligns with the *Urban Service Area* boundary and additional mixed-use opportunities support flexibility, connectivity, and proposed design guidelines were noted as changes within the document. The FLU plan (pg. 52-76) has a focus on redevelopment and future development areas while managing potential growth through forecasted land use changes. The FLU categories have changed, mostly, in title only. Some classifications have been combined, which are viewed as a minor change for the residential classifications, as those specifically included density only. The proposed *Light Industrial/Research & Development* classification consists of three (3) classification combinations from the past plan (see table at left).

The FLU plan has a few changes at the borders of adjacent communities as compared to the 2019 plan. An analysis of these changes is provided within the following pages:

2025 Future Land Use Category	2019 Future Land Use Category
Acreage Estates – 5 ac.	Acreage Estates – 5 ac.
Contemporary Mixed-Use	Village Mixed-Use
Equine Country Agriculture – 20 ac.	Hunt Country Agriculture – 20 ac.
Hunt County Estates – 10 ac.	Hunt County Estates – 10 ac.
Light Industrial/Research and Development	Light Industrial Industrial / Commercial Mixed Use Research/Office
Manufactured Housing Community	Mobile Home Park
Midwest Industrial and Warehousing	General Industrial
Multi-Family Residential	Multiple family Medium Density Multiple family High Density
Office/Service	Office/Service
Private Recreation/Conservation	Private Park/Conservation
Public Recreation/Conservation	Public Park/Conservation
Public/Institutional	Public/Institutional
Rural Residential – 2.5 ac.	Rural Residential – 2.5 ac.
Suburban Commercial	Village Commercial
Sub-Rural Residential – 1 ac.	Suburban Residential – 1 ac.
Suburban Residential – 25,000 sf.	Village Residential – 25,000 sf.
Village Residential – 9,000 to 12,000 sf.	Village Residential – 12,000 sf. Village Residential – 9,000 sf.
Total: 17 categories	21 categories

Addison Township (East): The border between the two townships consists of mostly large, wooded lots with single-family residential that transition to more agriculturally based residential moving north along the border. Addison Township last updated their Master Plan in 2002 (County Code #02-04). All properties along both sides of the border are planned to remain residential. The changes along the border of Addison Township and Oxford Township are few which consist of a few properties changing from *Hunt Country Estates – 10 acres* to *Equine Country Agriculture – 20 acres*, which was previously titled *Hunt Country Agriculture – 20 acres*. This is considered a decrease in density for established properties that do not meet the FLU designation acreage requirements. Please see recommendation 2.A on page 6 of this review pertaining to this change in classification. With or without the change, **this remains a compatible border.**

Orion Township (South): Oakland County Planning and the CZC reviewed the latest Orion Township Master Plan (County Code #MP22-06) in 2022 which was later adopted. The border between the two townships is residential uses ranging from single-family residential and multiple-family residential. There are no proposed changes along this border within the Oxford Township draft Master Plan. **This remains a compatible border.**

Brandon Township (West): The township updated their Master Plan in 2022 (County Code #MP 22-05). The border along Baldwin Road consists of mostly single-family residential with some zoned and planned commercial at the Oakwood Road intersection. There are two (2) proposed FLU changes in this area as well:

- Approximately 900 feet +/- to the south of the Oakwood/Baldwin intersection, property at 2740 Baldwin Road is changing from *Public/Institutional* to *Sub-Rural Residential* which appropriately fits the current use and adjacent uses. Brandon Township has *Agricultural & Rural Residential*, a FLU designation that covers a majority of the residential properties within Brandon Township that have very low density.

- Adjacent and north of the Mt. Pleasant Cemetery on Baldwin Road, approximately 2,100 feet north of the Oakwood/Baldwin intersection, a number of properties (only 2 border Brandon Township) are changing from *Acreage Estates - 5 acres* to *Hunt Country Estates - 10 acres*. Brandon Township has *Agricultural & Rural Residential* as a FLU designation for properties on the west side of Baldwin Road.

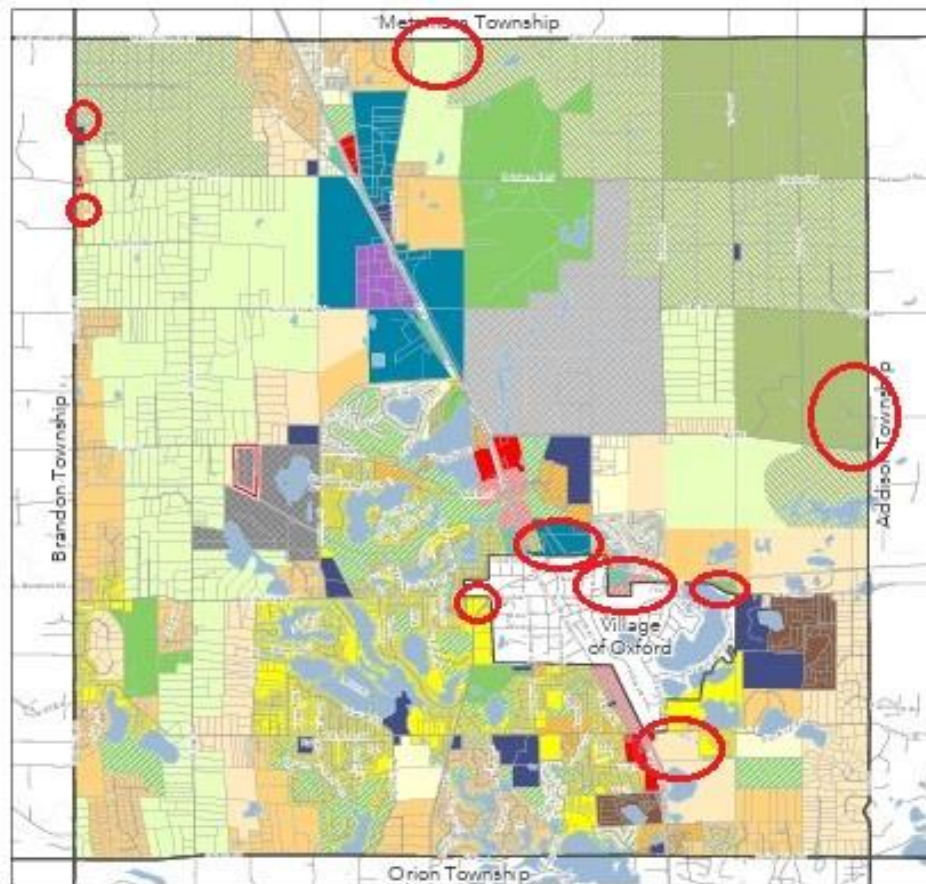
Both proposed changes to FLU reflect land uses within the adjacent community of Brandon Township. **This remains a compatible border.**

Village of Oxford (Central): Oxford Township encompasses all the boundaries of the Village of Oxford. The village last amended their Master Plan in 2011 and have last reviewed the document in 2022, with no changes. There are approximately five (5) areas which are proposing FLU classification changes at the border between the village and township. These changes have been reviewed below:

- At the west end of the Village of Oxford's boundary (south of the cemeteries within the village) at Seymour Lake Road/Burdick Street and the Polly Ann Trailway there are two (2) properties changing classifications:

- The first is a residential property that is changing from *Multiple Family High Density* to *Village Residential - 9,000 to 12,000 sf*. This change is understandable given the size, shape, existing use and location of the property. The proposed FLU designation matches the adjacent uses and is across from two (2) cemeteries within the village boundaries, one being Ridgelawn Memorial Cemetery, and the other is part of the Oxford Township Cemetery which has property in both the village and township (both maintained by Oxford Township). In the village, both cemeteries are under the R-1 *Single Family District*

MAP 11: FUTURE LAND USE MAP



zoning classification which is compatible with the proposed *Village Residential – 9,000 to 12,000 sf.* The village does not have a specific classification for cemeteries.

- The second property is one of three (3) township cemeteries, and the only cemetery that is proposed to change from *Public/Institutional* to *Village Residential – 9,000 to 12,000 sf.* It is assumed this change of the Oxford Township Cemetery to *Village Residential* is a mapping error, as there is no information within the draft plan to move/develop the existing cemetery into housing. The FLU designation for the existing land use of the proposed plan meets the criteria of the *Public/Institutional* classification, as the other cemeteries in the township have remained under the *Public/Institutional* classification.
- At the Village's north border, along the east side of M-24 and continuing eastward to N. Glaspie Street/N. Oxford Road, changes several properties from *Village Commercial* and *Light Industrial* to *Light Industrial/Research & Development* is being proposed. A majority of the property is undeveloped and has been since it was part of a large gravel mining operation. The properties within the township that are proposing a FLU change border *General Commercial (C-2)*, *Industrial District (I-1)*, and *Flex (F)* zoning districts in the Village of Oxford. The proposed use is intended to promote “high-tech” low impact industrial, and research/development uses. The intensity of FLU development remains less than what the properties historically were used for. The proposed change in classifications for this area remains mostly complimentary to the uses within the village and allows for more flexibility than an industrial FLU would. Please see recommendation 2.B on page 6 for a comment about this FLU classification.
- Along E. Burdick Street/Lakeville Road, adjacent to the northern border of the village, is an area in the township that is zoned industrial being adjacent to industrial and single-family zoning in the village. In previous plans the properties in the township maintain less intense FLU classification of *Office/Service*. The proposed Master Plan is promoting *Contemporary Mixed-Use* for these properties that border the village while being adjacent to the Polly Ann Trail and Lakeville Road/E. Burdick Street. *Contemporary Mixed-Use* allows for small scale commercial/retail and office with residential and/or office opportunities on upper floors.
- Adjacent to the northeast portion of the village, across Lakeville Road from Oxford Lake is a portion of property that is currently part of a gravel mining operation that contains a large manmade lake. The Polly Ann Trailway runs through this property parallel with Lakeville Road along an isthmus between the bodies of water. Property within the village fronting Oxford Lake maintains a *Single-Family District (R-1)* zoning. In the previous Master Plan, Oxford Township had designated this area, along with the rest of the mining operations property as *Sub-Rural Residential – 1 acre* for FLU purposes. However, it is assumed that given the uniqueness of the property with the Polly Ann Trail and Lakeville Road on a curved isthmus, the plan has found value in forecasting these properties to be *Public Recreation/Conservation* within the FLU plan.
- The southern border of the Village of Oxford extends to Drahner Road. Properties within the village along this corridor are industrial, which dates back to the 1970's when there was a rail line that was parallel to the east side of M-24. Property adjacent to the village on the south side of Drahner Road is currently Oxford Hills Golf Club. In the previous Master Plan, the FLU for the golf course had a classification of *Private Park/Conservation* with an “Alternative Future Land Use” designation “A” as *Rural Residential*. The proposed Master Plan has adopted the alternative designation from the previous plan for the property which is expected to become residential under *Rural Residential – 2.5 acre*.

All the changes proposed (not including the one deemed as a mapping error) along the borders of the Village of Oxford and Oxford Township show some progression in density while maintaining less intensity of adjacent uses. Increases in land use opportunities and flexibility in uses permitted along the village's border remain to be supported by infrastructure, being within the “Urban Service Area”. These changes support **a continued compatible border between the communities.**

Metamora Township (North), Lapeer County: Adopted in 2006 with amendments as recent as 2016 and 2020, which were reviewed by Oakland County Planning, Zoning, & Land Use staff, the Metamora Township Master Plan continues to support residential along the border of the communities and counties, being Davison Lake Road. Metamora Township's FLU plan has higher residential density closer to Metamora Road. Moving eastward from Metamora Road, residential FLU designations go from *Low Density Residential* (allowing up to 1.0 unit per acre), *Country Estates* (allowing up to 0.2 units per acre), and *Equestrian Estates* (allowing up to 0.1 units per acre). On the south side of Davison Lake Road (in Oakland County), east of Metamora Road is a group of properties that were controlled by Devil's Ridge Golf Club which closed in late 2023. Under the 2019 Master Plan, properties owned by the golf club had FLU designations of *Rural Residential – 2.5 acre* (closer to Metamora Road) that had ongoing farming operations and *Private Park/Conservation* for properties that had an active golf course. The area that was designated as a golf course had an “Alternative Future Land Use” designation “B” as *Hunt Country Estates* which correlates with adjacent FLU to the east and north. The proposed Master Plan has

adopted the alternative designation from the previous plan which is *Hunt Country Estates – 10 acres*. The other properties to the east along Metamora Road adjacent to the golf course was *Rural Residential – 2.5 acres* which has been proposed to *Acreage Estates – 5 acres*. The properties in the area are wooded and some still have farming operations. The plan promotes embracing and conserving the natural environment as well as the equestrian operations within the area in both Metamora and Oxford Township. **This remains a compatible border.**

Corner Communities

In the assumption that Oxford Charter Township may have sent the draft Master Plan to the "corner" communities of Dryden Township, Hadley Township (in Lapeer County); Independence Township, and Oakland Township (in Oakland County), these communities do not share a linear border with Oxford Township but only meet at the corners. There are no changes proposed to the FLU plan that would affect areas at the corners of the township nor is there any indication that the minimal land use changes the Master Plan is proposing would create inconsistencies with any of the corner communities' plans. **These areas remain compatible.**

Overall, the FLU plan takes a close look at future roads, rights-of-ways, road expansions, complete streets, safety paths, open spaces, greenways, natural habitats, conservation areas, and other infrastructure expansion/improvements, comparable to the plan that came before it. All these topics are seen as precursors to growth and the planning for such and are seen as positives in the plan. An effort was made within the FLU plan to focus on the uniqueness of existing land uses in established areas and along corridors as the plan has expanded on or combined those descriptions as needed. The FLU classifications are well defined and are mostly unchanged. Expansion on defined FLU classifications are reactionary at times depending on current zoning or existing land uses that have been long established or have been changed to add clarity to the plan. However, the plan remains fluid in areas that can offer mixed-uses where appropriate, mainly along major corridors and where infrastructure allows. The FLU plan and map remains a useful tool within the draft Master Plan and there are no foreseen issues at the borders of adjacent municipalities.

Other Plan Highlights

The township touched on many subjects and topics within the updated Master Plan. Public input was gathered (pg. 12) through an online survey that was made available from December of 2023 through January of 2024 with over 800 completed and submitted surveys. Collected data from the surveys and other gathered information helped guide the goals and objectives of the plan (pg. 14-23) which touched on land uses, community character, environmental preservation, and infrastructure. The plan does a deep dive into the natural environment and preservation efforts as well as an expansion on greenway for multimodal systems (for land and waterways). Cooperative Invasive Species Management Area (CISMA) and Michigan Natural Features Inventory (MNFI) data are utilized in the plan which promotes the protection of the existing natural environment.

Following the Future Land Use Section, the plan promotes Design Guidelines for portions of the M-24 (Lapeer Road) corridor. Each area of the corridor is divided into segments and analyzed of how growth and development is forecasted. The guidelines focus on density needs, which include housing, mixed uses, transportation, and other nonmotorized forms of connectivity. Schematic designs in the form of images and plans contribute to suggested scale and placemaking that is preferred for the community. Cooperation with the Michigan Department of Transportation (MDOT) and the Road Commission for Oakland County (RCOC) for other road and infrastructure development is noted which correlates with the future proposed improvements.

The proposed Master Plan has a robust and detailed *Zoning & Implementation Plan* which puts priority on objectives that were established in the plan.

Recommendations

As a function of this review, staff offers recommendations in an effort to strengthen the plan so it can be further utilized as a tool for the community. Such suggestions support Oakland County initiatives, services and best practices. The following recommendations for the Draft Master Plan are listed below:

1. Add the following information to the *Background* and the *Community Profile* "Transportation & Traffic" (pg. 38 & 121) section:

- a. Redefine information pertaining to M-24. The typical design of M-24 within the township is 4-lane divided highway and 4 to 5 lane roadways. The section currently references only 2-lane roads and references M-59 along with communities in that corridor. It is unclear if there is a connection to roadways not in the township as it pertains to transit opportunities/destinations from M-24 to M-59. If so, it is recommended that there be more information given to support this reference.
 - b. Acknowledge that Oakland County voters approved a countywide transit millage in November of 2022. Tax dollars are currently being used to provide and expand local transportation services through the North Oakland Transportation Authority (NOTA). Currently, NOTA provides access and connections to many other townships in the region that are not listed, such as Springfield Township, Independence Township, and Brandon Township along with the villages of Leonard, Lake Orion, Oxford, Ortonville, and the City of the Village of Clarkston. Only the Townships of Addison, Orion and Oxford were noted in the plan which makes the current system seem more limited than it truly is. NOTA has destination service boundaries that extend outside of the participating community area. Please visit <https://www.ridenota.org/> for more information.
2. Recommend changes to *Future Land Use* section as follows:
 - a. Keep properties that are along Ray Road and Grousewood Road, adjacent to the border of Addison Township, classified as *Hunt Country Estates – 10 acres* as in the 2019 Master Plan. The properties in this area are mostly 10-acre lots that were established over the past 30+ years with single family dwelling units which do not fit the *Equine Country Agriculture – 20 acres* (minimum) classification that they have been changed to. The *Hunt Country Estates – 10 acres* is more compatible with the adjacent *SF - Suburban Farms* zoning classification in Addison Township, which consists of properties that are of the same use on similar acreage or smaller size parcels.
 - b. Consider adding a “mixed-use” component back into the *Light Industrial / Research & Development* FLU classification which would align with the M-24 Highway View District (HVD), that promotes the establishing of “...multi-family and dense housing options in close proximity...” to designated areas. Additionally, as compared to the 2019 plan, commercial mixed-uses may still be appropriate as there are existing land uses of commercial nature in the area and this would help soften intensity of properties that may be residential or commercial in adjacent areas, especially at the northern border of the Village of Oxford. Adding a mixed-use element back into this land use would meet the “Mixed Land Use Goal” that is promoted within the plan.
3. Acknowledge that Oxford Township is within two (2) watersheds, the Flint River and Clinton River. The Flint River watershed is represented within the document’s “Greenways” objectives within the Future Land Use section, but the Clinton River watershed is not. Stakeholder conservancy groups that operate within the region such as the “Clinton River Watershed Council” <https://www.crwc.org/> and the “Flint River Watershed Coalition” <https://www.flintriver.org/> can assist in the plan’s efforts. Such groups can be viewed as allies that can help strengthen the plan’s goals and objectives while offering opportunities for protection and education as promoted within the threats to the environment that the *Vision, Goals, Objectives* section (pg. 14-23) and the *Zoning & Implementation Plan* (pg. 86-105) of the plan has defined and promotes to protect.
4. Recognize that Oxford Township continues to provide their residents with safe, reliable and environmentally responsible opportunities to dispose of household hazardous waste through their efforts in being a supportive member of the Oakland County NoHaz Consortium. Of the 17 communities in the program, Oxford Township is one of five (5) communities that offer their residents an opportunity to utilize the NoHaz Collection Events services at no extra cost. Oxford Township’s participation in such programs further supports their efforts to protect the environment, which the Master Plan promotes within numerous sections.
5. Expand on the community’s development opportunities by including brownfield redevelopment information. The draft Master Plan promotes development, redevelopment, revitalization, and, in many cases, the implementation of such future projects would involve brownfield protocols. Objective #3 within

the "Implementation" portion of the plan for *Natural Resources and Environment* (pg.99) could be expanded upon. Oxford Township does not have their own Brownfield Redevelopment Authority (BRA). The township can partner with Oakland County through the Oakland County Brownfield Consortium which allows the township to access USEPA grants for site assessment work, including but not limited to Phase I, Phase II BEA, Due Care Plan, Lead/Asbestos abatement, surveys, and other such processes/tools.

Oakland County Technical Assistance

A summary of specific programs for Oxford Township that are offered by the Oakland County Economic Development Department, Planning & Local Business Development Division has been included on the final page of this review.

Oakland County Technical Resources

Oakland County compiles existing and future land use statistics for the county as a whole and for each community using generalized land use definitions. We provide a snapshot of the township's existing land use and development patterns. These documents are available upon request and/or can be accessed at our website: <https://www.oakgov.com/community/community-development/planning-services/current-and-future-land-use-maps-and-statistics>

Conclusion Summary

The draft *Oxford Township Master Plan Update* is comprehensive with expanded areas of interest that should prove helpful to forecast the future growth and sustainability for Oxford Township. The plan utilizes information gathered from public engagement to drive changes and objectives within the plan. The document should prove to be a useful tool in the future as it places additional emphasis on mixed-use developments, corridor and specific sub-area plans, housing, transportation and the protection of the natural environment as compared to the previous plan.

Oakland County does not have a Planning Commission or County Master Plan, so a full comparison and contrast of the information to County-wide Plans is not possible. Our staff review of the proposed Master Plan and a cursory review of adjacent communities' Master Plans have found The Oxford Township 's Draft Master Plan to be **not inconsistent** with those plans.

Oxford Township has received a copy of this review. Additional copies have been emailed to adjacent municipalities and other reviewing jurisdictions for transparency of our review of the draft plan. On Thursday, July 17, 2025, this review will go before the CZC which will consider a motion on the recommendation of the submitted draft Master Plan. If there are any questions or comments about this review and analysis, please do not hesitate to contact me at (248) 858-0389 or email me at krees@oakgov.com.

Respectfully,



Scott E. Kree | Principal Planner
Oakland County Department of Economic Development
Planning and Local Business Development Division
Office of Planning, Zoning & Land Use

CC: Yolanda Smith Charles, Oakland County Commissioner, District 17 & CZC Vice-Chair
Phil Weipert, Oakland County Commissioner, District 13 & CZC Member
Michael Spisz, Oakland County Commissioner, District 5
Michael Gingell, Oakland County Commissioner, District 6
Bob Hoffman, Oakland County Commissioner, District 7
Oxford Charter Township
Carlisle-Wortman & Associates – Oxford Township Planning Consultant
Village of Oxford
Addison Township
Brandon Charter Township
Orion Charter Township
Metamora Township

(more contacts continued on the next page)

Brad Knight, RCOC Director of Planning & Environment
 Dan Butkus, WRC Engineering Technician, Plan Review & Permitting Unit
 Consumers Energy Community Affairs Manager
 SEMCOG Administrator of Governmental Affairs
 ITC Area Manager
 DTE Regional Manager
 NOTA

Oakland County Planning Resources

The Oakland County Department of Economic Development (OCED), Division of Planning & Local Business Development (PLBD) offers a variety of programs to support Oakland County communities with innovative programming and assistance to create attractive destinations in which to live, work and raise a family. The chart below details those programs offered by the PLBD (a division of the OCED). Current participation in these programs and opportunities for future involvement are noted on the right side of the chart. Additional information on all OCED programs can be found at www.oakgov.com/advantageoakland.

Program	Mission	Oxford Township's Opportunities and Current Participation
Environmental Stewardship	Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development, and redevelopment.	Oxford Township supports development that is cognizant of natural resource protection and management. County staff members are able to act in a supporting capacity with grant application identification, open space protection, and sustainable development practices as requested.
Historic Preservation Assistance	Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.	The county staff is able to assist with potential design concepts for adaptive reuse of any historic structures within the community.
Land Use & Zoning Services	Prepare and provide land use, zoning, and Master Plan reviews for communities to enhance coordination of land use decision-making.	Oxford Township continues to send Master Plan Updates and Amendments to the County for review fulfilling the legislative requirements. Other coordination services are available upon request.
Trail, Water & Land Alliance (TWLA)	Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network	The County fully supports the expansion of non-motorized facilities and protection of the natural environment. Oakland County can aid the community in non-motorized planning efforts through education and the identification of potential funding sources.
Brownfield Redevelopment Authority (OCBRA)	Provide assistance in the County's Brownfield initiative to clean-up and redevelop contaminated properties	The OCBRA can assist and coordinate with the State of Michigan Department of Environment, Great Lakes and Energy (EGLE, formally MDEQ) along with the Michigan Economic Development Corporation (MEDC), as needed, in an effort to prepare designated brownfields for redevelopment with the County's BRA.
Oakland County Household Hazardous Waste Program (NoHaz)	Oakland County Household Hazardous Waste Program	Oxford Township is a participating community in the NoHaz program. Township Residents currently have access to this program which allows them to participate and properly dispose of household hazardous waste

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**CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

Thursday, July 24, 2025 at 6:30 pm

Notice is hereby given that, under the provisions of the Charter Township of Oxford Zoning Ordinance and the Michigan Zoning Enabling Act, the Charter Township of Oxford Planning Commission will conduct a public hearing at **Charter Township of Oxford Meeting Room at 300 Dunlap Rd., Oxford, MI 48371.**

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

- 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.
- Zoning Ordinance Text Amendments to remove Article 11, Section 7 regarding the issuance of building permits on existing nonconforming roads.

Documents related to the public hearing will be available for inspection at the Township Building Department, during normal business hours (9:00 am - 4:00 pm Monday through Thursday, excluding holidays).

Members of the public are welcome to attend the public meeting in person or by counsel to express views on the petition. Written comments should be addressed to Korey Bailey, Commission Chair, 300 Dunlap Rd., Oxford, MI 48731-0003, or may be sent by email to Tim London, tlondon@oxfordtownship.org. All correspondence must be received by 12:00 (noon) on July 16, 2025.

The Planning Commission 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, to individuals with disabilities at the meeting upon seven days' notice to the Planning Commission. Individuals with disabilities requiring auxiliary aids or services should contact Curtis W. Wright, Township Clerk at (248) 628-9787 extension 108, as soon as possible to allow the Township sufficient time to have available the aids and services.

Publication: Oxford Leader

Article 11

Private Roads

11.1 Intent. This Article is intended to protect and promote the public health, safety, comfort, convenience and general welfare of the Charter Township of Oxford by regulating the location and design of private roads and establishing minimum standards and specifications for the construction of private roads. Such regulations and minimum standards are necessary to ensure that private roads remain passable in all weather conditions and are adequate to provide safe, year-round access by fire, police, maintenance and other public and emergency vehicles. Such regulations and minimum standards are also necessary to ensure proper layout and design of roads in order to form a functional street transportation network; promote and coordinate effective and energy efficient development; and prevent duplication of roads.

11.2 General Requirements.

- A. Private roads shall not be constructed, altered, paved, improved, relocated, widened or maintained in the Charter Township of Oxford except in conformance with this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- B. Subject to the terms and exceptions set forth in Section 16.3 of this Ordinance with regard to zoning compliance permits, any lot or parcel vacant at the effective date of this Ordinance provision shall not be used, nor may any use of a lot or parcel without a structure existing at the effective date of this Ordinance provision be changed to any other use, unless the lot or parcel has frontage, as required under Section 8.1 of this Ordinance, on either a public road or a private road approved and constructed in accordance with the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- C. Building permits shall not be issued by the Charter Township of Oxford unless the proposed building, structure or improvement requiring building permit approval is located on a lot or parcel having the required frontage on either a public road or a private road approved and constructed in accordance with the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.

- D. Private roads that create or increase non-conformities on any lot or parcel shall not be approved.
- E. No lot or parcel of land shall be sold or otherwise conveyed within the Charter Township of Oxford unless said lot or parcel fronts upon either a public road or a private road meeting the standards of this Article and the requirements of Section 8.1 of this Ordinance, or unless said land contract, deed or other document conveying the lot or parcel contains the following language:

“In accordance with Zoning Ordinance No. 67A, as amended, of the Charter Township of Oxford (“Zoning Ordinance”), this lot/parcel is not a buildable site and, in addition, shall not be used except for agricultural uses (if vacant at the time of conveyance) nor may any existing use be changed (except for agricultural uses) for the reason that said lot/parcel does not have required frontage on an acceptable ingress and egress in accordance with standards as set forth in the Zoning Ordinance.”

11.3 Design and Construction Standards. Private roads shall conform to the following design and construction standards, as well as those contained in the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.

- A. Easement Width. Private road easements shall be no less than sixty (60) feet in width, with the exception of those intended to serve industrial properties, which shall be no less than seventy (70) feet in width. Private road easements may be less than sixty (60) feet in width only where the extension of necessary to extend an existing road right-of-way over an existing non-conforming drive or road for the purpose of providing legal road frontage access is required to provide road frontage access to one or more existing or proposed lot to one or more existing or proposed lots. The width of the easement shall match the abutting existing right-of-way easement on the existing non-conforming road. In this sole instance, the requirements of Section 11.3.D.2 and 3 shall not be applicable. Where a cul-de-sac turnaround is provided, the private road easement shall be no less than sixty (60) feet in radius, except in the case of those intending to serve industrial properties, which shall be no less than eighty (80) feet in radius.
- B. Road Length. Dead end private roads shall not exceed 1,000 feet in length, measured from the right-of-way or easement line of the intersecting road to the center of the cul-de-sac turn-around. Measurement of length shall be made down the centerline of the private road.
- C. Connection to Public Roads.

1. The connection between private roads and adjacent public roads shall be designed and constructed in accordance with standards of the Road Commission for Oakland County (RCOC) or the Michigan Department of Transportation (MDOT), as applicable. Evidence of RCOC or MDOT approval shall be provided prior to Planning Commission approval.
2. Roads serving more than 20 lots or units shall have two connections to an adjacent public or private roadway.

D. Roadway Surfacing.

1. With the exception of item 2., below, all private roads in the Charter Township of Oxford shall be paved with either asphalt or concrete.
2. Notwithstanding item 1., above, private roads serving ten (10) or fewer single-family residential lots or parcels may be surfaced with aggregate, provided that all lots or parcels served have a net lot area of no less than two and one-half (2.5) acres. As a condition of approving an aggregate private road, it shall be required that deed restrictions be recorded for all properties serviced by the private road, indicating the following:
 - a. Any parcels accessed by the aggregate private road having less than two and one-half (2.5) acres in net lot area shall be deemed unbuildable;
 - b. Following development of the first ten (10) parcels accessed by the aggregate private road, all subsequent parcels shall be deemed unbuildable;
 - c. The property may only be used for single-family residential uses.
3. The required width of road surfacing shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. Adequate width of road surfacing shall be provided to accommodate on-street parking, where proposed.
4. The proposed roadway shall be centered within the private road easement.

- E. Turn-arounds. All dead-end private roads shall end in a cul-de-sac turn-around having a minimum radius as specified in the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. This requirement may be waived or modified by the Planning Commission in the case of private roads having a

boulevard cross-section and/or one (1) travel lane in each direction, and where it can be demonstrated to the satisfaction of the Township Engineer and Fire Chief that safe and efficient circulation will be maintained.

- F. Intersections. Intersections between private roads shall be as close to ninety (90) degrees as possible, but no less than eighty (80) degrees nor greater than one hundred (100) degrees.
- G. Sight Distance. Sight distances on horizontal and vertical curves and at intersections shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- H. Grading and Drainage
 - 1. Road grades shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
 - 2. Private roads shall be adequately drained so as to prevent flooding and erosion of the roadway and to maintain a safe, passable condition, in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
 - 3. Curb and gutter shall be required for private roads serving single-family residential lots with lot widths of less than 120 feet. Private roads serving multiple-family residential and non-residential development shall also require curb and gutter. As a condition of approving a private road without curb and gutter, it shall be required that deed restrictions be recorded for all properties serviced by the private road, indicating that, should single-family lots having widths of less than 120 feet be accessed via the private road, the installation of curb and gutter shall be required.
- I. Road Names and Signage.
 - 1. Road names shall not be permitted which might cause confusion with names of existing roads in or near the Township. Roads that will serve as continuations of existing roads shall be called by the same names as such existing roads. All names shall be approved by the Charter Township of Oxford Fire Chief and the Road Commission for Oakland County.
 - 2. Where a private road intersects or connects to a public roadway, name signage shall be erected by the Road Commission for Oakland County, at the applicant's expense.

11.4 Review and Approval Process.

- A. Filing of Application. To initiate review of a proposed private road, the applicant shall submit sufficient copies of the required materials as specified in Section 11.4(B), below, to the Zoning Official.
- B. Submittal Requirements. All private road applications shall include the following plans and documents, and shall comply with the following application requirements:
 1. Completed and signed application form. The application for approval of a private road shall be accompanied by a completed and signed application form; however, private roads proposed as part of a site plan or planned unit development (pursuant to Articles 12 or 14, respectively) shall not require a separate application. The application shall be signed by the applicant or agent thereof (in which case, it shall be accompanied by documentation that the person making the application is authorized to act on behalf of the applicant, and shall represent that the applicant is making the application on behalf of all persons having an interest in the proposed private road area, including mortgage holders and land contract vendors. The application shall be signed by all persons with legal or equitable title to any lot to be served by the private road.
 2. Private road plan. The private road plan shall be drawn and sealed by a professional engineer or land surveyor ~~licensed~~registered in the State of Michigan. The scale shall not be less than one inch equals 50 feet. The following information shall be provided on the plan:
 - a. A legal description of each lot to be served by the private road, a legal description of the private road easement, and the names and addresses of all persons or parties owning an interest in the title to the lots and the private road easement, including mortgage holders and land contract vendors.
 - b. A survey drawing describing the outline of the proposed private road easement with the dimensions and bearings thereof.
 - c. The proposed road name.
 - d. A topographical survey, shown in one-foot contour intervals, of the proposed private road easement and all adjacent land within one hundred (100) feet of the proposed private road easement; or within such greater area as may be necessary, in the judgment of the Township Engineer, to determine what construction methods will be adequate to ensure proper drainage, detention or retention of storm water.

- e. A description of the natural features, including soils, wetlands, trees in excess of eight (8) inches in diameter, streams, watercourses, lakes, ponds and existing drains within the proposed private road easement, and within one hundred (100) feet of the proposed private road easement, or within such greater area as may be necessary, in the judgment of the Township Engineer, to determine what drainage and construction methods will be adequate.
 - f. The location of existing structures on properties within 100 feet of the proposed private road easement.
 - g. Plan and profile drawings and cross-sections clearly detailing all materials, grades, and dimensions of improvements proposed within the private road easement, prepared by a civil engineer ~~licensed~~registered in the State of Michigan, and bearing the seal of the same. These plans and drawings shall include the finish floor elevations of any existing or proposed buildings, as well as the dimensions of proposed driveway culverts, if necessary.
 - h. Details and calculations of proposed road drainage, and if necessary, proposed stormwater detention or retention systems.
 - i. Location of existing and anticipated utility lines, including, where applicable, electric, telephone, gas, cable television, water and sewer lines.
 - j. Other information deemed necessary by the Township to make the determination required by this Article, including, but not limited to, those items required under Section 12.3(C) for Final Site Plan submittals.
3. Private road easement agreement. A private road easement agreement shall be submitted in a recordable form which meets the minimum standards set forth in Section 11.5 of this Article.
 4. Private road maintenance agreement. A private road maintenance agreement shall be submitted in a recordable form which meets the minimum standards set forth in Section 11.6 of this Article.
 5. Public road agency approval. The location of the proposed private road connection to the existing public roadway shall be approved by the Road Commission for Oakland County (RCOC) or the Michigan Department of Transportation (MDOT), as applicable. Evidence of such RCOC or MDOT approval shall be provided in the application submittal, in the form of an approved application for a permit from the

appropriate road agency. This requirement shall not be construed to necessitate construction permit approval by these agencies prior to Township approval of the private road.

6. Fee. The application shall be accompanied by an application fee as established by resolution of the Township Board.

C. Procedures.

1. Consultant Review. Upon receipt, the Zoning Official shall forward the private road application and related plans and materials to the Township Planner, Township Engineer, Township Attorney, Fire Department and any other appropriate departments or persons for review. Such review shall consider compliance with this Article, sound planning and engineering principles and any other applicable ordinances. The Township Attorney shall review all private road easement and maintenance agreements. All reviews and recommendations shall be forwarded in writing to the Planning Commission.
2. Planning Commission Review and Determination. The Planning Commission shall review all private road applications, plans and other required materials, along with all consultant reviews and recommendations, and either approve, approve with conditions, postpone or deny the proposed private road. The Planning Commission shall consider compliance with this Article, the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended, and any other applicable ordinances. The Planning Commission may postpone action on any application which does not contain all of the information required under Section 11.4(B). In the case of a private road proposed as part of a site plan or planned unit development (pursuant to Articles 12 or 14, respectively) the Planning Commission may take action on both the site plan or PUD and the private road component simultaneously.
3. Recording of Easement and Maintenance Agreement. Upon approval by the Planning Commission, the approved private road easement agreement and maintenance agreement shall be recorded by the applicant at the office of the Oakland County Register of Deeds, and proof of such recording shall be submitted to the Township before construction may commence.
4. Conformance with Land Improvement Ordinance (No. 108A). Following approval of the private road by the Planning Commission and recording of the easement and maintenance agreement, all relevant provisions of the Charter Township of Oxford Land

Improvement Ordinance (No. 108A) shall be complied with before construction may commence.

- D. Expiration of Approval. If construction has not commenced within 12 months of Planning Commission approval of the proposed private road, or if construction has not been substantially completed within 12 months after issuance of a Construction Permit, the private road approval shall become null and void, and a new application shall be required. Prior to the expiration of said private road approval, the applicant may apply in writing to the Planning Commission for an extension of a private road approval of up to twelve (12) months. The Planning Commission may grant an extension if it finds that the approved site plan adequately represents current conditions and conforms to current ordinance standards. The Township Board may levy upon the performance guarantee deposited by the applicant pursuant to the Land Improvement Ordinance (No. 108A) and complete the private road at the Applicant's complete and sole expense. Any outstanding costs over and above the amount of surety to complete construction of a private road due to the Applicant's actions shall become a lien on the land of all the lots served by the private road. Upon payment of the outstanding costs, the Township shall discharge all liens.

11.5 Private Road Easement Agreements. A private road easement agreement in recordable form shall be required for all private roads. Such agreement shall meet the following minimum requirements:

- A. Legal description. A detailed legal description of the private road easement shall be submitted with the private road permit application.
- B. Dedication. The Private Road Easement Agreement shall specify those adjoining properties which are entitled to be accessed via the private road. If a parcel adjoining said private road easement is not to be served by said right-of-way, then the Private Road Easement Agreement shall specifically provide for that exclusion, and said adjoining property owner shall not share in the ownership of the right-of-way.
- C. Emergency and public vehicle access. The easement shall provide for unrestricted access for emergency and public vehicles used in performance of necessary public services.
- D. Stormwater management easements. The Private Road Easement Agreement shall include all easements necessary to permit the operation and maintenance of necessary stormwater management facilities.

- E. Public utility easements. The Private Road Easement Agreement shall include an easement granted to the Charter Township of Oxford for the purposes of constructing, operating, inspecting, maintaining, repairing, altering, replacing, and/or removing pipelines, mains, conduits and other installations of a similar character for the purpose of providing public utilities, including conveyance of sewage, water and storm water runoff across, through and under the property subject to said easement, and excavating and refilling ditches and trenches necessary for the location of said structures.
- F. Noninterference. The terms of the easement agreement shall prohibit any property owner served by the road from restricting or interfering with the normal ingress and egress of other property owners, their families, guests, invitees, trades people and other persons traveling to or leaving any of the properties served by the private road.
- G. Future connections. The terms of the easement agreement shall provide that the Township may require that future abutting private roads or public roads shall be connected to the existing private road.
- H. Setback from existing structures. New private road easements shall be located to provide a sufficient distance from all existing conforming structures and legally nonconforming structures so that such structures comply with the front yard setback requirements for the zoning district in which they are located.

11.6 Private Road Maintenance Agreements. Continued maintenance of private roads and road drainage facilities shall be the responsibility of the property owners served by such roads. Prior to issuance of construction permits for the private road, such property owners shall enter into a legally-binding private road maintenance agreement, which shall contain the following:

- A. Maintenance costs. The private road maintenance agreement shall acknowledge that the road surface and easement area are privately owned, and therefore, all construction and improvements within the easement will be contracted and paid for by the signatories to the agreement or their successors or assigns.
- B. Method of apportioning maintenance costs. The Private Road Maintenance Agreement shall describe the method by which maintenance costs and costs of improvements will be apportioned among those properties accessing the private road.

- C. **Assessment.** The private road maintenance agreement shall contain a provision to permit the Township Board to authorize the repair and/or maintenance of any private road which is not being maintained adequately to permit safe access by users and emergency vehicles, and to assess the cost of such repair and/or maintenance, including the costs of engineering and administration, to the signatories to the private road maintenance agreement on an equitable basis. The decision to authorize repair or maintenance of a private road shall be at the Township Board's sole discretion.
- D. **Township not responsible.** The provisions of the private road maintenance agreement shall in no way be construed to obligate the Township to perform regular inspections of the easement area, or to provide necessary repairs or maintenance.
- E. **Maintenance needs.** The private road maintenance agreement shall acknowledge the responsibility of the signatories to such agreement to maintain the surface grading and resurfacing at regular intervals; snow and ice removal; repair of potholes; maintenance of road drainage and stormwater management systems; maintenance of unobstructed vision at any intersection with another private road or a public road; annual dust control; and regular cutting of weeds and grass within the easement.
- F. **Continuing obligation.** The private road maintenance agreement shall specify that the obligation to maintain the easement shall be an obligation running with the land to be served by the private road, and shall be binding upon the owners of such land and their heirs, successors and assigns.

~~11.7 Existing Nonconforming Roads. The issuance of building permits for the construction of new single-family residences, or building permits for any other type of use (other than single-family residential), on a lot or parcel served by an existing private road that does not comply with the standards of this Article or the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended, shall be prohibited.~~

11.811.7 Extension of Existing Private Roads. Where an existing private road is proposed to be extended, such extension shall be approved only if the existing private road is brought up to the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. Further, the applicant for such an extension shall obtain written consent from all parties having either an ownership interest in the existing private road easement, or a right to access their property therefrom. Evidence of such written consent shall be submitted to the Building Department in addition to those items required under Section 11.4(B). Such consent shall provide:

- A. That the consenting party consents to the extension of the roadway pursuant to the application; and,
- B. That the consenting party consents to the following:
 - 1. Upgrading of the existing roadway to the standards set forth herein;
 - 2. Entering into any private road maintenance agreements required for the extended private road;
 - 3. Deeding such easements or rights-of-way as are necessary to upgrade said road, where applicable.

The Zoning Board of Appeals shall not vary this requirement.

11.911.8 Variances and Appeals. Variances from the provisions of this Article, or appeals from decisions rendered pursuant to this Article, may be sought from the Zoning Board of Appeals pursuant to Article 17.

11.1011.9 Fees. The Township Board shall determine a fee schedule for private road applications. The amount of such fee shall take into account the cost of the review, including any consultant reviews, required in this Article.

[End of Article 11.]

Article 11

Private Roads

11.1 Intent. This Article is intended to protect and promote the public health, safety, comfort, convenience and general welfare of the Charter Township of Oxford by regulating the location and design of private roads and establishing minimum standards and specifications for the construction of private roads. Such regulations and minimum standards are necessary to ensure that private roads remain passable in all weather conditions and are adequate to provide safe, year-round access by fire, police, maintenance and other public and emergency vehicles. Such regulations and minimum standards are also necessary to ensure proper layout and design of roads in order to form a functional street transportation network; promote and coordinate effective and energy efficient development; and prevent duplication of roads.

11.2 General Requirements.

- A. Private roads shall not be constructed, altered, paved, improved, relocated, widened or maintained in the Charter Township of Oxford except in conformance with this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- B. Subject to the terms and exceptions set forth in Section 16.3 of this Ordinance with regard to zoning compliance permits, any lot or parcel vacant at the effective date of this Ordinance provision shall not be used, nor may any use of a lot or parcel without a structure existing at the effective date of this Ordinance provision be changed to any other use, unless the lot or parcel has frontage, as required under Section 8.1 of this Ordinance, on either a public road or a private road approved and constructed in accordance with the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- C. Building permits shall not be issued by the Charter Township of Oxford unless the proposed building, structure or improvement requiring building permit approval is located on a lot or parcel having the required frontage on either a public road or a private road approved and constructed in accordance with the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.

- D. Private roads that create or increase non-conformities on any lot or parcel shall not be approved.
- E. No lot or parcel of land shall be sold or otherwise conveyed within the Charter Township of Oxford unless said lot or parcel fronts upon either a public road or a private road meeting the standards of this Article and the requirements of Section 8.1 of this Ordinance, or unless said land contract, deed or other document conveying the lot or parcel contains the following language:

“In accordance with Zoning Ordinance No. 67A, as amended, of the Charter Township of Oxford (“Zoning Ordinance”), this lot/parcel is not a buildable site and, in addition, shall not be used except for agricultural uses (if vacant at the time of conveyance) nor may any existing use be changed (except for agricultural uses) for the reason that said lot/parcel does not have required frontage on an acceptable ingress and egress in accordance with standards as set forth in the Zoning Ordinance.”

11.3 Design and Construction Standards. Private roads shall conform to the following design and construction standards, as well as those contained in the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.

- A. **Easement Width.** Private road easements shall be no less than sixty (60) feet in width, with the exception of those intended to serve industrial properties, which shall be no less than seventy (70) feet in width. Private road easements may be less than sixty (60) feet in width only where necessary to extend an existing road right-of-way over an existing non-conforming drive or road for the purpose of providing legal road frontage access to one or more existing or proposed lots. The width of the easement shall match the abutting existing right-of-way easement on the existing non-conforming road. In this sole instance, the requirements of Section 11.3.D.2 and 3 shall not be applicable. Where a cul-de-sac turnaround is provided, the private road easement shall be no less than sixty (60) feet in radius, except in the case of those intending to serve industrial properties, which shall be no less than eighty (80) feet in radius.
- B. **Road Length.** Dead end private roads shall not exceed 1,000 feet in length, measured from the right-of-way or easement line of the intersecting road to the center of the cul-de-sac turn-around. Measurement of length shall be made down the centerline of the private road.
- C. **Connection to Public Roads.**
 - 1. The connection between private roads and adjacent public roads shall be designed and constructed in accordance with standards of the Road Commission for Oakland County (RCOC) or the Michigan

Department of Transportation (MDOT), as applicable. Evidence of RCOC or MDOT approval shall be provided prior to Planning Commission approval.

2. Roads serving more than 20 lots or units shall have two connections to an adjacent public or private roadway.

D. Roadway Surfacing.

1. With the exception of item 2., below, all private roads in the Charter Township of Oxford shall be paved with either asphalt or concrete.
2. Notwithstanding item 1., above, private roads serving ten (10) or fewer single-family residential lots or parcels may be surfaced with aggregate, provided that all lots or parcels served have a net lot area of no less than two and one-half (2.5) acres. As a condition of approving an aggregate private road, it shall be required that deed restrictions be recorded for all properties serviced by the private road, indicating the following:
 - a. Any parcels accessed by the aggregate private road having less than two and one-half (2.5) acres in net lot area shall be deemed unbuildable;
 - b. Following development of the first ten (10) parcels accessed by the aggregate private road, all subsequent parcels shall be deemed unbuildable;
 - c. The property may only be used for single-family residential uses.
3. The required width of road surfacing shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. Adequate width of road surfacing shall be provided to accommodate on-street parking, where proposed.
4. The proposed roadway shall be centered within the private road easement.

- E. Turn-arounds. All dead-end private roads shall end in a cul-de-sac turn-around having a minimum radius as specified in the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. This requirement may be waived or modified by the Planning Commission in the case of private roads having a boulevard cross-section and/or one (1) travel lane in each direction, and where it can be demonstrated to the satisfaction of the Township Engineer and Fire Chief that safe and efficient circulation will be maintained.

- F. Intersections. Intersections between private roads shall be as close to ninety (90) degrees as possible, but no less than eighty (80) degrees nor greater than one hundred (100) degrees.
- G. Sight Distance. Sight distances on horizontal and vertical curves and at intersections shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
- H. Grading and Drainage
 - 1. Road grades shall be in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
 - 2. Private roads shall be adequately drained so as to prevent flooding and erosion of the roadway and to maintain a safe, passable condition, in accordance with the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended.
 - 3. Curb and gutter shall be required for private roads serving single-family residential lots with lot widths of less than 120 feet. Private roads serving multiple-family residential and non-residential development shall also require curb and gutter. As a condition of approving a private road without curb and gutter, it shall be required that deed restrictions be recorded for all properties serviced by the private road, indicating that, should single-family lots having widths of less than 120 feet be accessed via the private road, the installation of curb and gutter shall be required.
- I. Road Names and Signage.
 - 1. Road names shall not be permitted which might cause confusion with names of existing roads in or near the Township. Roads that will serve as continuations of existing roads shall be called by the same names as such existing roads. All names shall be approved by the Charter Township of Oxford Fire Chief and the Road Commission for Oakland County.
 - 2. Where a private road intersects or connects to a public roadway, name signage shall be erected by the Road Commission for Oakland County, at the applicant's expense.

11.4 Review and Approval Process.

- A. Filing of Application. To initiate review of a proposed private road, the applicant shall submit sufficient copies of the required materials as specified in Section 11.4(B), below, to the Zoning Official.
- B. Submittal Requirements. All private road applications shall include the following plans and documents, and shall comply with the following application requirements:
 - 1. Completed and signed application form. The application for approval of a private road shall be accompanied by a completed and signed application form; however, private roads proposed as part of a site plan or planned unit development (pursuant to Articles 12 or 14, respectively) shall not require a separate application. The application shall be signed by the applicant or agent thereof, in which case, it shall be accompanied by documentation that the person making the application is authorized to act on behalf of the applicant, and shall represent that the applicant is making the application on behalf of all persons having an interest in the proposed private road area, including mortgage holders and land contract vendors. The application shall be signed by all persons with legal or equitable title to any lot to be served by the private road.
 - 2. Private road plan. The private road plan shall be drawn and sealed by a professional engineer or land surveyor licensed in the State of Michigan. The scale shall not be less than one inch equals 50 feet. The following information shall be provided on the plan:
 - a. A legal description of each lot to be served by the private road, a legal description of the private road easement, and the names and addresses of all persons or parties owning an interest in the title to the lots and the private road easement, including mortgage holders and land contract vendors.
 - b. A survey drawing describing the outline of the proposed private road easement with the dimensions and bearings thereof.
 - c. The proposed road name.
 - d. A topographical survey, shown in one-foot contour intervals, of the proposed private road easement and all adjacent land within one hundred (100) feet of the proposed private road easement; or within such greater area as may be necessary, in the judgment of the Township Engineer, to determine what construction methods will be adequate to ensure proper drainage, detention or retention of storm water.

- e. A description of the natural features, including soils, wetlands, trees in excess of eight (8) inches in diameter, streams, watercourses, lakes, ponds and existing drains within the proposed private road easement, and within one hundred (100) feet of the proposed private road easement, or within such greater area as may be necessary, in the judgment of the Township Engineer, to determine what drainage and construction methods will be adequate.
 - f. The location of existing structures on properties within 100 feet of the proposed private road easement.
 - g. Plan and profile drawings and cross-sections clearly detailing all materials, grades, and dimensions of improvements proposed within the private road easement, prepared by a civil engineer licensed in the State of Michigan, and bearing the seal of the same. These plans and drawings shall include the finish floor elevations of any existing or proposed buildings, as well as the dimensions of proposed driveway culverts, if necessary.
 - h. Details and calculations of proposed road drainage, and if necessary, proposed stormwater detention or retention systems.
 - i. Location of existing and anticipated utility lines, including, where applicable, electric, telephone, gas, cable television, water and sewer lines.
 - j. Other information deemed necessary by the Township to make the determination required by this Article, including, but not limited to, those items required under Section 12.3(C) for Final Site Plan submittals.
- 3. Private road easement agreement. A private road easement agreement shall be submitted in a recordable form which meets the minimum standards set forth in Section 11.5 of this Article.
 - 4. Private road maintenance agreement. A private road maintenance agreement shall be submitted in a recordable form which meets the minimum standards set forth in Section 11.6 of this Article.
 - 5. Public road agency approval. The location of the proposed private road connection to the existing public roadway shall be approved by the Road Commission for Oakland County (RCOC) or the Michigan Department of Transportation (MDOT), as applicable. Evidence of such RCOC or MDOT approval shall be provided in the application submittal, in the form of an approved application for a permit from the

appropriate road agency. This requirement shall not be construed to necessitate construction permit approval by these agencies prior to Township approval of the private road.

6. Fee. The application shall be accompanied by an application fee as established by resolution of the Township Board.

C. Procedures.

1. Consultant Review. Upon receipt, the Zoning Official shall forward the private road application and related plans and materials to the Township Planner, Township Engineer, Township Attorney, Fire Department and any other appropriate departments or persons for review. Such review shall consider compliance with this Article, sound planning and engineering principles and any other applicable ordinances. The Township Attorney shall review all private road easement and maintenance agreements. All reviews and recommendations shall be forwarded in writing to the Planning Commission.
2. Planning Commission Review and Determination. The Planning Commission shall review all private road applications, plans and other required materials, along with all consultant reviews and recommendations, and either approve, approve with conditions, postpone or deny the proposed private road. The Planning Commission shall consider compliance with this Article, the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended, and any other applicable ordinances. The Planning Commission may postpone action on any application which does not contain all of the information required under Section 11.4(B). In the case of a private road proposed as part of a site plan or planned unit development (pursuant to Articles 12 or 14, respectively) the Planning Commission may take action on both the site plan or PUD and the private road component simultaneously.
3. Recording of Easement and Maintenance Agreement. Upon approval by the Planning Commission, the approved private road easement agreement and maintenance agreement shall be recorded by the applicant at the office of the Oakland County Register of Deeds, and proof of such recording shall be submitted to the Township before construction may commence.
4. Conformance with Land Improvement Ordinance (No. 108A). Following approval of the private road by the Planning Commission and recording of the easement and maintenance agreement, all relevant provisions of the Charter Township of Oxford Land

Improvement Ordinance (No. 108A) shall be complied with before construction may commence.

- D. Expiration of Approval. If construction has not commenced within 12 months of Planning Commission approval of the proposed private road, or if construction has not been substantially completed within 12 months after issuance of a Construction Permit, the private road approval shall become null and void, and a new application shall be required. Prior to the expiration of said private road approval, the applicant may apply in writing to the Planning Commission for an extension of a private road approval of up to twelve (12) months. The Planning Commission may grant an extension if it finds that the approved site plan adequately represents current conditions and conforms to current ordinance standards. The Township Board may levy upon the performance guarantee deposited by the applicant pursuant to the Land Improvement Ordinance (No. 108A) and complete the private road at the Applicant's complete and sole expense. Any outstanding costs over and above the amount of surety to complete construction of a private road due to the Applicant's actions shall become a lien on the land of all the lots served by the private road. Upon payment of the outstanding costs, the Township shall discharge all liens.

11.5 Private Road Easement Agreements. A private road easement agreement in recordable form shall be required for all private roads. Such agreement shall meet the following minimum requirements:

- A. Legal description. A detailed legal description of the private road easement shall be submitted with the private road permit application.
- B. Dedication. The Private Road Easement Agreement shall specify those adjoining properties which are entitled to be accessed via the private road. If a parcel adjoining said private road easement is not to be served by said right-of-way, then the Private Road Easement Agreement shall specifically provide for that exclusion, and said adjoining property owner shall not share in the ownership of the right-of-way.
- C. Emergency and public vehicle access. The easement shall provide for unrestricted access for emergency and public vehicles used in performance of necessary public services.
- D. Stormwater management easements. The Private Road Easement Agreement shall include all easements necessary to permit the operation and maintenance of necessary stormwater management facilities.

- E. Public utility easements. The Private Road Easement Agreement shall include an easement granted to the Charter Township of Oxford for the purposes of constructing, operating, inspecting, maintaining, repairing, altering, replacing, and/or removing pipelines, mains, conduits and other installations of a similar character for the purpose of providing public utilities, including conveyance of sewage, water and storm water runoff across, through and under the property subject to said easement, and excavating and refilling ditches and trenches necessary for the location of said structures.
- F. Noninterference. The terms of the easement agreement shall prohibit any property owner served by the road from restricting or interfering with the normal ingress and egress of other property owners, their families, guests, invitees, trades people and other persons traveling to or leaving any of the properties served by the private road.
- G. Future connections. The terms of the easement agreement shall provide that the Township may require that future abutting private roads or public roads shall be connected to the existing private road.
- H. Setback from existing structures. New private road easements shall be located to provide a sufficient distance from all existing conforming structures and legally nonconforming structures so that such structures comply with the front yard setback requirements for the zoning district in which they are located.

11.6 Private Road Maintenance Agreements. Continued maintenance of private roads and road drainage facilities shall be the responsibility of the property owners served by such roads. Prior to issuance of construction permits for the private road, such property owners shall enter into a legally-binding private road maintenance agreement, which shall contain the following:

- A. Maintenance costs. The private road maintenance agreement shall acknowledge that the road surface and easement area are privately owned, and therefore, all construction and improvements within the easement will be contracted and paid for by the signatories to the agreement or their successors or assigns.
- B. Method of apportioning maintenance costs. The Private Road Maintenance Agreement shall describe the method by which maintenance costs and costs of improvements will be apportioned among those properties accessing the private road.

- C. **Assessment.** The private road maintenance agreement shall contain a provision to permit the Township Board to authorize the repair and/or maintenance of any private road which is not being maintained adequately to permit safe access by users and emergency vehicles, and to assess the cost of such repair and/or maintenance, including the costs of engineering and administration, to the signatories to the private road maintenance agreement on an equitable basis. The decision to authorize repair or maintenance of a private road shall be at the Township Board's sole discretion.
- D. **Township not responsible.** The provisions of the private road maintenance agreement shall in no way be construed to obligate the Township to perform regular inspections of the easement area, or to provide necessary repairs or maintenance.
- E. **Maintenance needs.** The private road maintenance agreement shall acknowledge the responsibility of the signatories to such agreement to maintain the surface grading and resurfacing at regular intervals; snow and ice removal; repair of potholes; maintenance of road drainage and stormwater management systems; maintenance of unobstructed vision at any intersection with another private road or a public road; annual dust control; and regular cutting of weeds and grass within the easement.
- F. **Continuing obligation.** The private road maintenance agreement shall specify that the obligation to maintain the easement shall be an obligation running with the land to be served by the private road, and shall be binding upon the owners of such land and their heirs, successors and assigns.

11.7 Extension of Existing Private Roads. Where an existing private road is proposed to be extended, such extension shall be approved only if the existing private road is brought up to the standards of this Article and the Engineering Design Standards Ordinance set forth in Chapter 42, Article IV of the Oxford Charter Township Code, as amended. Further, the applicant for such an extension shall obtain written consent from all parties having either an ownership interest in the existing private road easement, or a right to access their property therefrom. Evidence of such written consent shall be submitted to the Building Department in addition to those items required under Section 11.4(B). Such consent shall provide:

- A. That the consenting party consents to the extension of the roadway pursuant to the application; and,
- B. That the consenting party consents to the following:
 - 1. Upgrading of the existing roadway to the standards set forth herein;
 - 2. Entering into any private road maintenance agreements required for the extended private road;

3. Deeding such easements or rights-of-way as are necessary to upgrade said road, where applicable.

The Zoning Board of Appeals shall not vary this requirement.

11.8 Variances and Appeals. Variances from the provisions of this Article, or appeals from decisions rendered pursuant to this Article, may be sought from the Zoning Board of Appeals pursuant to Article 17.

11.9 Fees. The Township Board shall determine a fee schedule for private road applications. The amount of such fee shall take into account the cost of the review, including any consultant reviews, required in this Article.

[End of Article 11.]

**CHARTER TOWNSHIP OF OXFORD
PLANNING COMMISSION
NOTICE OF PUBLIC HEARING**

Thursday, July 24, 2025 at 6:30 pm

Notice is hereby given that, under the provisions of the Charter Township of Oxford Zoning Ordinance and the Michigan Zoning Enabling Act, the Charter Township of Oxford Planning Commission will conduct a public hearing at **Charter Township of Oxford Meeting Room at 300 Dunlap Rd., Oxford, MI 48371.**

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 setback and lot coverage requirements for structures on industrial properties.

Documents related to the public hearing will be available for inspection at the Township Building Department, during normal business hours (9:00 am - 4:00 pm Monday through Thursday, excluding holidays).

Members of the public are welcome to attend the public meeting in person or by counsel to express views on the petition. Written comments should be addressed to Korey Bailey, Commission Chair, 300 Dunlap Rd., Oxford, MI 48731-0003, or may be sent by email to Tim London, tlondon@oxfordtownship.org. All correspondence must be received by 12:00 (noon) on July 16, 2025.

The Planning Commission 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, to individuals with disabilities at the meeting upon seven days' notice to the Planning Commission. Individuals with disabilities requiring auxiliary aids or services should contact Curtis W. Wright, Township Clerk at (248) 628-9787 extension 108, as soon as possible to allow the Township sufficient time to have available the aids and services.

Publication: Oxford Leader

Text Amendment DRAFT July 15th, 2025

District	Minimum Lot Area ^{A, B}	Min. Lot Width ^{C, D}	Minimum Yard Setback ^E			Maximum Bldg. Height ^{F, G}		Maximum Lot Coverage ^H	Additional Regulations
			Front ^{I, J}	Side ^J	Rear	Feet	Stories		
AG, Agriculture	20 acres	600 ft.	50 ft.	60 ft.	75 ft.	35 ft. ^K	2½	10%	See §3.8(A)
SF-3, Suburban Farms	10 acres	330 ft.	50 ft.	50 ft.	60 ft.	35 ft.	2½	15%	See §3.8(A)
SF-2, Suburban Farms	5 acres	300 ft.	40 ft.	50 ft.	50 ft.	35 ft.	2½	15%	See §3.8(A)
SF-1, Suburban Farms	2.5 acres	200 ft.	40 ft.	50 ft.	50 ft.	35 ft.	2½	20%	See §3.8(A)
R-3, Single-Family Residential	1 acre	150 ft.	35 ft.	15 ft.	30 ft.	35 ft.	2½	25%	See §3.8(A)
R-2, Single-Family Residential	25,000 s.f.	120 ft.	30 ft.	12.5 ft.	25 ft.	35 ft.	2½	30%	See §3.8(A)
R-1, Single-Family Residential	12,000 s.f.	80 ft.	25 ft.	10 ft. ^N	20 ft.	35 ft.	2½	35%	See §3.8(A)
R-1A, Single-Family Residential	6,000 s.f.	60 ft.	25 ft.	7.5 ft. ^N	20 ft.	35 ft.	2½	40%	See §3.8(A)
RM, Multiple-Family Residential	See §3.8(B)	200 ft.	35 ft.	20 ft.	40 ft.	45 ft. ^L	3	40%	See §3.8(B)
MHC, Manufactured Housing Community	<u>10 acres</u>	330 ft.	40 ft.	20 ft.	35 ft.	25 ft. ^L	2	35%	See §3.8(C)
C-1, Local Commercial	10,000 s.f.	100 ft.	35 ft.	20 ft. ^M	25 ft.	35 ft.	2	30%	–
C-2, General Commercial	1 acre	150 ft.	35 ft.	30 ft. ^M	30 ft.	35 ft.	2	30%	–
O, Office	10,000 s.f.	100 ft.	35 ft.	20 ft.	25 ft.	45 ft.	3	30%	–
RO, Research Office	1 acre	150 ft.	50 ft.	25 ft.	50 ft.	40 ft.	2	30%	
I-1, Light Industrial	1 acre	150 ft.	40 50 ft.	25 ft.	35 50 ft. ^O	40 ft.	2	50 35%	–
I-2, General Industrial	2 acres	200 ft.	50 75 ft.	40 50 ft.	50 75 ft. ^O	50 ft.	2	60 40%	–
R, Recreation	5 acres	330 ft.	50 ft.	50 ft.	50 ft.	35 ft.	2½	10%	
PQP, Public/Quasi-Public	-	-	35 ft.	20 ft.	20 ft.	45 ft.	3	40%	-
G, Gravel and Sand Overlay	See §5.25								

O. Exceptions for Industrial buildings when adjacent to Residential Zones. When adjacent to R1-A, R-1, R-2 and R-3 zoning districts, rear setbacks shall be 50 feet for I-1 zoned sites, and 75 feet for I-2 zoned sites.

NEW BUSINESS – DISCUSSION – 11A

Accessory Solar Uses

At their June 12th meeting, the ORC discussed allowing for accessory solar panels on residential, commercial, and industrial properties in the Township. The zoning ordinance currently allows for utility scale principal use renewable energy facilities but does not speak to accessory solar power. While this does not prohibit the use of accessory solar, current accessory structure language does not necessarily account for such proposals. The Township has received interest from residential and commercial property owners on the potential use of solar panels on their property.

Included in this evenings packet is the current version of the proposed text amendments to Article 6 that would provide regulations for accessory solar panel use and placement per zoning district. The ORC will utilize the Planning Commissions feedback to assess next steps with the draft language.

ARTICLE 6

GENERAL PROVISIONS

6.1 Application. The provisions of this Article shall be applicable to all zoning districts unless otherwise specified in this Article.

6.2 Accessory Buildings and Structures.

A. Use of Accessory Buildings and Structures. Attached and detached accessory buildings and structures in residential districts shall not be used as dwelling units or for the conduct of any business, profession, trade or occupation, except permitted home occupations pursuant to Section 6.10 Home Occupations. Such accessory buildings and structures shall not be used as storage that is offered for rent.

B. Timing of Construction. No accessory building or structure shall be constructed or established on a parcel unless there is a principal building, structure or use being constructed or already established on the same parcel of land, unless otherwise approved by the Zoning Board of Appeals. The Board of Appeals shall require that a cash performance guarantee be posted to insure completion of the main building, as a condition of approval for prior construction of an accessory building.

C. Attached Accessory Buildings and Structures. Accessory buildings or structures which are attached to the principal building shall be considered a part of the principal building for the purposes of determining conformance with area, setback, height, and lot coverage requirements. Attached garages shall be considered part of the principal building and shall be calculated toward the square footage of the primary structure with a common total area of 576 s.f. (two car) or 288 s.f. (single-car).

D. Detached Accessory Buildings and Structures

1. Setbacks. Detached accessory buildings and structures shall comply with the following setback requirements:

a. Front Yard Setback. Accessory buildings and structures shall comply with the front yard setback requirements established under Section 3.7. Accessory buildings on corner lots shall maintain the specified front setback from both streets, as required for main buildings in the same zoning district.

b. Side Yard Setback. Accessory buildings and structures shall comply with the side yard setback requirements established under Section 3.7.

- c. **Rear Yard Setback.** Accessory buildings and structures in the R-1A, R-1, R-2 and R-3 zoning districts shall be setback from the rear property line by a distance of at least ten (10) feet or the height of the accessory building or structure, whichever is greater. Accessory buildings and structures in all other zones shall be located no closer than $\frac{1}{2}$ of the rear yard setback requirement for the district in which they are located, as established under Section 3.7.
 2. **Distance Between Buildings.** Detached accessory buildings shall be located at least ten (10) feet from any building on the site.
 3. **Height.** Accessory buildings and structures in the R-1A, R-1, R-2 and R-3 zoning districts shall not exceed fifteen (15) feet in height. Accessory buildings and structures in all other zones shall comply with the maximum building height requirement for the district in which they are located, as established under Section 3.7.
 4. **Lot Coverage.** Accessory buildings and structures shall be included in computations to determine compliance with maximum lot coverage standards established under Section 3.7.
- E. **Location in Proximity to Easements or Rights-of-Way.** Accessory buildings and structures shall not be located within a dedicated easement or right-of-way.
- F. **Area in Relation to Principal Building.** The total floor area of all detached accessory buildings in R-1A, R-1, R-2 and R-3 zoning districts shall not exceed the total floor area of the principal building on the same lot.
- G. **Appearance.** No attached or detached residential accessory building shall have exposed or uncovered cement block walls, tarpaper, plywood sheathing, or similar materials. All exposed walls shall have a finished appearance by the application of face brick, wood, aluminum or composition siding, or similar materials approved by the Zoning Administrator.
- H. **Non-Residential Features.** In order to maintain the residential character of attached and detached accessory buildings located in the R-1A, R-1, R-2 and R-3 zoning districts, overhead or similar doors greater than nine (9) feet in height, and similar non-residential equipment and features, shall not be permitted on the side of the accessory building facing the front lot line.
- I. **Swimming Pools.** Private swimming pools shall be considered as accessory structures and are subject to the following:
 1. Private swimming pools shall not be permitted in the front yard.

2. All design and construction standards contained in the Michigan Residential Code related to private swimming pools shall be adhered to.
- J. Accessory Solar Structures. Ground or rooftop mounter solar panels shall be permitted subject to the following:
1. Rooftop solar panels shall be permitted in all zoning districts and shall conform to the height requirements for each district and conform to all building code requirements.
 2. Ground mounted solar panels shall be permitted in all zoning districts except R1-A, R-1, R-2, R-3, and RM developments with single family attached units. Ground mounted solar panels shall conform to the following:
 - a. Front Yard Setback. Ground mounted solar panels shall comply with the front yard setback requirements established under Section 3.7. Accessory buildings on corner lots shall maintain the specified front setback from both streets, as required for main buildings in the same zoning district.
 - b. Side Yard Setback. Ground mounted solar panels shall comply with the side yard setback requirements established under Section 3.7.
 - c. Rear Yard Setback. Ground mounted solar panels shall comply with the rear yard setback requirements established under Section 3.7.
 - d. Distance Between Buildings. Ground mounted accessory solar panels shall be located at least ten (10) feet from any building on the site.
 - e. Height. Ground mounted solar panels shall not exceed fifteen (15) feet in height at maximum tilt.
 - f. Lot Coverage. Ground mounted solar panels shall be included in computations to determine compliance with maximum lot coverage standards established under Section 3.7.
 - g. Location in Proximity to Easements or Rights-of-Way. Ground mounted solar panels shall not be located within a dedicated easement or right-of-way.

- h. Glare. Ground mounted solar accessory energy systems must be placed and oriented such that concentrated solar radiation or glare does not project onto roadways and nearby properties.
- i. Drainage and Stormwater. Ground mounted solar panels shall not increase stormwater runoff onto adjacent properties.
- j. Noise. Ground mounted solar panels must conform to the noise regulations per the zoning standards set forth in Section 10.1 J1.
- k. Code Compliance. All ground mounted solar panels and associated structures shall be designed, erected, and installed in accordance with all applicable provisions of the Building Code, all applicable state and federal regulations, and industry standards as referenced in the Building Code and the Oxford Township Zoning Ordinance.

NEW BUSINESS DISCUSSION – 11B

Mixed Use Considerations

- Development would be desired along or near M24 per ground floor retail and/or office space demand.
- Layouts are typically designed for reduced setbacks or no setbacks.
- Styles include horizontal (multiple standalone buildings on the same site) or vertical (one building housing multiple uses).
- Vertical mixed-use developments typically require at least three stores, if not more to be financially viable. This is directly related to rents per square foot for the different uses as well as fire code and elevator requirements that affect the cost of construction. Current height regulations in commercial and office districts are 35 feet / 2 stories (C1/C2) and 45 feet / 3 stories (O). The ORC was comfortable in allowing up to 4 stories specifically for mixed use developments.
- Almost all mixed-use developments contain a dense “for rent” residential component (approximately 750-1,500 sq ft units) similar to what you would see in the RM district.
- Parking count and placement requirements would need to be reviewed to ensure sites could be developed to reflect mixed use character and provide sufficient, but not excessive, parking for all uses.



Oxford Township Project Activity Report – July 2025

Oxford Township Municipal Projects

1. North Area Sanitary Sewer Special Assessment District:
(As Bid Amount - \$3,050,025.60 : Paid to Date - \$2,549,828.90)
 - Sewer installation between Harriett and Dunlap was substantially completed on 11/20/24.
 - Contact to remain open into 2025 until project restoration is approved.

2. Camp Oakland Pump Station:
(As Bid Amount - \$961,768.97 : Paid to Date - \$799,465.32)
 - The major construction work to upgrade the existing pump station is complete.
 - Project is fully functional and was deemed substantially complete on 12/19/24.
 - Contact to remain open into 2025 until restoration items are completed.

3. Brabb-Dewey Sanitary Sewer:
(Estimated Amount - \$2,400,000 : Paid to Date - \$0)
 - Survey and design work related to a proposed sanitary sewer project in the Brabb-Dewey subdivision is complete.
 - **RCOC permit application has been approved.** EGLE permit review in process.
 - Awaiting deposit of grant funds before beginning bidding and construction processes.

4. Willow Lake PRV Project:
(As Bid Amount - \$768,283.00 : Paid to Date - \$0.00)
 - Design work related to an existing Pressure Reducing Valve (PRV) is complete.
 - EGLE and RCOC permits have been approved.
 - Notice to proceed issued to Trojan Development via Township Board approval.
 - Construction anticipated in June 2025.

5. Seymour Lake Water Main Project:
(Authorized Amount - \$70,000.00 : Paid to Date - \$59,850.00)
 - Design for a new 16" water main from Dunlap to Sanders is complete.
 - Permit applications submitted to RCOC and WRC have been approved.
 - Permit application was submitted to EGLE on 3/11. Roughly 4-6 month approval process.
 - Bidding and construction dates to be determined based on permit timing & funding.

6. Seymour Lake Road Safety Path Project (Dunlap – Sanders):
(Authorized Amount - \$21,000.00 : Paid to Date - \$0.00)
 - Survey and engineering design of Seymour Lake Road safety path is complete.
 - Permit applications submitted to RCOC has been approved.
 - **Engineering design of concrete bridge abutments to be completed 7/15.**

7. 2024 Cemetery Paving Project:
(Authorized Amount - \$106,430.94 : Final Payment Amount - \$106,430.94)
 - **All work has been satisfactorily completed and final payment to the contractor has been made.**



8. Sanitary Sewer Master Plan:

(Authorized Amount - \$15,000 : Paid to Date - \$7,500.00)

- Sharpe Engineering is in process of compiling necessary data, preparing maps, and preparing a written report pertaining to the Township's sanitary sewer system.
- Draft report to be presented to W/S Committee in summer 2025.



Oxford Township Project Activity Report – July 2025

Oxford Township Private Development Projects

1. McLaren Urgent Care:
 - Redevelopment of the existing McLaren site with new 2-story, 50k square foot building.
 - Phase 1 & Phase 2 infrastructure has been completed and accepted.
 - Record drawings, final documentation, **and project closeout should be completed this month.**
2. Sanctuary Hills:
 - Residential project consisting of 85 single family homes on south side of E. Drahner.
 - Final site plan was approved by the PC on 12/14/23.
 - Project is currently in the final engineering design and permitting phase.
 - The infrastructure construction has no estimated start date.
3. The Villages and Peninsula of Tullamore:
 - Residential project consisting of 61 single family homes and 105 condominium units located at the northeast corner of E. Drahner and Oxford Lakes Drive.
 - Project received preliminary site plan approval on 4/25/24.
 - Project is currently in the final engineering design and permitting phase.
 - **EGLE wetland revisions have been approved.**
 - **The infrastructure construction has a fall 2025 estimated start date.**
4. Enclaves of Woodbridge – Phase 3:
 - Residential condo project off Market Street consisting of 11 buildings (20 units total).
 - Project has received final site plan, engineering, and all permit approvals.
 - All infrastructure construction and as-builts have been completed.
 - **Project has been satisfactorily completed and building permits can be issued.**
5. Barron Industries:
 - 17,600 SF commercial building expansion on Oakwood Road.
 - Project received final site plan approval at 12/12/24 PC meeting.
 - Engineering plans were approved on 5/19.
 - **Awaiting permits from contractor so pre-construction meeting can be scheduled.**
6. Wellbridge of Oxford:
 - Proposed 90-bed skilled nursing and rehabilitation facility on Drahner Rd near Pontiac Street.
 - Project received preliminary site plan approval from Planning Commission in February.
 - Project is currently in the final engineering design and permitting phase.
7. Camp Oakland Water Main:
 - Design for a new 8” water main extension on Camp Oakland property is complete.
 - **Permit application was submitted to EGLE on 2/19. Roughly 4-6 month approval process.**
 - **Construction date to be determined based on permit timing & funding.**
 - **Water services for 3 existing buildings have been completed by contractor.**



8. Northwest corner of M24 & Drahner (Old Chase Bank):
 - TB approved request to rezone property from O (Office) to C-2 (General Commercial) at the 5/14 meeting.
 - No proposed development documents have been submitted.
9. Southwest corner of Market Street & Waterstone Drive:
 - TB approved request to rezone property from C-1 (Local Commercial) to R-1 (Single Family Residential) at the 6/11 TB meeting.
10. Northwest corner of Market Street & Stony Lake Drive:
 - TB approved request to rezone property from C-1 (Local Commercial) to RM (Multi-Family Residential) at the 6/11 TB meeting.
11. Southwest corner of M24 & Market Street:
 - PC approved request to rezone property from C-1 (Local Commercial) to C-2 (General Commercial) at the 5/8 meeting. 2nd reading of proposed rezoning request scheduled for 7/9 TB meeting.