

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING, THURSDAY, FEBRUARY 11, 2016

A Regular Meeting of the Charter Township of Oxford Planning Commission was held Thursday, February 11, 2016 at the Oxford Township Meeting Room, 300 Dunlap Road, Oxford, MI 48371.

Members Present: Bell, Berger, Roesner, Spisz, Curtis, Young

Members Absent: Hunwick (excused)

Also Present: Lizz Zavolta (2246 N. Oxford Road), Dave Zavolta (2246 N. Oxford Road), Recording Secretary Susan McCullough, and one cameraperson.

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

RESPECTS TO THE FLAG

NOTING OF ROLL

APPROVAL OF THE AGENDA

Commissioner Curtis moved, Commissioner Spisz seconded, to approve the February 11, 2016 agenda, as presented.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried

APPROVAL OF THE MINUTES

Planning Commission Regular Meeting – 01/14/2016

Commissioner Spisz moved, Commissioner Curtis seconded, to set aside approval of the Planning Commission Regular Meeting minutes of January 14, 2016 until the next available meeting when the corrections are completed.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried

Planning Commission Regular Meeting – 01/28/2016

Commissioner Spisz moved, Commissioner Curtis seconded, to approve the Planning Commission Regular Meeting minutes of January 28, 2016 as presented.

Ayes: 5      Nays: 1      Absent: 1

Motion Carried

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

None.

COMMISSIONERS' COMMENTS, COMMENTS FROM ZONING ADMINISTRATOR, COMMENTS & INFORMATION FROM RECORDING SECRETARY

Commissioner Roesner expressed her opinion that she feels the minutes need to specifically state resident and Commissioner comments. She would like to see more details included in the minutes.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR  
MEETING, THURSDAY, FEBRUARY 11, 2016

Commissioner Young will be attending the Oakland County Planning & Zoning Essential Workshop on March 12, 2016. Ms. Roesner will also be attending.

Commissioner Curtis stated that on behalf of Director Ron Davis of the Parks & Recreation Department, the Seymour Celebration will be held on July 7-9, 2016. Sponsorships are needed for various activities. Mr. Davis can be contacted through the website, SeymourCelebration.com, or by contacting Dawn Medici at (248) 628-1720.

Chairman Bell stated that Planning Commission minutes and agendas will no longer be available on the website. They will be available in the Clerk's office. Agendas are also posted at the Township office and at the Village offices. Planning Commission packets will no longer be emailed.

PUBLIC HEARING

**Amendments to Zoning Ordinance 67A regarding Article 17 Zoning Board of Appeals, Section 2(A), Membership**

Commissioner Spisz moved, Commissioner Curtis seconded, to open the Public Hearing at 7:20 p.m.

Ayes: 6      Nays: 0      Absent: 1  
Motion Carried

There being no public comment, Commissioner Spisz moved, Commissioner Curtis seconded, to close the Public Hearing at 7:21 p.m.

Ayes: 6      Nays: 0      Absent: 1  
Motion Carried

UNFINISHED BUSINESS

**Master Plan Update Proposal**

Chairman Bell stated that at the Township Board meeting on February 10, 2016, the Board approved the proposal to begin the Master Plan update in an amount not to exceed \$25,000.00.

**Buildout Plan Proposal**

Chairman Bell stated that at the Township Board meeting on February 10, 2016, the Board unanimously voted against the Buildout Plan Proposal.

NEW BUSINESS

**Amendment to Zoning Ordinance 67A regarding Article 17 Zoning Board of Appeals, Section 2(A), Membership**

Commissioner Curtis moved, Commissioner Berger seconded, to make a recommendation to the Township Board to approve the amendment to Zoning Ordinance 67A, regarding Article 17 of the Zoning Board of Appeals Section 2(A), Membership.

Ayes: 5      Nays: 1      Absent: 1  
Motion Carried

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR MEETING, THURSDAY, FEBRUARY 11, 2016

**Planning Commission By-Laws and Rules of Procedure Amendments**

Commissioner Curtis moved, Commissioner Young seconded, to approve the Planning Commission By-Laws and Rules of Procedure Amendments as presented, with the removal of item "13) Bills" from Section 3.8.1.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried

**Michigan Zoning Guidebook: For Citizens and Local Officials (2<sup>nd</sup> edition) and Michigan Planning Guidebook: For Citizens and Local Officials (2<sup>nd</sup> edition)**

Commissioner Roesner moved, Commissioner Spisz seconded, to recommend buying two sets of the Planning and Michigan Zoning Guidebook and Michigan for Citizens and Local Officials, 2<sup>nd</sup> edition and the Michigan Planning Guidebook for Citizens and Local Officials, actually, they're both 2<sup>nd</sup> editions, whatever the most current version is.

Ayes: 6      Nays: 0      Absent: 1

Motion Carried

COMMUNICATIONS AND/OR COMMITTEE REPORTS

**Violation Report:** A report dated October 16, 2015 was included in the packet. Chairman Bell stated that he is disappointed with the number of items that have not been resolved.

**Sub Committee Reports:**

Acreage/Lot Split Sub Committee

The Committee will be meeting on February 12, 2016 at 1:00 p.m. regarding 2700 Stanton Road.

Economic Development Sub Committee

None.

Gravel Inspection Sub Committee

Commissioner Roesner expressed concern with the newly installed fencing around the gravel pit on the east side of N. Oxford Road/north side of Ray Road. She stated that the fencing is barbed wire. Chairman Bell suggested that she download and complete a complaint form from the Township website.

(Commissioner Spisz left the meeting at 7:35 p.m.)

Ordinance Review Sub Committee

Commissioner Berger stated that the Committee will be scheduling a meeting, to include Township Planner Oppmann, in the near future.

Safety Path & Maintenance Committee

Commissioner Curtis stated that on February 10, 2016 the Township Board approved funds to identify and quantify Priority 3 repairs to the Township safety paths. Engineer Sharpe is going to put together a bid proposal as to what it will require to fix some of the Priority 3 damages to the safety path. Treasurer Ferrari is researching what funds will be available for allocation to these repairs.

CHARTER TOWNSHIP OF OXFORD PLANNING COMMISSION REGULAR  
MEETING, THURSDAY, FEBRUARY 11, 2016

Water & Sewer Committee

Commissioner Curtis stated that the Township Board is still working on providing water to Lake Villa Mobile Home Park and working with the school to run the water line through school property. A Memorandum of Understanding (MOU) was supposed to have been provided to the Township Board for the meeting on February 10, 2016. Because this MOU was not received, the Water & Sewer Committee meeting, originally scheduled for February 11, 2016, was postponed for two weeks. Once the MOU is received, engineering and design will begin and be brought back to the Township Board for funding.

Commissioner Curtis also stated that the Township is not currently collecting enough usage fees to cover the Township's sewer bill. It was recommended that the Water & Sewer Committee meet to determine the course of action to collect the appropriate amount from the users to cover the Township's bill.

Zoning Board of Appeals

Commissioner Curtis stated that the Township Board followed the recommendation of the Planning Commission regarding the By-Laws of the Zoning Board of Appeals.

Commissioner Roesner stated that there will be a meeting on March 22, 2016.

Village Planning Commission

Commissioner Curtis stated that the Village Planning Commission recommended that the Village Council reject the project at 98 Glaspie St. There were three reasons given. The applicant was not in attendance at the meeting. A petition was signed and presented to the Village after the Planning Commission recommended denial to the Village Council. There will be a public hearing held on March 22, 2016 during the Village Council meeting.

PLANNER/ENGINEER REPORTS

**Planner – Carlisle/Wortman**

None.

**Engineer – Sharpe Engineering**

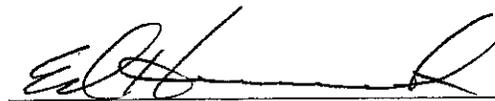
None.

**ADJOURNMENT**

There being no additional business, Chairman Bell adjourned the meeting at 7:40 p.m.



Todd Bell, Chairman



Ed Hunwick, Secretary

Date Approved February 25, 2016

/s/mm