

Village of Oxford
Planning Commission
Meeting Agenda

22 W Burdick Street, Council Chamber
Oxford, MI 48371

Tuesday, October 1, 2013
7:00 P.M.

1. Call to Order
2. Respects to the Flag
3. Roll Call: Commissioners: Susan Bossardet, Bryan Cloutier, John Duval , Maureen Helmuth, Tom Kennis, Tom Schultz and Dale Wolicki.
4. Approval of Agenda (*action*)
5. Approval of Minutes: Regular meeting of August 19, 2013
6. Correspondence (*Receive & File*)
 - A. Code Enforcement Update/ Information
 - B. Report on pending items
 - C. McKenna items
7. Presentation: Bret Rasegan, Planning Supervisor, Economic Development & Community Affairs, Oakland County, Michigan- One Stop Ready
8. Public Hearings: cancelled- 9 Hudson St. Bed & Breakfast- withdrew applicaiton
9. Public Comment (agenda and non-agenda items)
10. Old Business:
 - A. Composition of the Planning Commission (9 to 7) (*discussion/action*)
 - B. Sign Ordinance Amendments adopted by Village Council
11. New Business:
 - A. Special Land Use – Outdoor Café – 23 N. Washington Irish Pub (*action*)
 - B. Special Land Use- Sign- 51 S. Washington – Oxford Professional Building (*action*)
 - C. Mural Proposal - 18 W. Burdick – Creative Embroidery (*action*)
 - D. Resignations of Dale Wolicki and Bryan Cloutier
12. Public Comment- (agenda and non-agenda items)
13. Consultant Comments
14. Commissioner Comments
15. Adjournment (*action*)

The next regularly scheduled Planning Commission meeting is Tuesday, October 15, at 7 p.m.

The Village of Oxford will provide necessary reasonable aids and services for handicapped individuals. Persons with disabilities requiring assistance should contact the Village Clerk in writing or by TTD as soon as possible or call 248-628-2543.

**VILLAGE OF OXFORD PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURE**

Sec. 6 **HEARINGS.** Hearings shall be scheduled and due notice given in accordance with the Provisions of the Michigan Open Meetings Act and the relevant enabling act under which the Public Hearing is being held. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion, which shall be accomplished by adhering to the following Public Hearing procedure:

6.1 OPENING ANNOUNCEMENT. The Chairperson shall give an official opening announcement of the public hearing indicating the basic nature of the request and citing how public notice was provided of the hearing.

ANNOUNCEMENT OF ORDER OF HEARING. The Chairperson shall explain the order of the public hearing as being as follows:

- 6.1.1** Explanation of the request as received by the Commission
- 6.1.2** Review and recommendations by Planning Commission staff and consultants.
- 6.1.3** Comments and explanations by the applicant.
- 6.1.4** Responses by staff, consultants, and/or the applicant.
- 6.1.5** Opening of hearing for public comments.
- 6.1.6** Closing of hearing to public comments.
- 6.1.7** Questions by the Planning Commission
- 6.1.8** Consideration of action by Planning Commission

6.2 RULES OF CONDUCT. The Chairperson shall then announce the rules of conduct of the public hearing as follows:

- 6.2.1** All comments shall be addressed to the Chair;
- 6.2.2** Each person shall be given an opportunity to be heard, but second comments will not be permitted until every person has had the opportunity to speak for the first time;
- 6.2.3** In the interest of fairness to the public, statements from the floor should be as concise as possible;
- 6.2.4** The Chairperson reserves the right to terminate a presentation or ask for a summation if comments become excessively repetitive or stray from the issues at hand;
- 6.2.5** For large hearings, a time limit of three (3) minutes per person may be placed on public comments;
- 6.2.6** At all times during the public hearing, the Chair expects courtesy from all participants; and
- 6.2.7** Decisions of the Planning Commission shall be based upon finding of fact based upon proper facts and accepted principles of planning.