



OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, April 25, 2023

[Link for website video here](#)

Meeting procedure: The Board of Zoning Appeals is a quasi-judicial Board. Our primary function is to hear testimony and issue decisions. Unlike other City boards and commissions, we only hear relevant, sworn testimony from the Applicant, his/her duly appointed agent or attorney, and any other person with standing to testify in a particular matter. The Applicant has the right to cross-examine any testimony given. Our hearings are open to public attendance, but public comment, opinion and discussion are not considered testimony and will not be heard.

Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded. Applicants are to limit their testimony to fifteen (15) minutes, including any information presented by his/her duly appointed agent or attorney. This time limit may be extended if the Board requests or approves further testimony. Other persons with standing are encouraged to testify and ask questions about the nature of the appeal, but must be acknowledged by the Chair prior to speaking.

Roll Call

Roger Ames, Vice Chair

D. Chadwick Smith

Kate Rousmaniere

Calvin Conrad

Philip Russo

[Time: 0:02](#)

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Vice Chair Roger Ames on Tuesday, April 25, 2023 at 6:30 p.m.

Members in attendance were Kate Rousmaniere, Calvin Conrad, Philip Russo, D. Chadwick Smith, and Roger Ames

Members excused: None

Staff Members in Attendance

Mr. Zachary Moore, City Planner/GIS Coordinator, Mr. Benjamin Mazer, Assistant Law Director, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

Mr. Sam Perry, Director, Community Development

Swear in BZA Member Philip Russo

[Time: 0:14](#)

Approval of February 28, 2023 Minutes of the Regular Meeting

[Time: 1:33](#)

Motion – To approve the minutes as written

(Voice Vote) 1st Ms. Rousmaniere 2nd Mr. Conrad

AYE: (4)

NAY: (0)

ABS: (1)

New Business

BZA-2023-01

Time: 2:01

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1. BZA-2023-01, 211 S Beech Street, VARIANCES to maximum lot coverage in the R3MS District and minimum non-residential parking setback, Scott Webb, Applicant/Agent

Motion – To Enter into Adjudication Hearing

(Voice Vote)

AYE: (5)

NAY: (0)

ABS: (0)

Comments from the Public

Leah Harris, Treasurer, and member of the church

Motion – To Close Adjudication Hearing

(Voice Vote) 1st Ms. Rousmaniere 2nd Mr. Smith

AYE: (5)

NAY: (0)

ABS: (0)

Motion – To approve the variance request for maximum lot coverage

(Roll Call Vote) 1st Ms. Rousmaniere 2nd Mr. Conrad

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Russo, Mr. Ames (5)

NAY: None (0)

ABS: None (0)

Motion – To approve the variance request for maximum front yard coverage

(Roll Call Vote) 1st Ms. Rousmaniere 2nd Mr. Conrad

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Russo, Mr. Ames (5)

NAY: None (0)

ABS: None (0)

Motion – To approve the variance request for minimum non-residential parking setback

(Roll Call Vote) 1st Ms. Rousmaniere 2nd Mr. Smith

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Russo, Mr. Ames (5)

NAY: None (0)

ABS: None (0)

[Time: 47:28](#)

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2. BZA-2023-02, 12 & 14 North Elm Street, VARIANCES to minimum front yard setback and maximum lot coverage, Scott Webb, Applicant/Agent

Motion – To Enter into Adjudication Hearing

(Voice Vote) 1st Ms. Rousmaniere 2nd Mr. Conrad

AYE: (5)

NAY: (0)

ABS: (0)

Comments from the Public

There were no public comments.

Motion – To Close Adjudication Hearing

(Voice Vote) 1st Mr. Conrad 2nd Ms. Rousmaniere

AYE: (5)

NAY: (0)

ABS: (0)

Motion – To approve the variance request for minimum front yard setback

(Roll Call Vote) 1st Mr. Conrad 2nd Mr. Smith

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Russo, Mr. Ames (5)

NAY: None (0)

ABS: None (0)

Motion – To approve the variance request for maximum lot coverage

(Roll Call Vote) 1st Ms. Rousmaniere 2nd Mr. Smith

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Russo, Mr. Ames (5)

NAY: None (0)

ABS: None (0)

Motion to Adjourn Meeting at 7:55 p.m.

[Time: 1:25:24](#)

(Voice Vote) 1st Mr. Conrad 2nd Mr. Russo

AYE: (5)

NAY: (0)

ABS: (0)