OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, February 28, 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: 00:00

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Chair Roger Ames on Tuesday, February 28, 2023 at 6:30 p.m.

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

Members excused: Philip Russo

Staff Members in Attendance

Mr. Zachary Moore, City Planner/GIS Coordinator, Ms. Sarah Sparks, Assistant Law Director, Ms. Eunike Miller, Administrative Assistant, Ms. Rebecca Kolb, Administrative Assistant

Staff Members Excused

Mr. Sam Perry, Director, Community Development

Election of Officers and Swearing in BZA Members

Time: 0:02

Election of Officers

Motion 1 – To nominate Roger Ames for BZA Chair

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

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Ames (4)

NAY: None (0)

ABS: None (0)

Motion 2 – To nominate Kate Rousmaniere for Vice-Chair of BZA

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

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Ames (4)

NAY: None (0)

ABS: None (0)

Motion 3 – To nominate Calvin Conrad for Secretary of BZA

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

AYE: Ms. Rousmaniere, Mr. Conrad, Mr. Smith, Mr. Ames (4)

NAY: None (0)

ABS: None (0)

Approval of September 27, 2022 Minutes of the Regular Meeting

Time: 3:35

Motion – To approve the minutes as written

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

AYE: (4)

NAY: (0)

ABS: (0)

New Business

BZA-2022-04

Time: 3:58

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1. BZA-2022-04, 10 North Beech Street, VARIANCE, minimum building height requirement in the UP Zoning District, Robert Humphrey, Applicant/Agent

Motion – To Enter into Adjudication Hearing

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

AYE: (4)

NAY: (0)

ABS: (0)

Comments from the Public

There were no public comments.

Motion – To Close Adjudication Hearing

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

AYE: (4)

NAY: (0)

ABS: (0)

Motion – To Grant the variance request based on Criteria B, C, D, G, H

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

AYE: Ms. Rousmaniere, Mr. Smith, Mr. Ames (3)

NAY: Mr. Conrad (1)

ABS: None (0)

Motion to Adjourn Meeting at 7:18 p.m.

Time: 46:57

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

AYE: (4)

NAY: (0)

ABS: (0)