



OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, April 23, 2024

[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

Kate Rousmaniere, Vice Chair

D. Chadwick Smith

Matt Wyatt

Calvin Conrad

Philip Russo

[Time: 2:05](#)

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Vice Chair Kate Rousmaniere on Tuesday, April 23, 2024 at 6:30 p.m.

Members in attendance were Calvin Conrad, Philip Russo, Matt Wyatt, and D. Chadwick Smith

Members excused: None

Staff Members in Attendance

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

Staff Members Excused

None

Election of Officers and Swearing in BZA Members

[Time: 3:24](#)

Election of Officers

Motion 1 – To nominate Kate Rousmaniere for BZA Chair

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

AYE: (5)

NAY: (0)

ABS: (0)

Motion 2 – To nominate Philip Russo for Vice-Chair of BZA

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

AYE: (5)

NAY: (0)

ABS: (0)

Motion 3 – To nominate D. Chadwick Smith for Secretary of BZA

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

AYE: (5)

NAY: (0)

ABS: (0)

Approval of November 28, 2023 Minutes of the Regular Meeting

Time: 7:34

Motion – To approve the minutes as written

(Voice Vote) 1st Mr. Russo

2nd Mr. Conrad

AYE: (5)

NAY: (0)

ABS: (0)

New Business

BZA-2024-01

Time: 8:09

Page 4 of the Agenda Packet

1. BZA-2024-01, 207-209 W Collins Street, VARIANCE, to Section 1143.03(c) maximum front yard coverage, Scott Webb, Architect, Applicant/Agent ***Voluntarily postponed by applicant to May meeting*

Motion – To Table the Case to the May Meeting

(Voice Vote) 1st Mr. Russo

2nd Mr. Conrad

AYE: (5)

NAY: (0)

ABS: (0)

Motion to Adjourn Meeting at 6:42 p.m.

Time: 14:24

(Voice Vote) 1st Ms. Rousmaniere

2nd Mr. Russo

AYE: (5)

NAY: (0)

ABS: (0)