



OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, August 27, 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

Philip Russo, Chair

D. Chadwick Smith, Vice Chair

Matt Wyatt

Steve Chaffin, Secretary

Baljinnyam Dashdorj

[Time: 10:23](#)

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Secretary D. Chadwick Smith on Tuesday, August 27, 2024 at 6:30 p.m.

Members in attendance were D. Chadwick Smith, Baljinnyam Dashdorj, Steve Chaffin and Matt Wyatt

Members excused: Philip Russo

Staff Members in Attendance

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

Rebecca Kolb, Administrative Assistant

Staff Members Excused

Mr. Sam Perry, Director, Community Development, Ms. Eunike Miller, Administrative Assistant

Election of Officers and Swearing in New BZA Members

[Time: 10:32](#)

Election of Officers

Motion 1 – To nominate Mr. Smith for BZA Chair Pro-Tem

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Wyatt

AYE: (4)

NAY: (0)

ABS: (0)

Motion 2 – To nominate Mr. Smith for BZA Chair

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Wyatt

Mr. Smith declined the nomination and nominated Mr. Russo for BZA Chair.

(Roll Call) 1st Mr. Smith

2nd Mr. Wyatt

AYE: Mr. Dashdorj, Mr. Wyatt, Mr. Chaffin, Mr. Smith (4)

NAY: None (0)

ABS: None (0)

Motion 3 – To nominate Mr. Smith for Vice-Chair of BZA

(Roll Call) 1st Mr. Chaffin

2nd Mr. Wyatt

AYE: Mr. Dashdorj, Mr. Wyatt, Mr. Chaffin, Mr. Smith (4)

NAY: None (0)

ABS: None (0)

Motion 4 – To nominate Mr. Chaffin for Secretary of BZA

(Roll Call) 1st Mr. Dashdorj

2nd Mr. Smith

AYE: Mr. Dashdorj, Mr. Wyatt, Mr. Chaffin, Mr. Smith (4)

NAY: None (0)

ABS: None (0)

Approval of April 23, 2024 Minutes of the Regular Meeting

[Time: 18:28](#)

Mr. Chaffin had a question about the BZA-2024-01 case which was on the April Agenda. Mr. Moore commented the case is indeed pending and being postponed voluntarily by the applicant awaiting on a full Board. Mr. Chaffin inquired how long this case is pending. Mr. Webb, representing the owner, pointed out the case has been pending due to the alley moratorium. The moratorium is ending next month, so the case maybe heard at the October meeting, or the owner may decide to withdraw, added Mr. Webb.

Motion – To approve the minutes as written

(Roll Call) 1st Mr. Chaffin

2nd Mr. Wyatt

AYE: Mr. Dashdorj, Mr. Wyatt, Mr. Chaffin, Mr. Smith (4)

NAY: None (0)

ABS: None (0)

New Business

BZA-2024-02

[Time: 20:29](#)

Page 4 of the Agenda Packet

1. BZA-2024-02, 131 Willow Lane, VARIANCE, to Section 1149.06(c)(1) limit to front yard parking, Scott Webb, Architect, Applicant/Agent

Mr. Moore, City Planner / GIS Coordinator, was sworn in and presented the staff report, and answered the board members' questions.

Mr. Chaffin presented the floor plan of the house at this location. This floor plan had been provided to Mr.

Chaffin by Mr. Moore. Mr. Chaffin requested that the floor plan be added to the records.

Mr. Webb, Architect, spoke on behalf of the property owner and answered the questions the Board members had.

Motion – To Close Adjudication Hearing and Open Deliberation

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Wyatt

AYE: (4)

NAY: (0)

ABS: (0)

Comments from the Public

There were no comments from the public.

Motion – To Close Deliberation

(Voice Vote) 1st Mr. Smith

2nd Mr. Wyatt

AYE: (4)

NAY: (0)

ABS: (0)

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

(Roll Call) 1st Mr. Wyatt

2nd Mr. Dashdorj

AYE: Mr. Dashdorj, Mr. Wyatt, Mr. Smith (3)

NAY: Mr. Chaffin (1)

ABS: None (0)

Motion to Adjourn Meeting at 7:39 p.m.

[Time: 1:19:37](#)

(Voice Vote) 1st Mr. Chaffin

2nd Mr. Wyatt

AYE: (4)

NAY: (0)

ABS: (0)

