



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, December 10, 2024

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Ann Kaufman Webster

David Prytherch

Jason Bracken

Jeffrey Kruth

Matt Arbuckle

Time: 6:43

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, December 10, 2024 at 7:00 p.m.

Members in attendance were Ann Kaufman Webster, David Prytherch, Shana Rosenberg, Jeffrey Kruth, Matt Arbuckle, and Jason Bracken

Members excused: None

Staff Members in Attendance

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

Staff Members Excused

None

Approval of the Agenda

[Time: 6:48](#)

Motion – To Approve the Agenda

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (7)

NAY: (0)

ABS: (0)

Approval of Minutes of November 12, 2024

[Time: 7:01](#)

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (7)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

[Time: 7:21](#)

Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items n on the Agenda will be heard under Public Comments Related to Items not on the Agenda - and (2) Comments for all public hearing items will be heard during Planning Commission consideration of said item. Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded and limit your remarks to a period of three minutes or less.

There were no comments from the public.

Reports from Commissions, Boards, Committees & Staff

[Time: 7:50](#)

New Business

PC-2024-17 & PC-2024-18

Time: 18:39

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1. 601, 603, 607 W Chestnut Street, PRELIMINARY & FINAL PLANNED DEVELOPMENT, 32 townhomes, Habitat for Humanity, Adam Nelson, Applicant/Agent **Voluntarily postponed by applicant
2. 601, 603, 607 W Chestnut Street, PRELIMINARY SUBDIVISION, 32 townhomes, Habitat for Humanity, Adam Nelson, Applicant/Agent **Voluntarily postponed by applicant

Mr. Zachary Moore, City Planner, gave a brief summary on the cases. Mr. Moore explained there are some concerns from the Engineering Department related to the proposed street profile and on-street parking orientation. Mr. Moore further explained that based on these comments staff made a recommendation to the applicant to voluntarily postpone the hearing of these cases to the next meeting. Mr. Moore stated the applicant has agreed with this recommendation.

Motion – To Table the Cases to the Next Meeting

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

PC-2024-19

Time: 22:02

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3. ZONING TEXT AMENDMENT to increase allowable floor area for retail services from 10,000 to 20,000 square feet in the Uptown Zoning District, Set Copenbaker, Applicant

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (7)

NAY: (0)

ABS: (0)

Mr. Sam Perry, Community Development Director, presented the staff report and addressed the questions from the Commission members.

Mr. Seth Copenbaker, Economic Development Specialist and Applicant, summarized the proposal, provided facts on the subject, and answered questions that the Commission members had.

Comments from the Public

There were no comments from the public.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (7)

NAY: (0)

ABS: (0)

Motion – To Table the Case to the Next Meeting

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

PC-2024-20

Time:

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4. ZONING TEXT AMENDMENT to facilitate a new site plan review process for alley lots that do not have frontage on a public street, Sam Perry, Applicant

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Webster

AYE: (7)

NAY: (0)

ABS: (0)

Mr. Zachary Moore, City Planner, presented the staff report and addressed the questions from the Commission members.

Comments from the Public

Scott Webb, Architect, 103 W Walnut Street

Mr. Webb spoke in favor of this case. Mr. Webb did not think it would be a good direction to refer to a case to the Board of Zoning Appeals (BZA) when an administrative decision cannot be reached. Mr. Webb thought this would change the entire process because the BZA does not belong to this decision-making process. Mr. Webb suggested the Commission consider if the decision criteria are met, could this be an administrative decision instead of coming before the Planning Commission.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

The Commission had an extensive discussion on the alley development and shared their proposed changes with staff.

Motion – To Table the case to the next Meeting and recommend Council to extend the Alley Moratorium to the period of time necessary to present final proposal following the January Planning Commission meeting

(Roll Call) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: Mr. Kruth, Ms. Webster, Mr. Bracken, Mr. Prytherch, Mr. Arbuckle, Mx. Rosenberg, Mr. Watt
(7)

NAY: None (0)

ABS: None (0)

Motion to Adjourn Meeting at 9:27 p.m.

[Time: 2:33:35](#)

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)