



OXFORD BOARD OF ZONING APPEALS

Meeting Minutes

Tuesday, August 26, 2025

<https://youtu.be/GRtcoVIfy4Y>

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

Jonathin Creech

Matt Wyatt

Steve Chaffin, Secretary

Baljinnyam Dashdorj

Election of Secretary

Motion – To nominate Mr. Creech for Secretary

(Voice Vote) 1st Mr. Chaffin 2nd Mr. Wyatt

AYE: (4)

NAY: (0)

ABS: (0)

Mr. Dashdorj arrived at the meeting at 6:33 pm.

Amendments to BZA Rules of Procedure

Time: 4:06

Mr. Conard summarized the role of the BZA. Mr. Conard next gave an overview of the proposed amendments to the BZA Rules of Procedure and explained the reasons behind the changes.

The Board next considered the suggested changes, voting on them one by one. The Board accepted the changes recommended by staff with the exception of the following:

- Section 2 (a) the word “directly” was added
- Section 2 (b) “four days” has been changed to “seven days”
- Legislative changes to Appendix A were endorsed

Mr. Dashdorj made a motion to vote in favor of the amendments to the BZA Rules of Procedure as recommended by staff, with the exception of the three changes noted above. Mr. Wyatt seconded the motion. All were in favor.

Motion to Adjourn Meeting at 7:37 p.m.

Time: 1:08:27

(Voice Vote) 1st Mr. Chaffin 2nd Mr. Dashdorj

AYE: (5)

NAY: (0)

ABS: (0)