



## OXFORD BOARD OF ZONING APPEALS

### Meeting Minutes

Tuesday, November 25, 2025

<https://youtu.be/hSaF8vgWQ7Y>

*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, Secretary

Matt Wyatt

Steve Chaffin, Vice Chair

Baljinnyam Dashdorj

**Time: 0:14**

A regular meeting of the Oxford Board of Zoning Appeals was called to order by Chair Philip Russo on Tuesday, November 25, 2025 at 6:30 p.m.

Members in attendance were Steve Chaffin, Matt Wyatt, Jonathin Creech, and Baljinnyam Dashdorj

Members excused: None

**Staff Members in Attendance**

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

**Staff Members Excused**

Mr. Sam Perry, Director, Community Development

**Approval of September 23, 2025 Minutes of the Regular Meeting**

**Time: 0:36**

**Motion – To approve the minutes as written**

(Voice Vote) 1<sup>st</sup> Mr. Chaffin 2<sup>nd</sup> Mr. Wyatt

AYE: (5)  
NAY: (0)  
ABS: (0)

**Old Business**

**BZA-2025-03**

**Time: 1:07**

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1. BZA-2025-03, 36 E. High Street, ADMINISTRATIVE APPEAL to Section 1137.10(c), replacement of changeable marquee signs with electronic message boards, Jack F. Grove, Appellant

All those testifying were sworn in by Law Director, Christopher Conard.

A court reporter, Colleen Wimmel was also present during the meeting.

Mr. Moore presented the staff report. In his presentation, Mr. Moore mentioned the history of the property, the permit history, the decision of the Historic and Architectural Preservation Commission’s decision, and relevant codes regarding illuminations, non-conformities, and signage.

Mr. Jack Grove, the applicant's attorney, presented his testimony. Mr. Grove spoke on the non-conformities of the signage. Mr. Grove also shared Professor Joss Kiely's report about architectural styles.

Mr. Vince Klusty, sign contractor of the applicant, was called to testify. Mr. Klusty talked about the Covedale Theater and provided a handout. Mr. Klusty also showed examples of resolutions of electric signage. Mr. Klusty explained the illuminations of the proposed sign. Mr. Klusty also mentioned the quality and longevity of the proposed sign.

Mr. Thomas W. Breidenstein, attorney, was called to testify. Mr. Breidenstein shared his report with the Board. A handout of the report was provided to the board members.

Mr. Grove shared photos of streetscape in the Uptown area and gas station pictures around town. Mr. Grove also provided the Circle K gas station resolution and minutes of the BZA meeting that discussed the variance application.

**Motion – To enter into deliberation**

(Voice Vote) 1<sup>st</sup> Mr. Chaffin 2<sup>nd</sup> Mr. Dashdorj

AYE: (5)  
NAY: (0)  
ABS: (0)

**Motion – To adjourn deliberation**

(Voice Vote) 1<sup>st</sup> Mr. Wyatt 2<sup>nd</sup> Mr. Chaffin

AYE: (5)  
NAY: (0)  
ABS: (0)

**Comments from the Public**

There were no public comments.

**Motion – To suspend deliberations for an opportunity to review the record. Upon that review there may be questions of the law director regarding legal opinions and additional questions submitted to applicant’s counsel.**

(Voice Vote) 1<sup>st</sup> Mr. Chaffin

2<sup>nd</sup> Mr. Creech

AYE: (5)

NAY: (0)

ABS: (0)

**Motion to Adjourn Meeting at 8:56 p.m.**

**Time: 2:04:16**

(Voice Vote) 1<sup>st</sup> Mr. Chaffin

2<sup>nd</sup> Mr. Creech

AYE: (5)

NAY: (0)

ABS: (0)