

OXFORD PLANNING COMMISSION
Meeting Minutes
Tuesday, November 12, 2013
7:30 p.m.

Call to Order

Those members present: David Prytherch, Richard Keebler, Richard Daniels, Kate Rousmaniere, Robert Benson, Peter McCarthy, and Robert Bell.

Those members excused: None.

Staff members present: Jung-Han Chen, Stephen McHugh, and Sam Perry.

Staff members excused: None.

Approval of Minutes of the October 8, 2013 Planning Commission Meeting

The Planning Commission reviewed the October 8, 2013 minutes. Two corrections were noted: on page 2 of the agenda, discussion regarding the removal of parking on Spring Street and the vote count on page 6 of the agenda regarding a map amendment. Ms. Taylor to make these corrections.

Mr. Daniels made motion to approve the October 8, 2013 minutes as corrected. Mr. Bell seconded the motion. All were in favor.

Public Comments Related to Items Not on the Agenda

There were no public comments.

Reports from Commissions, Boards, Committees & Staff

Mr. Bell reported on the Environmental Commission stating that they had met the previous week and were continuing with updates to the stormwater manual. Mr. Bell stated that the plan was to provide staff with Commission recommendations by the end of the year.

Mr. Perry reported on a Historic Marker workshop held the week prior. Mr. Perry stated it was well attended and that they had four interested applicants. Mr. Perry announced that the Historic Marker application deadline was May 1, 2014. Mr. Perry stated that another workshop would take place in early 2014. Mr. Perry thanked the Smith Library for allowing them to meet.

Mr. Prytherch reported that participation in a national walk and bike to school day took place October 9, 2013, as part of the Safe Routes to School Program. Mr. Prytherch noted great participation. Mr. Prytherch stated they were taking a hard look at intersection to intersection activity.

Items Related to Platting

There was none.

Items Related to Zoning

There was none.

New Business

Draft Bike and Pedestrian Corridor Safety Improvement Plan

Mr. Chen provided an update of the Draft Oxford Bike and Pedestrian Safety Improvement Plan and the next steps into making it a planning document. Mr. Chen noted that the Draft Plan focused upon the major corridors in the City. Mr. Chen stated that the Draft Plan identified numerous improvements that will enhance and improve the safety of pedestrians and bicyclists in those major corridors.

Mr. Chen stated that the Alternative Transportation Subcommittee would be meeting to develop a list of short, medium and long-term improvements based upon Staff recommendations and that this list would be part of the Draft document for public comment in February, 2014. Mr. Chen continued that based upon how the February public meeting went that the Bike and Pedestrian Safety Improvement Plan would be presented to the Planning Commission after that.

Mr. Chen outlined specific short-term improvements having been identified by Staff and that these can be implemented by City Departments as they did not have any impact to the Improvement Plan and were strictly operational in nature. Mr Chen outlined them:
Mr. Chen referred to the addition of a pedestrian crosswalk on Locust Street from Foxfire Drive to Oxford West apartments. Mr. Chen added that the current Walmart Developer was planning to install an additional crosswalk; however, occurring two years down the road.

Mr. Chen stated that the Vine Street conversion from a two-way street to a one-way with a bike lane would be implemented sometime in the summer of 2014, but haven't looked at which direction. Discussion continues with the Service and Police Departments.

Mr. Chen referred to the dedication of a bike lane at McGuffey and Wells Mill.

Mr. Chen referred to sharing of the road (Sharrow) to Foxfire, S. College and Central.

Mr. Chen stated that interior bike storage in the City parking garage would be provided.

An evaluation of Uptown bike parking would be completed thus providing more bike racks Uptown.

An extension of yellow no-parking zones in various locations, at the CAB Building, Bern Street, Rose and Central Streets were planned as there is a lot of pedestrian traffic in these areas.

The upgrade of crossings and ADA ramps on Walnut and Church Streets was taking place and this upgrade received CDBG funding.

Mr. Chen referred to a plan to provide additional signage for pedestrians to a multi-path to and from the Community Park and additional signage being installed for the multi-use path in the Northridge Subdivision.

Mr. Chen noted that the Planning Document would come before the Planning Commission no later than February.

Mr. Chen noted that Staff purposely did not display Spring Street improvements as there were no specific details on this. Mr. Chen stated the hope was to present Spring Street improvements in February as well.

Mr. Chen provided a map detailing the first action steps the City plans to take.

Mr. Keebler inquired if the items needed Planning Commission approval. Mr. Chen stated no. Mr. Keebler noted his concern about long-time residents on the south end of McGuffey and the elimination of their parking. Mr. Keebler noted that Vine Street and McGuffey changes would take City Council action.

Mr. Prytherch discussed there not being crosswalks going east/west.

Mr. Daniels inquired if cars had to yield at those intersections without stop signs. Discussion followed.

Mr. Daniels referred to the encouragement of walking, bicycling, and the addition of signage and crosswalks, and felt it could increase confusion. Mr. Daniels stated that his point wasn't to get an answer, just felt there was a need for a consistent message with what direction the City was going in regards to signage and rules for yielding to pedestrians.

Mr. Benson inquired about the plan to provide bike storage in the City garage and if this included the renting of space. Mr. Chen stated City Staff were looking at options.

Ms. Rousmaniere inquired about the protocol for changing parking and who decides. Mr. McHugh stated it was part of the codified ordinances, falling to the Police Chief. Mr. Keebler noted that the Police Chief typically consulted with members of City Council. Ms. Rousmaniere inquired when do we engage the public. Mr. Keebler responded when City Council holds a regular Council discussion we would announce as a City Council agenda item.

A timeline was discussed. Mr. Chen responded that the Subcommittee would meet, and then return to the Planning Commission with a set of maps defining short, medium, and long term goals. Mr. Chen noted that the Shifting Gears document would be part of the planning document.

Mr. Daniels noted that in Figure 1 it showed no bike path east of Elm Street, but was shown on Figure 2 and asked that when the Subcommittee and Staff put the final report together to please look at origin and destination points.

Mr. McCarthy inquired if it made sense to have bike paths on state highways and if this would play into it.

Other Business

Administrative Findings

PC-ADM-07-2013 Lot Consolidation, 230 E. Vine Street, Adele Daake, Owner, Applicant
PC-ADM-08-2013 Lot Consolidation, 25 W. Spring Street, Ned Hoelzer, Owner, Applicant
PC-ADM-09-2013 Lot Consolidation, 414 N. Poplar Street, Matt Rodbro, Owner, Applicant

Mr. Prytherch referred to a series of lot consolidations having recently been approved administratively.

Items Under Consideration for Future Discussion - Commercial District Diversification
Neighborhood compatible commercial districts Commercial core: walkability and mixture of uses - Alternative Modes of Transportation Analysis of recommendations from "Shifting Gears" and consider implementation schedule Safe Routes to School - Collaboration with Talawanda - Off-Street Parking Standards * Parking requirements Sustainable design standards

Mr. Prytherch provided an update on the various subcommittee meetings.

Regarding the commercial district subcommittee, Mr. Prytherch reported that they have been cleaning up the existing General Business District language. Regarding Shifting Gears, Bike and Pedestrian Plan documents, they were moving forward.

Mr. Prytherch discussed the Safe Routes to School Program being an ongoing collaboration with the Talawanda School District.

Mr. Perry reported that Ms. Jessica Green, Oxford Chamber, was resurrecting the OATS program, including looking into available grants. Mr. Perry referred to the finding of 2007 drawings that many were unaware of having existed and having reviewed them.

Mr. Prytherch announced that the Off Street Parking Standards Subcommittee have met with the Parking and Transportation Advisory Board to discuss design standards and their getting onto the same page.

Adjournment

Mr. Daniels made motion for adjournment. Ms. Rousmaniere seconded the motion. All were in favor. The meeting was adjourned at 8:16 p.m.