OXFORD PLANNING COMMISSION
Meeting Minutes
Tuesday, April 12, 2016
7:30 p.m.

Call to Order

Those members present: David Prytherch, Richard Daniels, Kate Rousmaniere, Robert Bell, Steve Dana, and Pete McCarthy.
Those members excused: None.
Staff members present: Jung-Han Chen, and Steve McHugh.
Staff members excused: Sam Perry.

Approval of Minutes of the March 8, 2016 Planning Commission Meeting

Mr. Dana made motion to approve the minutes as written. Ms. Rousmaniere seconded the motion. All were in favor.

Public Comments Related to Items Not on the Agenda

There were none.

Reports from Commissions, Boards, Committees & Staff

Mr. Bell reported for the Environmental Commission. The Commission discussed the drafting of a letter to City Council for their support of alternative energy. Mr. Bell stated the Commission also discussed looking at the benefits of redevelopment of sustainability and providing the Planning Commission with some tools to help educate the public for redeveloping within the Mile Square verses virgin land. Mr. Bell also inquired about the rumor that the City was subdividing the Western Knolls property and if this was the case would the City then develop infrastructure and if so that the Environmental Commission suggests the City do so in accordance with the conservation subdivision code in mind.

Mr. Chen responded that funds were being appropriated and had been brought before City Council last week for design services to hire a local engineering firm and that a Second Reading to happen at the next Council meeting. Mr. Chen stated also that nothing has been fully discussed and it would have to go through the subdivision process.

Discussion followed.

Mr. McCarthy reported on the HAPC having discussed the mural on the Stella structure and future murals in the City. Mr. McCarthy also shared discussion regarding Historic Markers.

Mr. Bell reported on the Transportation Subcommittee and the tabling at City Council last week for the approval of a bike lane project on McGuffey Lane. Mr. Bell reported that the Subcommittee approached City Staff for another solution and it is being shared with City Council.

Mr. Prytherch reported having held a meeting earlier with City Staff and Ms. Wendy Moeller, Compass Pointe, contracted to identify nonconformity issues and goals of the City. Mr. Prytherch stated that the Planning Commission and staff had a lot of input with Ms. Moeller. Ms. Moeller will be present for a work session at the May 10, 2016 Planning meeting.

Mr. Prytherch reported that the Oxford Area Trail continues to move forward and that the Amtrak stop continues to move forward with Miami taking the lead.

Items Related to Platting
There were none.

Items Related to Zoning*
PC-2016-03, ZONING CODE TEXT AMENDMENT Amend Chapter 1143, specifically Section 1143.12 GB General Business District concerning concept review and adding Section 1143.16 Neighborhood Business District, (Tabled) City of Oxford, Applicant

Mr. Dana made motion to remove from table PC-2016-03. Ms. Rousmaniere seconded the motion.
AYE: Mr. Bell, Mr. McCarthy, Mr. Dana, Ms. Rousmaniere, Mr. Daniels, Mr. Prytherch (6)
NAY: None (0)
ABS: None (0)

Mr. Prytherch referred to the hearing and discussion that took place at the March 8, 2016 meeting regarding PC-2016-03.

Mr. Chen shared changes made to the language since the last meeting, to amend the existing review requirements for large scale projects in the General Business District and to create a new district regulation titled Neighborhood Business. Mr. Chen noted that the proposed language would now make it a conditional use for large structures exceeding 25,000 sq. ft. in the General Business District. Currently, if someone proposes a development project on a site over one acre it would be a concept review; 25,000 sq. ft. is a threshold to consider the required parking and traffic generation caused by it.

All agreed that concept reviews were a good opportunity for the applicant. Mr. Prytherch suggested lowering the threshold to less than 25,000 sq. ft. and look at the use.

Mr. McCarthy inquired if Mr. Prytherch was recommending going to 15,000 sq. ft. Discussion followed.

Ms. Rousmaniere made motion to amend 1143.12, 25,000 sq. ft. to 15,000 sq. ft. Mr. Dana seconded the motion. All were in favor.

Discussion followed. Comparisons of square footage of existing structures took place (Walgreen's for example). The Commission inquired about needing to provide City Council with justification for changing the number to 15,000 sq. ft. Mr. Daniels inquired if we were talking just about commercial. Mr. Bell responded that the motion was for 1143.12 (a), (b) and (2)C.11. These three are affected by the change in square footage.

Mr. Prytherch noted the need for specificity in the conditional use chapter regarding this.

Mr. McCarthy inquired about 1143.16 Neighborhood Business District. Mr. Chen shared the changes made since their last meeting.

Mr. McCarthy inquired about hours of operation stated under Section 1143.16(d)8 and however adding "Hours of operation shall be limited to 8am to 9pm or subject to approval from the Planning Commission" to 1143.16(b)(2)N. Discussion followed. The variance process was also discussed as another option; Mr. Prytherch stated you then would have to prove practical difficulty if you make the applicant go to the Board of Zoning Appeals. Mr. Bell stated that the hours would be tied to the use and if the hours of operation are placed under a conditional use then you won't have to go before the BZA.

Mr. Daniels referred to the purpose statement in (a), and noted that the purpose of this is to fit into a residential area.

Mr. Chen suggested placing the hours of operation for conditional uses under 1143.16(b)(2)Conditional Uses, N., ..."and/or hours of operation extended beyond 8am to 9pm. "

The Planning Commission discussed the graphics added under the site development and supplementary regulations to the zoning code. Mr. Prytherch inquired about increasing the front yard setback; however, still allowing for some parking in front.

Mr. McCarthy inquired about signage in this district. Mr. Chen reminded everyone that there were other sections of the zoning code that would have to be amended for this district including parking. This amendment only addressed the creation of the district site development regulations.

Mr. Prytherch inquired how everyone felt about defining a maximum front yard setback. Discussion followed. Several agreed with not defining a maximum front yard setback.

Mr. Bell inquired if we wanted to allow parking in front of any of these things. The Planning Commission discussed parking locations and street frontage. Mr. Bell inquired about day care drop offs. Discussion followed. It was agreed to add under 1143.16 (d)9 All parking shall be located to the front or side or to the rear of the building, no more than 50% of the frontage upon the street would be used for parking area. All were in agreement that this case would not move forward to City Council, until other sections of the code were also presented for consideration at the same time and would be brought forward as a complete package.

<u>Mr. Bell made motion to amend language for 1143.16(d)9 parking and 1143.16(b)(2)N hours of operation. Mr. Dana seconded the motion. All were in favor.</u>

<u>Mr. Bell made motion to approve PC-2016-03 zoning text amendment. Ms. Rousmaniere seconded the motion.</u>

AYE: Mr. McCarthy, Mr. Bell, Ms. Rousmaniere, Mr. Dana, Mr. Daniels, Mr. Prytherch (6)
NAY: None (0)
ABS: None (0)

New Business

Discussion took place regarding filling the vacancy on the Planning Commission for Mr. Benson's replacement.

Mr. Daniels reminded everyone to not forget about the need for more housing stock to attract permanent residents. Discussion followed.

The Planning Commission discussed having an HAC representative to join the Housing Subcommittee. Mr. Bell inquired about the Planning Commission taking a position to City Council in support of taking certain perspective issues of bike lanes on McGuffey.

Mr. Chen discussed the complete streets program coming before Planning Commission in May and before City Council in June.

Old Business

There was none.

Planning Commission Work Items
Items Under Consideration for Future Discussion
Alternative Transportation, Housing, Growth Management

Adjournment
Mr. Dana made motion to adjourn the meeting. Mr. Bell seconded the motion. All were in favor. The meeting adjourned at 8:54 p.m.