

OXFORD PLANNING COMMISSION
Meeting Minutes
Tuesday, February 11, 2020
7:00 p.m.

Call to Order

Those members present: Richard Daniels, William Snavelly, Carla Blackmar, Corey Watt, Jason Bracken
Those members excused: Shana Rosenberg, and Richard Keebler
Staff members present: Sam Perry, Zachary Moore, Benjamin Mazer
Staff members excused: Chris Conard

Approval of the Minutes of January 14, 2020

Mr. Watt made motion to approve the minutes as written. Mr. Bracken seconded the motion. All were in favor. Mr. Daniels abstained as he was not present at the January meeting.

Public Comments Related to Items Not on the Agenda

There were none.

Reports from Commissions, Boards, Committees & Staff

Mr. Perry provided an update on Census 2020.

Mr. Perry announced the rental inspection program was being reevaluated due to a fire that happened on Church Street to encourage full inspections.

Mr. Watt provided an update on the February HAPC work session.

Mr. Bracken reported on the Environmental Commission and discussion of greenhouse gas inventory.

Ms. Blackmar reported on Parking and Transportation Commission. This is a new Commission, and they are learning how it intersects with different departments. Ms. Blackmar noted that they have heard from Police and their parking policies; and the Commission is trying to figure out how we can be helpful.

Mr. Snavelly reported on City Council handling of unsolicited materials thrown on driveways and in yards. They now have to be requested or placed at the door. Mr. Snavelly reported on the banning of polystyrene. Businesses have a year to comply, local restaurants 2 years to comply. Bodega has made the switch already.

Items Related to Zoning

PC-2020-02, [ZONING CODE TEXT AMENDMENT, regarding freestanding signs for multi-family identification, Chapter 1137.10 Nonconforming Signs, and 1151.05\(d\) Permanent Signs, addition of the R3MS District, City of Oxford, Applicant](#)

Ms. Blackmar made motion to enter into public hearing PC-2020-02/. Mr. Bracken seconded the motion. All were in favor.

Mr. Perry reported this was a relatively small amendment having come out of a text amendment to the sign code as a result of a settlement agreement in compliance with the 2019 Hoelzer/Park Place settlement. The City agreed to initiate the amendment to permit freestanding signs for nonconforming residential uses. This is in regards to freestanding signs for multi-family building identifications. This amendment will add the R3MS District on the list of zones allowing freestanding signs. Mr. Perry found the sections of the zoning code that were affected and added. Mr. Watt inquired that if an R3 means up to three different dwellings per parcel shouldn't a formula come into play to calculate per size of the

building, versus strictly by the District. Mr. Watt inquired since different sizes of structures in the R3 district, should we identify it automatically allow for 24 square feet.

Mr. Watt made motion to close PC-2020-02. Mr. Daniels seconded the motion. All were in favor.

Mr. Watt inquired if we could put a condition on it, on an R3MS, or take another look at if multiple owners, we set parameters. Discussion followed.

Mr. Watt made motion to table. Mr. Daniels seconded the motion.

All were in favor.

PC-2020-03, ZONING CODE TEXT AMENDMENTS, the addition of Chapter 1148 Landscaping and Tree Preservation, and amending multiple Sections of Chapters 1101, 1143, 1145, 1147, and 1149 for consistency with new Chapter 1148, and adding a Tree Survey and a Tree Protection Detail to Attachment H, City of Oxford, Applicant

Ms. Blackmar made motion to open PC-2020-03. Mr. Watt seconded the motion. All were in favor.

Mr. Moore focused his discussion on changes made since the January 14, 2020 version of the tree preservation text amendment. Mr. Moore reviewed five deficiencies in the current zoning code. Mr. Moore discussed the five Environmental Commission recommendations, having agreed verbally at the January Planning meeting on two of the five (replanting maintenance plan and greater participation from the Planning Commission in landscape review and approvals).

Mr. Moore reviewed the structure of new Chapter 1148, Landscaping and Tree Preservation. Included were a defined "development site", adding a tree replacement standard "one inch caliper for every 2 inches caliper removed". Reviewed the "exempted trees". Reviewed when tree surveys would be required and the requirement for trees planted to fulfill standard requirements can count as replacements.

Mr. Snavelly inquired about clear cut prevention. Discussion followed. Discussion regarding landscape plan review took place. Discussed conservation easements.

The Planning Commission reviewed the decision standards:

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan. YES
- B. The proposed amendment will improve the health, safety, and general welfare of Oxford. YES
- C. The proposed amendment will clarify the intent of the Code. YES
- D. The proposed amendment will better implement the intent of the Code. YES
- E. The proposed amendment will improve enforcement of the Code. YES

Mr. Wright Gwyn, Environmental Commission member was present. Mr. Gwyn stated he was speaking on behalf of himself as the Environmental Commission had not yet had a chance to review. Mr. Gwyn commended staff for their work. Mr. Gwyn inquired about if the Homeowner's Association owns the tree areas of the South Farm subdivision.

Mr. Perry reminded everyone that the Southfarm Subdivision would be an approved subdivision before this text amendment would go into effect.

Mr. Watt noted that the cost of a tree is one thing, but that there is a cost for installation as well and suggested that use of the Tree Fund should consider that.

Mr. Watt made motion to close public hearing. Mr. Daniels seconded the motion. All were in favor.

Ms. Blackmar referred to page 49 of the agenda, 1148.02 applicability, and asked how comfortable was everyone with the broad types of listed uses; could this become a loophole? Discussion followed. Ms. Blackmar inquired about allowing for a cemetery. Discussed cemetery expansions.

Ms. Blackmar asked that referring referral to the Fee Ordinance be added in the code.

Conditions were identified:

1) A statement shall be added to Section 1148.05 (Tree Preservation Requirements) to clarify that trees replanted to compensate for loss of existing trees shall each be a minimum 2-inch caliper and be a species that appears on the City's Tree List or is deemed by the Zoning Administrator (or his/her designee) to be an acceptable species for the location.

2) There shall be a direct reference to the City's Fee Ordinance for calculation of in-lieu fees. The Planning Commission reviewed the decision standards.

Motion was made to approve PC-2020-03, with staff conditions. Mr. Daniels seconded the motion.

AYE: Mr. Watt, Mr. Daniels, Mr. Bracken, Ms. Blackmar, Mr. Snavelly (5)

NAY: None (0)

ABS: None (0)

New Business

There was none.

Old Business

There was none.

Planning Commission Work Items Under Consideration for Future Discussion, 2020 Goals

No discussion.

Adjournment

Mr. Watt made motion to adjourn meeting. Mr. Bracken seconded the motion. All were in favor. The meeting was adjourned at 7:55 p.m.