

OXFORD PLANNING COMMISSION
Meeting Minutes
Tuesday, March 10, 2020
7:00 p.m.

Call to Order

Those members present: Richard Daniels, William Snavelly, Shana Rosenberg, Carla Blackmar, Corey Watt, Jason Bracken, Richard Keebler

Those members excused: None.

Staff members present: Sam Perry, Zachary Moore, Benjamin Mazer

Staff members excused: Chris Conard.

Approval of the Minutes of February 11, 2020

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

Public Comments Related to Items Not on the Agenda

There were none.

Reports from Commissions, Boards, Committees & Staff

Mr. Perry reported having attended an OKI meeting. Mr. Perry stated the City may be in running for another grant. Mr. Perry stated the Clerk of Council asked him to mention/discuss Climate Action Committee appointment at this meeting.

Ms. Blackmar reported on the Oxford Parking and Transportation Board. Ms. Blackmar reported that Amtrak gave us the greenlight to plan for a stop in Oxford. Ms. Blackmar reported discussion on upcoming phases for the Oxford Area Trail.

Ms. Rosenberg reported on HAC and working on amending the composition of the commission. The Planning Commission does have a representative on HAC.

Mr. Snavelly reported that City Council was asking for representation for the Climate Action Committee and suggested Mr. Bracken since on City Council and the Planning Commission. Mr. Bracken stated he would be willing to do this.

Mr. Daniels did not attend the last CIC meeting and had nothing to report.

Mr. Watt reported that HAPC would be meeting the next day to discuss expanding some of the historic districts, keeping aesthetics intact.

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 \(Tabled 2/11/2020\)](#)

Mr. Watt made motion to remove from table PC-2020-02, Ms. Rosenberg seconded the motion. All were in favor.

Mr. Watt made motion to enter into public hearing. Ms. Blackmar seconded the motion. All were in favor.

Mr. Perry continued discussion from the February Planning meeting. Mr. Perry referred to the Commission having asked that this text amendment not cause excessive signage. Have defined a one acre

threshold and 250' street frontage; but everything else is the same.

No public comments.

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

Mr. Watt thanked staff for looking into this.

Voice vote, all were in favor 7-0-0.

PC-2020-04 [FINAL PLANNED DEVELOPMENT, South Farm Section Two, 6.8133 acres, West end of Roberts Drive, South Farm LLC, Applicant](#)

Ms. Blackmar made motion to enter into public hearing PC-2020-04. Mr. Daniels seconded the motion. All were in favor.

Mr. Moore provided a staff review. Mr. Moore stated City Council had approved the Preliminary Planned Development in September 17, 2019 and noted that this was the next step in the process. Mr. Moore provided a quick detail of the request. Mr. Moore provided a view of the current property lines, and location map noting that it would require replatting. Mr. Moore provided a view of the zoning map and displayed the approved preliminary and final plan. Mr. Moore stated that the final plan substantially conformed to the preliminary plan, but also referred to the open space shape stating it had increased a bit. Mr. Moore reviewed the typical lot dimensions and described the rear loaded plot plan and front loaded plot plan. Mr. Moore reviewed housing product examples. Mr. Moore highlighted his discussion regarding the following: conservation area, landscape plan (focusing on buffer and Hoover alley intersection). Mr. Moore stated that Staff was asking that they remove the vegetation at the end of the roadway. Mr. Moore described how the alley intersects with the street and that this was also a recommended condition. In regards to mail delivery (cluster mailbox units). Mr. Moore displayed the original proposed location and a potential new location for the mailboxes. Mr. Moore stated that staff couldn't support this location as they felt the first location was a better choice. The Oxford Postmaster was contacted for input. The Postmaster agreed to the first location. Staff also proposed that the final plan approval shall be valid for five years, with an option for the Planning Commission to grant an additional one year extension per the zoning code. Mr. Moore discussed public infrastructure standards, and timing restriction.

Staff recommended approval with 16 conditions.

- 1) The area to be conserved as permanent protected open space on Lots 26, 27 and 28 shall be clearly delineated on the final record plat, together with a set of covenants and restrictions to apply to said area detailing how natural vegetation is to be preserved and maintained in perpetuity.
- 2) The proposed Water Quality Basin in the open space north of Roberts Drive shall be maintained by the Home Owners Association, not the City of Oxford.
- 3) The maximum residential lot coverage shall be increased from 40% to 65%.
- 4) The minimum front yard setback shall be reduced from 30 feet to 15 feet.
- 5) The minimum number of entrances to an existing street system shall be reduced from 2 to 1.
- 6) The maximum street length for Hoover Drive shall be increased from 500 feet to 600 feet.
- 7) South side alley encroachment into the required 25 foot perimeter setback shall be allowed.
- 8) On-street parking shall not be allowed on the east side of Hoover Drive.
- 9) Landscaping/plantings proposed at the end of the Hoover Drive stub, within the right-of-way, are hereby removed from the Plan and shall not be planted.
- 10) Cluster box units (CBUs) serving the development shall be located on the north side of Roberts Drive, 50 feet east from the Hoover Drive intersection. Mailbox slots shall not be oriented toward

the street and shall be accessible for all. Any changes to CBU location(s), positioning, or design/access shall be subject to major/minor change procedures, per Section 1145.10 or as amended.

- 11) All homes shall have a minimum of 1 window on each elevation. The homes on Lots 1 and 25 shall each have a minimum of 2 windows on façades directly facing Roberts Drive.
- 12) All homes shall be a maximum of 2 stories.
- 13) Any concrete or block foundation on an elevation facing a public street that is exposed more than 2 feet shall be covered with brick, wood, stone or stucco.
- 14) Air conditioning and heat pump equipment shall be located only in the side yards or rear of the lot.
- 15) The homes on Lots 14 through 25 shall have driveway access to the rear alley only, and shall not have front-loaded garages.
- 16) Final Plan approval shall be valid for 5 years, with an opportunity for the Planning Commission to grant an additional 1 year extension per the Zoning Code. All public infrastructure, including streets, trails, utilities, and sidewalks (except those on lots where the dwelling has yet to be built) shall be in place within 1 year of Final Plat approval.

Ms. Rosenberg inquired about Fire Chief comments. Mr. Daniels inquired what happens after 5 years and one extension would they would have to come back for reapproval? Mr. Perry responded that public infrastructure would have to be complete.

Mr. Watt inquired what happens when 14 of 25 are built; or a “swiss cheese effect” and suggested build sequentially, or start building from the end. Mr. Perry stated that the applicant could probably respond better than we could. Mr. Daniels referred to the sporadic sidewalk has become a problem in Oxford, having all these gaps in between and inquired if we can it say that if there are gaps sidewalks must be filled.

Ms. Etta Reed, Mr. John Boyle, Mr. Michael Shay, and Mr. John Bayer were present. Ms. Reed expressed how dictating developers was not good.

Mr. Mike Rudolph, who currently lived in the SouthFarm Subdivision and addressed HOA concerns. Mr. Rudolph stated that he felt he was concerned about a separate HOA being established for SouthFarm Section 2 and that they should be members of the current HOA. Mr. Rudolph referred to the attached HOA documents not referring to the current SouthFarm HOA. Wants everyone to know there has been no communication with current homeowners. Mr. Perry stated that this was a private matter that wouldn’t affect the City. Mr. Watt inquired if the original approval from this body or City included provisions? Mr Perry responded that it would have to be part of a condition of the Preliminary plan. Ms. Reed responded that Mr. Rudolph was correct, would have to be part of the HOA. SouthFarm Section 2 will be part of two HOA's. The land already has an HOA on it. As long as it is clear that they will be members of the original HOA. Mr. Snively inquired Mr. Rudolph if that was ok. Mr. Rudolph stated that he was not reading that in the document included in the packet and that if include a Subsection will be happy with it.

Mr. Keebler reminding this has already been approved as a preliminary plan, as long as substantially same, we are obligated to approve it; so is questioning going through the Decision Standards. Mr. Watt disagreed that there is a first reading and a second reading. Mr. Snively inquired the Law Director if they should go through the Decision Standards. Mr. Mazer stated that there were additional standards so was it appropriate to consider those on page 13 of the agenda. Mr. Snively announced the Planning Commission would not consider the first 13 Decision Standards, and just discuss the additional three final plan decision standards. Mr. Snively read aloud the three remaining standards:

1. The Final Planned Development shall substantially conform to the preliminary plan;

2. Any substantial changes from the preliminary plan improve the plan or were requested by Planning Commission or Council as part of the preliminary plan approval process;
3. If the final plan seeks approval of only a portion of the approved preliminary plan, the elements of the proposed phase are sufficient to stand alone if the remainder of the planned development is abandoned.

The Planning Commission had no further comments. It was noted that SouthFarm 2 would be members of both HOA's.

Mr. Keebler gave positive thoughts on this subdivision. Ms. Blackmar agreed with Mr. Keebler and this housing type.

Ms. Blackmar made motion to approve PC-2020-04 with 16 conditions. Ms. Rosenberg seconded the motion.

AYE: Mr. Daniels, Mr. Keebler, Mr. Bracken, Ms. Rosenberg, Ms. Blackmar, Mr. Snively

NAY: None (0)

ABSTAIN: Mr. Watt (1)

Administrative Approvals

PC-2020-05-ADM, Lot Split, 5111 Morning Sun Road, Lot 1532, Part Lot .704 acres, Part Lot .459 acres, H&P Properties Inc., Applicant

PC-2020-06-ADM, Lot Split, 5990 Contreras Road, Lot 1119, Part Lot .407 acres and Part Lot .593 acres, Peter & Connie McCarthy, Applicants

Adjournment

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