

MINUTES OF THE REGULAR MEETING
OF THE OXFORD PLANNING & ZONING BOARD

The Oxford City Planning and Zoning Board met in a regular meeting at the Oxford Public Works Building
Tuesday, April 4, 2023, at 5:30 pm

Members Present:

- Mayor Alton Craft
- Bill Newman, Chairman
- Lance Turner, Vice Chairman
- Charlotte Hubbard, Council Member
- Melissa Craven
- Jane Cunningham
- Fred Denney
- Clyde Huckleba

Members Absent

- Jake Pollard

Also, Present:

Mike Roberts, Chief Building Official

Visitors: Joey Stay, Dustin and Julie Smelley, Hunter Cain, Patricia Daniel, Dr. Clinton Ray, Kyle Macoy with the Oxford Fire Department, Scott Glanze with the Oxford Police Department and Kristi Durham

1. Noting that a quorum was present, the meeting was called to order by Chairman, Bill Newman. Following a review of the minutes of the regular meetings of March 7, 2023. Fred Denney made a motion to approve the minutes. Mayor Craft seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 6; Nays: 0; Abstained 0. Chairman, Bill Newman announced the motion passed.
2. Public Hearing – Joey and Wynell Stay requesting to rezone the property at 267 Mountainview Circle from Residential (R-1) to Agriculture (AG). Joey Stay stated I am requesting the change so that I may put a goat on the property. Clyde Huckleba asked a goat. Mr. Newman asked what species? Mr. Stay stated one goat. Mr. Newman asked Mike Roberts what was around the property. Mr. Roberts stated woods. The property is located behind Antioch Baptist Church. After discussion, Clyde Huckleba made a motion to send to Council. Fred Denney seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 8; Nays: 0; Abstained: 0. Chairman, Bill Newman announced the motion passed.
3. Julie Smelley requesting approval for a short-term rental at 1005 Boswell Drive and 133 Jerrie Dale Drive. Mr. Newman asked Mr. Roberts to go over the steps for approval. Mr. Roberts stated those requesting short term rentals come to the Building Department to pick up a packet that has the Planning Board application, the permit application, a copy of the ordinance and a checklist of the items that needs to be returned to the Building Department. We measure the property and make sure that there is not another short-term rental within the 1,500 feet that is required in the ordinance. If there is not another short-term rental within 1,500 feet, then they need to submit the required documents to our office to get on the agenda for the Planning Board. They also must do any requirements from the ordinance to the house. Once they have made those adjustments, they will call our office for an inspection. One of our inspectors and someone from the Fire Department will go out to do an inspection and make sure all items that are required to be in the home are there. If everything is okay, then our inspector and the Fire Department inspector will sign off on an inspection checklist form. The checklist will come back to Kristi Durham and she will make sure all the insurance and other requirements are in place and valid. Once everything is complete we bring them before the Planning Board. The Planning Board then recommends them to the Council for final approval. Once the Council makes the final decision to approve the

short-term rental then they will need to obtain a business license. They are only required to purchase one business license. Once they have obtained their license then they obtain their permit from the Building Department. Every rental must have a permit with a fee of \$150.00. They will receive their permit and a sticker to be placed on a window or door to be seen from the road. The sticker means that they are licensed, insured and inspected by our local government. Mr. Newman stated if you look at the bottom of the permit application it lists what all they are required to have in the home. Mr. Newman mentioned carbon monoxide detectors and Mr. Roberts stated if there is no gas in the home a carbon monoxide detector is not required. Mr. Newman stated 1005 Boswell Drive and 133 Jerrie Dale Drive has been signed off on by Joey Stay and Jonathan Roberts. Mr. Newman asked where is the one on Boswell Drive located. Mrs. Smelley stated toward the end that intersects with West 9th Street. Mr. Roberts stated Jimmy Stewart's old house. After discussion, Fred Denney made a motion to approve and send to Council. Jane Cunningham seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 8; Nays: 0; Abstained: 0. Chairman, Bill Newman announced the motion passed.

4. Vamsi Mokkapati requesting approval for a short-term rental at 4307 McIntosh Road. Mr. Newman asked if they were here. Mr. Roberts stated no. Mr. Roberts stated Mr. Mokkapati has not passed his inspection at this time. Mr. Newman recommended to table this request until the next meeting.
5. Patricia Daniel requesting approval for a short-term rental at 5 Dearmanville Drive North. Mr. Newman stated 5 Dearmanville Drive North has been signed off on by Joey Stay and Jonathan Roberts. After discussion, Fred Denney made a motion to approve and send to Council. Lance Turner seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 8; Nays: 0; Abstained: 0. Chairman, Bill Newman announced the motion passed.
6. Hunter Cain requesting approval for a short-term rental at 60 Park Street. Mr. Newman asked Mr. Cain where the property is located. Hunter Cain stated off Johnson Street in Coldwater. Mr. Roberts asked did you get your insurance in today. Mr. Cain stated yes. Mr. Roberts stated Mr. Cain has not passed his inspection at this time. Mr. Newman recommended to table this request until the next meeting.
7. Martinez Hall requesting approval for a short-term rental at 404 Dodson Street. Mike Roberts stated that Mr. Hall has not submitted the supporting documents that are required and has not called in for an inspection at this time. Mr. Newman recommended to table this request until the next meeting.
8. Dr. Clinton Ray seeking pre-approval for a rezoning and new storage units off Sterling Point Lane. Mr. Newman asked if everyone knew where this is located. It is behind and next to the Bogo Fireworks on Highway 78 next to the Frontera Grill. Dr. Ray stated I am looking to purchase some property from Jack Wilson just to the east of the Bogo Fireworks and the other property is behind the Bogo Fireworks store off Sterling Point Lane. I am looking to build storage buildings. The properties are currently zoned Central Business District. What I am looking for is one of the owners is looking to close on the property sooner than I can go through the process. I am looking to get pre-approval that I can get the zoning changed from Central Business District to Light Manufacturing (M-1). Mr. Newman asked what Dr. Ray is going to do with the frontage property. Dr. Ray stated I do not have any of the architectural drawings done but Bobby Bailey is working on that. It is going to be a nice facility. There is going to be an entrance off 78 and an entrance off Sterling Point Lane. The main entrance is to come off Highway 78. Mr. Newman asked if it would be climate controlled. Dr. Ray stated yes. Mrs. Hubbard asked if there would be an office. Dr. Ray stated yes with a parking area. Mr. Newman asked how many units there would be. Dr. Ray stated somewhere near 300 is my goal. Mr. Newman asked if he would have RV parking as well. Dr. Ray stated yes. Mr. Newman stated it is covered too. Dr. Ray stated I am going to put that on the far end where the apartments are in the back. I don't want to put something there that looks like a parking lot. Mr. Newman stated the board does not have any problems with rezoning this when the time comes.

Mr. Newman asked for any other business. There was none.

There being no further business, Mayor Craft made a motion to adjourn the meeting. Lance Turner seconded the motion.

Respectfully,

Kristi Durham, Secretary