

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, January 5, 2021 at 5:30 pm

Members Present:

- Bill Newman, Chairman
- Charlotte Hubbard, Council Member
- Melissa Craven
- Fred Denney
- Clyde Huckleba
- Jake Pollard
- Danny Shears

Members Absent

- Mayor Alton Craft
- Lance Turner, Vice Chairman

Also, Present:

Mike Roberts, Chief Building Official

Visitors: Kristi Durham and Brian Waits

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 December 1, 2020. Charlotte Hubbard made a motion to approve the minutes. Melissa Craven seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 7; Nays: 0; Abstained 0. Chairman, Bill Newman announced the motion passed.
2. Public Hearing –request from Clyde Huckleba for preliminary plat approval off Reaves Drive. Clyde Huckleba stated that all of the property has either been annexed, zoned or re-zoned by the City Council to the correct zoning. Mr. Denney stated I do not have a question for Mr. Huckleba but I do have a question for the board. A couple of years ago we came up with these subdivision regulations. I am not sure if the Planning Board approved those but I think we did. I am pretty sure that the Council didn't. They are pretty detailed and we would know exactly what to do if we were operating under these. My question is what subdivision regulations are we under. Mike Roberts stated that is a question for Rusty Gann, City Engineer as he deals with the subdivision regulations. When we get a set of drawings in the first place it goes is to Rusty to go over that. We have a meeting that Charlotte heads up with Rusty, Bill Newman, the fire department and water department to go over that. Mr. Denney stated I spoke with Rusty today and he said we should have common areas shown on here as well as stormwater. Mr. Huckleba stated not on the preliminary. Mr. Huckleba stated I am not going to pay an engineer thousands of dollars to draw this up and it not be approved. Mr. Denney asked what regulations are you operating under. Mrs. Hubbard stated I believe it was a couple of years ago we sat down with Rusty and went over the subdivision issues that we had. It was when the McIntosh Trails road issue came up. We revised that book but whether or not it went through Council is a good question. We need to ask Alan Atkinson, City Clerk about this. Mr. Denney stated Alan cannot find it. Mrs. Hubbard stated I think it is a good idea for it to go through the Council. Mr. Denney stated for the Planning Board to approve it and send it to Council. Mrs. Hubbard stated she didn't know if Rusty ever sent it back to us. I just remember us going through the regulations with him. It should really be a part of our zoning ordinance and it might be a good idea to get that formally passed. Rusty uses the regulations to guide him. Mr. Denney stated I spoke to him today and he told me that the common areas should be on there before we approve the preliminary plat and so should the retention pond. Mr. Huckleba stated that will require engineering and that is what I thought the preliminary plat was to give you approval to move forward with the engineering. Mr. Denney stated the subdivision regulations tells in detail everything you are supposed to do. Mr. Roberts asked Mr. Huckleba who is doing the drawings. Mr. Huckleba stated a guy from Birmingham. Mr. Roberts stated I know Billy Grizzard and Billy Bailey both keep

a copy of the subdivision regulations. Mr. Huckleba stated Billy Grizzard is coordinating this. Mr. Roberts stated Rusty didn't want to cause you to have to do a final plat before you were approved and spend money on something you didn't get approved on. Mrs. Hubbard asked if we can approve this with the stipulation that the final plat showing the common areas and storm water. Mr. Roberts stated yes, the storm water is not in the zoning ordinance but the common areas is listed in the Planned Development section of the zoning ordinance. You have to combine the two when you are dealing with Planned Development. You have to use the subdivision regulations for your street widths and curb heights. The other stuff is in Planned Development. Mrs. Hubbard asked we are not approving the streets we are approving the plat; layout of the lots and the streets fall under the subdivision regulations. Mr. Roberts stated they will. Mr. Denney stated according to the subdivision regulations the streets have to be in there before you approve the preliminary plat. Mrs. Hubbard stated maybe we need to look at that. Mr. Shears stated preliminary to me means preliminary and then you have a final. If the preliminary has to include what Mr. Denney is saying then what is the difference in the preliminary and the final. Mr. Shears stated preliminary should be okay we approve this now come back to us with this other for the final. Mr. Denney states the final should have the name of the owner, the designer and all of these seals. According to the subdivision regulations we are not even supposed to address this until we have had a hearing. We are supposed to have a hearing I believe it is ten days prior to us hearing it. Mrs. Hubbard stated that is what that committee is doing. Mr. Denney stated the hearing is for people who own property around it and they have to be notified. Mr. Roberts stated we did that. Mrs. Hubbard stated that where it says final, I think it should say preliminary. If we are thinking we are not going to approve this then we need to say we are not going to approve so don't spend the money on it. If we are going to say yes then we need to say on the final make sure you show the common areas. Mr. Denney stated we don't have any guidance. He needs to know what he needs to do before he brings it to us. Mr. Roberts stated it is a preliminary but it is also a master plan. Mr. Newman stated it is the big concept. Mr. Roberts stated yes. Mr. Newman stated it is not the engineered but we have seen it and seen how it is drawn. We've seen the number of lots; the road and we are approving the concept. Mr. Newman stated I think what we are doing tonight is telling Mr. Huckleba that we feel good about this and you going ahead with the engineering. Mr. Denney asked what percent of the subdivision has to be common areas. Mr. Roberts stated common open space is in Article 6 of your zoning ordinance under Planned Development and pay attention to PD-1. Mrs. Hubbard stated we need to make sure that whatever is stated in the subdivision regulations book that it is the same in the zoning ordinance. Mr. Roberts stated that the minimum open space was changed and is now to be determined by the Planning Board. Mr. Shears asked what percent were you thinking. Mr. Roberts asked Mr. Huckleba how many acres he has. Mr. Huckleba stated 13 acres. Mr. Newman stated ever developer is taking a risk knowing that they are probably going to lose some lots and have some unbuildable lots. So now we are going to make some open space and I think it is only fair to tell him tonight what amount of open space while we have the plat in front of us. Mr. Denney stated I think 10 percent is the maximum. Mr. Jake Pollard stated he was thinking 5 to 10 percent depending on the size of the subdivision. At the end of the day, we do need houses in Oxford. Mr. Roberts stated with your dwelling units you can have 4 per acre so that's a quarter acre per house. Mr. Shears stated that 5 percent of 13 acres is .65 which is two thirds of an acre. Which is over two lots. Mr. Huckleba stated I am probably going to lose some for-stormwater runoff. After discussion, Danny Shears made a motion to approve 5 percent of the total acres of this master plan or preliminary plat to be used as common areas. Charlotte Hubbard seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 6; Nays: 0; Abstained 1. Chairman Bill Newman announced the motion passed. After discussion, Charlotte Hubbard made a motion to approve the preliminary plat with the understanding he abides by the 5 percent on the common areas, be aware of the Planning Boards attention to the regulations for stormwater and with the understanding that he will abide by the regulations as outlined by the Zoning Ordinance. Jake Pollard seconded the motion. Upon vote on the motion, the following votes were recorded: Yeas: 6; Nays: 0; Abstained 1. Chairman Bill Newman announced the motion passed.

Chairman Newman called for any new business or old business.

Mr. Denney stated I think we need to look at the subdivision regulations. Mr. Newman stated I think it would be a good idea to have Rusty Gann come and talk to us about.

There being no further business, Danny Shears made a motion to adjourn the meeting. Melissa Craven seconded the motion.

Respectfully,

Secretary