

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, February 2, 2021 at 5:30 pm

**Members Present:**

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

**Members Absent**

- Jake Pollard
- Danny Shears

**Also, Present:**

Mike Roberts, Chief Building Official

**Visitors:** Rusty Gann, City Engineer, Kristi Durham and Sgt. Bobby Boozer

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 January 5, 2021. Melissa Craven made a motion to approve the minutes. Fred Denney 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. Rusty Gann discussing subdivision regulations. Mr. Gann asked if anyone had any questions. Fred Denney stated he thought the Planning Board had approved the subdivision regulations but we can't find any records where we approved it. Is it one that you recommended to approve? Mr. Gann stated that he has written a set. I went back and found the minutes of May 2016 where you all discussed approving the road buildup. It was recommended for approval. That just addressed the street buildup and not all of the subdivision regulations. Mayor Craft arrived to the meeting. Mr. Gann stated I don't think the new regulations went before the Planning Board. Mr. Denney asked if Mr. Gann would recommend what he has written. Mr. Gann stated I think we should look at it. I think we have a lot of issues that are not addressed. I have a newer set I can get you all for you to review. I think where the confusion has come in is when a plat comes to you all to be approved, it gets approved and nothing is ever reviewed construction wise. Next thing you know the subdivision is going up. Mayor Craft and I has talked about sewer lines that are caving in under our roads. We just need to streamline the process of getting everything approved. The new ones I have written have pre-plat approval. That way the developer is not having to spend a lot of money on a full set of plans before he gets the approval on the plat. Once he gets the approval from the Planning Board and the City Council then he can hire the designers. Mr. Denney stated we need a copy of the new regulations and maybe we can review them before the next meeting. Mr. Newman stated there are two things that we were trying to figure out last month is what Mr. Denney was talking about the pre-plat. According to the old subdivision regulations you should have your sewer plans and engineering plans at the pre-plat. We discussed that pretty thorough and thought the developers are not going to want to spend all of that money until it is approved. The second thing was on the amount of green space in Planned Development. What does the ordinance say Mike? Mike Roberts stated 30 percent but we changed that to be determined by Planning Board. Mr. Gann stated I think that is just too much. If you have 100 acres of development and then you have 30 acres of green space that is just too much. It needs to be site specific. The news ones I drafted address the pre plat. It basically starts with a sketch plan. Mr. Newman asked the board members how they wanted to proceed, get a copy of the new ones in hand and review it? Charlotte Hubbard stated one of her concerns is how does that fit into the zoning ordinance so that the regulations that are in there

are not contradicting what is in our subdivision regulations. The perfect example is the green space. We need subdivision regulations in addition to the zoning correct. Mr. Gann stated I guess you could incorporate them in the same document. Subdivision regulations are standard to all zoning. It potentially addresses the streets, how you build the streets, how wide the streets are and that kind of stuff is uniform through every zone. Mr. Denney stated it would be a lot simpler to give it to the developer if you had the subdivision plans and say this is what we will be looking at instead of them having to go through the whole book. Mr. Newman stated he didn't mind if it was separate. If someone was going to come and speak to Mike they could just get a copy. Mr. Roberts stated we are getting to the point where most everyone pulls it up online because the zoning ordinance is online. So, if we get this and put it in there with that online then they can view it on the website or we can have hard copies if they request them. Mrs. Hubbard stated if they are on the website there should be a link to the subdivision regulations. So that it is not confusing. Mr. Denney stated the Planning Board needs to approve it and then send it to the Mayor and Council to get their approval. Mr. Roberts asked if it could be an appendix to the zoning ordinance. Mr. Gann stated he didn't know why it couldn't. Mr. Denney stated just have a section in the book for subdivision regulations. Mr. Roberts asked Mr. Gann if the parking is addressed in the new subdivision regulations. Mr. Gann stated it does not address parking. It strictly addresses driveways. I don't think there are any conflicts between the two documents. The zoning ordinance address the zoning and the property use. The subdivision regulations address the streets and it does address the minimum lot sizes and I did check with the zoning and the do match. Mr. Denney asked does the subdivision tell you that you have to have compaction test for the streets. Mr. Gann stated it outlines the process for getting the streets accepted by the City for maintenance. There is a flow chart that shows a step-by-step process. Mr. Denney asked if it states when the subdivision will actually be accepted by the City. Mr. Gann stated yes. Mrs. Hubbard asked when you say City does that mean Mr. Gann. Mr. Gann stated the Council would have to do the acceptance but the maintenance would fall under our department. It would be a private road. Mr. Roberts stated isn't that what we do now. Mr. Gann stated there are very few roads in the City that has actually gone through the formal acceptance process. Mayor Craft asked with these new subdivisions will they show drainage because over the years that I have been here the biggest problems we have ran into is someone builds a house in a cul-de-sac and water is running through it. They then come to the City to fix the problem. Mrs. Hubbard stated before the Council accepts it, I think it would be a good idea that it comes to the Planning Board first. Mr. Gann stated that is where these steps/regulations come in. It starts with a sketch plan. That will come to the Planning Board. If you are all happy with it, it will move forward with the engineering. Mrs. Hubbard stated the sketch plan that is what Clyde Huceba did with the pre-plat at the last meeting. Mayor Craft stated what he would like is the four people he put on that group, that it comes to you all, so we know at the very beginning that we know where fire or what we are talking about then come to the Planning Board and then it goes to Council. So, when it leaves us, they know that we checked it and you all have done your due diligence. Can we put that in writing in the book? Mr. Gann stated yes sir. Clyde Huceba stated that is how we did this last one. Mr. Roberts stated that is how we did it. We met in Mr. Gann's office. Mrs. Hubbard was there; the fire department was there and the water department was there. Mayor Craft stated put it in writing.

3. Public Hearing - request to amend Article 3 – Supplemental Regulations, General Regulations to include only dwellings constructed in accordance with the City Building Code and manufactured homes where permitted subject to the district regulations. 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.
4. Public Hearing – request to amend Article 4 – Residential Districts, General Regulations to include recreational vehicles, campers, boats and similar vehicles must be stored behind the front building line. 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.

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

Respectfully,

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Secretary