

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, January 8, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In Attendance

Angie Gragson; Bart Robinson; Benjamin Requet; David Spragins; Erin Smith;
Harry Alexander; Heather Windham; Hollis Green; J.R. Rigby; Jaclyn Colameta;
Johnathan Mizell; Joseph Murphy; Kate Kenwright; Kirk Milam; Paul Watkins;
Robert Baxter; Yolanda Logan

Not In Attendance

John Crawley; Reanna Mayoral

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. January Planning Commission Virtual Meeting Information

To participate with comment in the meeting, please use the following Microsoft Teams information:

Click here to join the meeting

Or call in (audio only)

+1 469-848-0135,,623768306# United States, Dallas

Phone Conference ID: 623 768 306#

B. January Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

3. Approval of minutes from the December 11, 2023 Meeting

All in favor

Move: Kirk Milam Second: Harry Alexander Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Consent Agenda

All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

1. Public Hearing for Case #2997 – Final Four, LLC (Nathan Smith) has filed a request for Preliminary and Final Plat Amendment for 'Heritage Centre Lots 37 & 38' for property located at the intersection of Heritage Drive and Anderson Road (PPIN #21063) Postponed from August
2. Public Hearing for Case #3026 – Elm Street Properties, LLC has filed a request for Special Exception as provided in Section 3.5.8.2 Residential Common Interest Developments – Districts Permitted for Property located at 240 Elm Street (PPIN #5440) **(POSTPONED)**
3. Public Hearing for Case #3027 – DYCO Properties, LLC. (Joey Moore) has filed a request for a Site Plan Approval for 'DYCO Properties' for property located at 3809 Old Sardis Road. (PPIN #14377)
4. Public Hearing for Case #3028 – NA, PHB Equipment, LLC (Joey Moore) has filed a request for a Site Plan Approval for 'Trailhead' for property located at 1016 Molly Barr. (PPIN #5030)
5. Public Hearing for Case #3029 – Blue Delta Capital, LLC (Kyle Swafford) has filed a request for Final Plat Amendment for 'Greenpointe Commercial Subdivision, Phase II, Lot 1' for property located on Rickey D Britt Sr Blvd (PPIN #7503)

D. Public Hearings

1. Public Hearing for Case #3030 – 9th Street, LLC (Jon Albriton) has filed a request for a Preliminary and Final Subdivision Plat for '805 University Place Subdivision' for property located at 805 and 803 University Avenue (PPIN #6026)

Commissioner Milam was recused.

Senior Planner Robert Baxter presented on behalf of the city. (YouTube videos begins at 10:22 - 15:36)

Planning Comments: The subject property is located on University Ave roughly north of the intersection with South 8th Street and is +/- 0.88 acres. The applicant has proposed this two-lot subdivision to separate the Meek-Duvall house (+/- 0.42-acre lot) from a lot with a proposed two-unit RCID (+/- 0.46-acres lot) (Case #3031).

The proposed lots comply with the minimum lot size, frontage requirements and would not make the Meek-Duvall house non-conforming with the requirements of the Land Development Code (i.e. frontage, setbacks, coverage, etc.).

Engineering Comments: There are technical comments to be addressed which should be easily satisfied prior to the case being heard by the Board of Alderman. The first submittal of the Preliminary and Final Plat was provided to staff for review 10/26/2023. Engineering provided comments 12/07/2023 and Storm provided comments 12/11/2023. We have not received a resubmittal of the plat at the time of this report, but a re-submittal of the construction plans has been received.

Site Development/Access

Access to site will be from University Avenue by means of a shared driveway with the adjacent property located at the intersection of University Avenue and South 9th. A shared access and parking easement is required to be shown for this access drive. The adjacent property on the corner is not a part of the proposed subdivision but is reported as owned by the same owners.

Water, Sewer, and Utilities

This subdivision is proposed on a site with existing utility services. Modifications to those utilities are required as a result of the proposed site development on Lot 2 as noted in Case 3031. One water service tap will be allowed to connect to the city owned 8" ductile iron water main located in University Avenue Right-of-Way. One of the sanitary sewer services is proposed from constructing

a sanitary sewer manhole over the existing sanitary sewer main in University Avenue. The other sanitary sewer service proposes tying into an existing private service with a cleanout and requires modification as noted in Case 3031 for the site plan. A sanitary sewer easement for the existing structure on Lot 1 has been requested to be granted by Lot 2 where the service crosses the property line as also noted in Case 3031.

Stormwater Management

The stormwater management will be addressed as part of any site plan when the proposed lots are developed. The Stormwater management for Lot 2 is noted in the case report 3031 for the site plan for Lot 2.

Recommendation: Staff recommends approval of the requested Preliminary and Final Plat for '805 University Place Subdivision' with the following conditions:

1. Approval of the Preliminary and Final Plat for '805 University Place Subdivision' by the Mayor and Board of Aldermen. (Planning)
2. A stamped recorded copy of the covenants for '805 University Place Subdivision' shall be provided to Staff prior to the issuance of any permits. (Planning& Engineering)
3. Approval is contingent on technical corrections made to construction plans for Lot 2 and to the Preliminary and Final Plat (Engineering).
4. Cross-access and parking easement between proposed lots is required prior to the case being heard by the Board of Alderman. (Engineering)
5. Prior to the case being heard by the Board of Alderman, note all utility easements on the Plat. (Engineering)
6. Prior to the case being heard by the Board of Alderman, all legal documents regarding easements must be provided. (Engineering)
7. Prior to the case being heard by the Board of Alderman, additional language and notes regarding the stormwater management system are required. (Engineering)

Summary of discussion: Jeff Williams was present on behalf of the applicant. He stated that some of the conditions have been met, there is an easement for the utilities and other documents concerning the connection of lots will be addressed with the site plan review. With no questions or comments from the commission or audience Chairman Rigby asked for a motion.

Commissioner Alexander made a motion to recommend approval to the Mayor and Board of Alderman.

Commissioner Spragins seconded. All in favor.

Move: Harry Alexander Second: David Spragins Status: Passed

2. Public Hearing for Case #3008 – 9th Street, LLC (Jon Albriton) has filed a request for a) a Variance from Section 5.8.4.10 Neighborhood Conservation Overlay – Design Standards, bedrooms allowed and b). a Special Exception as provided in Section 3.5.8.2 R.C.I.D. Districts Permitted for property located at 803 University Avenue (PPIN #6026) (Postponed from December)

Senior Planner, Robert Baxter presented on behalf of the city. (YouTube video begins at 15:45 - 53:53)

Planning Comments: The subject property is located on University Ave roughly north of the intersection with South 8th Street and is +/- 0.46 acres. The applicant is proposing to construct two new detached dwelling units on the eastern portion of the lot from the Meek-Duvall house. A site plan and plat have been received and are the subject of subsequent cases. A complimentary review was heard by the Historic Preservation Commission on August 21, 2023. Any new construction in the Historic District will require a Certificate of Appropriateness from the Historic

Preservation Commission.

a) Variance from Section 5.8.4.10 Neighborhood Conservation Overlay – Design Standards, bedrooms allowed

This request is to allow for the construction of 5-bedroom units in an NR District in the Neighborhood Conservation Overlay. Section 5.8.4.10 limits multi-unit developments in NR in the NCO to 3 bedrooms. Additionally, only 50% may have 3 bedrooms, the other 50% must have either 1 or 2 BR. Essentially, this request is for an additional 5 total bedrooms between the two units.

Because density in the NR/TNR District is based on units an acre, without the provision in the NCO, there is little way to regulate new housing with multiple bedrooms that could be marketed as rent-by-the-bedroom. This provision was created in 2014 at the same time the City was reconsidering many of its regulations about housing due to a major influx of purpose-built student housing. At that time the provision applied only to attached units. The provision was then modified in 2017 to also include all housing types. The areas of the NCO that see new construction are either infill or rebuilds and these areas, generally, do not have the infrastructure to accommodate multi-family units, or single houses that, due to rental patterns, operate similarly to multi-family.

The applicant contends that 5 bedrooms are necessary to provide two units at a high enough price point to encourage a homeowner to purchase as opposed to use as rentals and that larger units with more bedrooms would complement the existing house and would be similar in form and function to houses on the south side of University Ave.

The applicant also raises the presence of the two units directly to the North, 710 and 712 Tyler. Together, these units occupy +/- 0.37 acres and appear to be 4-bedroom units. The applicant's proposal would be of a similar nature except that due to the orientation of the land, the proposed units would have to be a part of an RCID as opposed to individual lots. The applicant has expressly stated the desire to make the two proposed units available at a price point that would only be attractive to individual owners which would ostensibly be the outcome this provision of code is looking to promote.

If this parcel was located in a TSR district, or if this development proposal was brought prior to 2017, there would be a clear path forward for approval of these detached units. While Staff understands the applicant's logic, we are not able recommend approval of this request due to a lack of a hardship that is not created directly from design choices that conflict with this specific provision of code.

Recommendation: Staff recommends denial of the requested variance. Should the Planning Commission wish to grant this request, Staff recommends the following conditions:

1. Approval is for a plan substantively similar to the plan presented at the complimentary review heard on August 21, 2023, with necessary revisions per the Site Plan Review Committee.
2. Approval is contingent upon receipt of a COA approval from the Historic Preservation Commission.

b) Special Exception as provided in Section 3.5.8.2 R.C.I.D. Districts Permitted

Residential Common Interest Developments are Special Exceptions when proposed in the NCO or in a historic preservation district. The applicant is requesting a two-unit RCID on a single lot in a proposed new subdivision (Case #3030).

There are condo style developments existing along University Ave including the property directly to the east (also owned by the applicant). Staff has no major concerns with this location for an RCID so long as a COA is received from the Historic Preservation Commission.

Recommendation: Staff recommends approval of the requested Special Exception to allow a two-unit RCID with the finding that the granting of this Special Exception will not harm the public interest with the following conditions:

1. Approval is for a plan substantively similar to the plan presented at the complimentary review heard on August 21, 2023 with necessary revisions per the Site Plan Review Committee.
2. Approval is contingent upon receipt of a COA from the Historic Preservation Commission.
3. Approval is contingent upon approval of the Preliminary and Final Subdivision for '805 University Place Subdivision' (Case #3030) by the Mayor and Board of Aldermen.

Summary of discussion: Chairman Rigby asked for comments or questions from the audience. Oxford resident, Mike McGartland was present to express his concerns in addition to a letter of objection included in the staff report. Mr. McGartland asked the commission for this case to be postponed until he could have an evaluation of his concerns with stormwater. Chairman Rigby reminded the audience that concerns about the site plan can be address when that case is heard.

Jeff Williams was present on behalf of the applicant and explained the stormwater plan and referenced the site plan for drawings. Commissioner Smith asked if any water would be directed to the north on Mr. McGartland's property. Mr. Williams insured that it will not, and it would all be routed to go west towards university avenue.

Neighboring resident, William Lawhead expressed concerns about traffic and the size of the homes proposed for the zoning. Oxford resident, David Flautt spoke about the home that is currently on the lot and the historical significance.

Oxford resident, Molly Misenhiemer spoke about her concerns for parking and traffic. Commissioner Murphy asked about the slope of the site. Mr. Williams showed the commission a drawing to explain the storm water runoff.

The applicant, John Albriton was present and spoke about lowering the bedroom count to please the community. He explained that his intent was to build high end homes and not planning on rentals or investment properties. A member of the audience asked what the applicant intended to do with the home on the property. Mr. Albriton replied he intends to restore the home for resale or to occupy himself. Audience member, David Flautt spoke about concern for the home on the property and the future development. With no further questions or comments a motion was made.

Commissioner Alexander mad a motion to deny the requested variance. Commissioner Smith second the motion. All in favor to deny.

Commissioner Alexander made a motion to deny the requested special exception. Commissioner Smith second the motion.

Chairman Rigby voted for. Commissioners Spragins, Murphy and Logan voted against.

Move: Second: Status: Failed

3. Public Hearing for Case #3031 – 9th Street, LLC (Jon Albriton) has filed a request for a Site Plan Approval for '805 University Avenue' for property located at 803 University Avenue (PPIN #6026)
This case was withdrawn.
4. Public Hearing for Case #3019 – V2, Inc. (Scott Vasilyev) has filed a request for a) Special Exception as provided in section 4.9.1.1.a. Phased Parking and b). a Variance as provided in section 2.6.7. TNB Traditional Neighborhood Business, build-to-line maximum for property located at 108 Bolt Boulevard (PPIN #36364) **(POSTPONED)**
5. Public Hearing for Case #3032 – Lonesome Oaks, LLC (Wil Matthews) has filed a request for a Special Exception as provided in section 2.6.7 Traditional Neighborhood Business - Dwelling Unit Densit - Ground Floor Residential for 'Village Station' property located at Old Taylor Road (PPIN #7730).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 55:43 -

58:55)

Planning Comments: The subject property is located on the west side on Old Taylor Road and is situated between the Lapels and High Point Coffee on the south and the My Michelle's strip retail building to the north. The property measures approximately 3.21 acres and was cleared after the approval of a previous site plan in May of 2013. Subsequently, the project was never developed.

The applicant is proposing a mixed-use development containing 2, 3-story buildings with approximately 85 residential units and approximately 8,400 sq/ft of commercial, leasing office, a fitness center, and storage space. The applicant is requesting a Special Exception to allow residential on the ground floor of the development. The development proposal does provide 4 leasable areas of the building for commercial tenants, and it also incorporates a commercial leasing office.

The area surrounding this proposed development contains existing commercial including a coffee shop, cleaners, a hair salon, a nail salon, a restaurant and Dollar General. This proposal concentrates the proposed commercial elements along a plaza space on the interior of the site between the two buildings. Staff believes that what is proposed sufficiently provides commercial opportunities for this development proposal.

Recommendation: Staff recommends approval of the requested Special Exception to ground floor residential with the finding that the granting of this Special Exception will not harm the public interest with the following conditions:

1. Subject to the application as submitted.
2. The Special Exception shall expire if building permits are not issued within 18 months.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Alexander motioned to approve.
Commissioner Milam seconded. All in favor.

Move: Harry Alexander Second: Kirk Milam Status: Passed

6. Public Hearing for Case #3033 – Lonesome Oaks, LLC (Wil Matthews) has filed a request for a Site Plan Approval for 'Village Station' property located at Old Taylor Road (PPIN #7730).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 58:57 - 1:03:09)

Planning Comments: The subject property is located on the west side on Old Taylor Road and is situated between the Lapels and High Point Coffee on the south and the My Michelle's strip retail building to the north. The property measures approximately 3.21 acres and was cleared after the approval of a previous site plan in May of 2013. Subsequently, the project was never developed.

The applicant is proposing a mixed-use development containing 2 – 3-story buildings with containing 85 residential units and approximately 8,400 sq/ft of commercial, leasing office, fitness and storage space on the ground floor and a total of 85 residential units.

According to the tax assessor's database, it appears that in 2022, two portions of the original property were sold without a subdivision. The strip retail center containing My Michelle's, the subject property for this development, and the building containing Lapels and Highpoint Coffee are each on their own parcel. A subdivision of this property is necessary and is a condition of approval for this site plan.

Use and Parking Requirements

The development proposal consists of residential units on the ground floor that requires a Special Exception, the subject of Case #3032. The proposal contains approximately 5,000 square feet of leasable commercial space, and it provides a fitness center, clubhouse and pool area. The development proposes 45 1-bedroom units and 40 2-bedroom units. The TNB District limits the total quantity of 1-bedroom units to 50%, however this proposal slightly exceeds that requirement. The applicant requested a waiver by the Planning Director from this requirement because it was within the 10% requirement. This request was granted due to the nature of the building shape and the symmetrical layout of the floorplan.

The proposal complies with the parking requirements. The proposal requires a total of 172 parking spaces with 179 being provided.

Coverage

The TNB district allows for 80% lot coverage and 79.1% is proposed with this development.

Building Height

The proposed three-story buildings will measure approximately +/- 38' in height, under the max height for this district.

Other Review Elements

- Architecture and Building Materials – The buildings will be constructed with a mix of brick masonry, fiber cement siding, with balconies.
- Sidewalks and Connectivity – Sidewalks are indicated throughout the site, the parking lot and with connectivity to Old Taylor Road and the other phases of the development.
- Landscaping & Tree Mitigation – The proposed landscape design meets all standards related to frontage trees, parking lot trees, and foundation plantings. The site is already cleared and there is not any mitigation required.

Engineering Comments:

Site Development

This site, originally called the Vineyards, had a site plan approved by the Planning Commission, Case #1915, in January 2015. This site was also a part of an original PUD development known as Faulkner Flats. This development has two (2) existing entrance points off Old Taylor Road. One of those entrances turns onto Virginia H. Crestman Drive, which is a public street. This development was first submitted around 2012, was approved as a PUD and the PUD was eventually dissolved. It includes the following approved site plans: multi-family residential development known as Faulkner Flats, High Point Coffee, Lapels Dry Cleaners, a structure with several retail spaces, and a Dollar General site. Although it has been subdivided and parcels have been sold, a Plat has not been submitted or approved for the development.

Traffic/Access

When the development was being constructed a portion of land was made pad ready and a parking lot was constructed for the future 40,000 sf of commercial space fronting Old Taylor Road. Two 3-story structures with 10,700 sf of commercial space and 81,800 sf of residential space are now proposed. The change in proposed use and the increase in square footage have prompted a request for an updated traffic analysis. The updated report does note that the change in use from fully commercial to a mix of commercial and primarily residential results in a significant decrease in the traffic associated with the site from approximately 5,000 trips per day to approximately 3,000 trips per day for the entire original PUD footprint.

Sidewalks

Sidewalk currently exists on Old Taylor Road. A portion of that sidewalk will need to be removed and relocated to allow enough room for the proposed building footprint and front yard retaining wall. A pedestrian easement will be required for sidewalk not located within the Right-of-Way.

Water, Sewer, and Utilities

Water is proposed to connect to an existing 8" DIP main owned by the City of Oxford located in the existing parking lot. There are currently 4 existing water services located under the pavement that the applicant is requesting to remove/abandon. The applicant has requested 2 new 8" water taps but further discussions are needed to determine what size services are needed and how many

taps will be permitted.

There are currently 4 existing 6" sanitary sewer services stubbed to the pad area. It appears that the plans propose using 2-3 of the existing sanitary sewer services, all of which tie to an 8" public sanitary sewer main located in the existing parking lot. Engineering has requested that plans show where the gravity sewer flows and which lift station(s) serve the proposed structures. Engineering has also requested the capacity of the nearest lift station(s) and their force main(s) to ensure all infrastructure is sufficient. The change in use does change the calculations for sewer capacity and will require evaluation. Further review is needed to ensure what upgrades may be required for this development. Any costs associated with those upgrades will be the responsibility of the developer.

Stormwater Management

As noted above, this site originally had a site plan approved by the Planning Commission, Case #1915, in January 2015. There was an existing stormwater management facility, built as part of the original development of the PUD, consisting of a detention basin located at the north end of the PUD property. The stormwater management requirements at the time of the detention basin's construction were to manage the 25-year storm. While reviewing the site plan for the Vineyards, it was determined that the existing stormwater management facility was undersized to manage the 25-year storm based on the more restrictive 2014 Stormwater Management ordinance changes. Before approving the site plan for the Vineyards, the City required the developer to bring the stormwater management into compliance to manage the 25-year storm. Modifications to the detention basin were made to increase its storage volume and improve the outlet control structure.

This proposed site plan effectively has the same amount of impervious cover as the previously approved Vineyards site plan due to the originally proposed large sidewalks and impervious area around the smaller building footprints. In consideration of a number of factors including the original development and approvals as a PUD, continued construction and development within the PUD footprint since original approval, completion of the required improvements to the stormwater management facility in 2015, and the fact that the proposed site plan does not change the overall amount of impervious cover, the engineering staff recommends no further stormwater management required. Staff does require that construction plans associated with this development note the location and construction details of the original detention pond and modifications and the site's ability to use the pond as part of the original PUD development. Inclusion of these details on the construction plans will aid the developer, future owners, and future City staff members in the future.

The original developer's decision to sell parcels without knowledge of the City may have created a future hardship for all parties involved regarding future maintenance of the stormwater management facility. The City would have required a written agreement identifying responsibility and rights of all parties. This document may exist and Staff does request a copy for benefit of future owners and Staff. In the event it does not exist, it is presumed, perhaps incorrectly, that all maintenance costs are the responsibility of the owner of the property the pond is physically located on. This would be considered a civil issue at that time.

Recommendation: Staff recommends approval of the requested site plan for 'Village Station' with the following conditions of approval:

1. The site plan is approved with any technical corrections deemed necessary by the Site Plan Review Committee. (Planning)
2. Prior to the issuance of any permits, a three-lot subdivision shall be approved by the Mayor and Board of Aldermen to remedy the unauthorized subdivision of this property. (Planning)
3. Approval is contingent on all technical corrections made to the plans. (Engineering)
4. A pedestrian easement is required prior to the issuance of a Certificate of Occupancy. (Engineering)
5. Approval of any plans necessary for lift station upgrades prior to the sale of any water and sewer taps. (Engineering)

6. A cross access easement is required prior to the issuance of a Certificate of Occupancy. (Engineering)

7. Provision of a copy of any agreements in existence regarding responsibility for maintenance costs related to the stormwater management facilities before the issuance of sewer and water taps. (Engineering)

Summary of discussion: Commissioner Murphy asked about stormwater in place. Jeff Williams was present on behalf of the applicant. He said what was previously proposed with Faulkner Flatts was not built so he has made changes according to the ordinance for the detention and stormwater. With no further questions or comments a motion was made.

Commissioner Milam motioned to approve subject to staff conditions.
Commissioner Spragins seconded.

Move: Kirk Milam Second: David Spragins Status: Passed

7. Public Hearing for Case #3034 – JWM Development, LLC (JW McCurdy) has filed a request for a Preliminary and Final Subdivision for 'Fallen Oaks Subdivision' for property located at 427 North 16th Street (PPIN #6171)

Planner II, Kate Kenwright presented on behalf of the city. (YouTube video begins at 1:03:12 - 1:06:25)

Planning Comments: The subject property is +/- 1.44 acres on North 16th St, directly south of St Andrews Methodist Church inside the Neighborhood Conservation Overlay (NCO) and the North Lamar Historic District. The applicant is proposing to construct a seven-unit RCID on the property. The applicant received a retaining wall variance and a special exception to locate an RCID on the property at the December 2023 meeting of the Commission. The project is also under site plan review, which will be heard at this meeting.

The applicant seeks Preliminary and Final Plat approval to divide the existing +/- 2.21-acre lot into two lots to create Fallen Oaks Subdivision. The property currently has a single-family home and barn located on-site which will be subdivided onto Lot 1 (+/- .76 acres). Lot 2 (+/- 1.44 acres) is the site of the proposed Residential Common Interest Development. Lot 1 will continue to have access and be entered off of N 15th Street while Lot 2 will access N 16th via a new drive to be built as part of the proposed RCID project.

Both proposed lots far exceed this minimum.

Engineering Comments:

Site Development/Access

The proposed subdivision plat consists of 2 lots. One of the lots fronts North 15th Street and one fronts North 16th Street.

Various easement information is requested from the applicant including the following: existing stormwater easements, unopened Right-of-Way for Washington Avenue, new grading and drainage easements. A resubmittal has not been made at the time this report is written.

The plat notes that part of the driveway for Saint Andrews United Methodist Church is located on the property. It has been noted that an easement for this portion of the driveway will not be provided which means the driveway is an encroachment and may be required to be removed or modified at some point in the future. There is also a gap area of property around some portions of the subdivision that also remain in question as to ownership.

Water, Sewer, and Utilities

Water and sewer are proposed as a part of the Site Plan proposed on Lot 2. Refer to Case #3035 for details. The owner/developer is responsible for any upgrades necessary for water and sewer.

This information will be confirmed prior to the case being heard being by the Board of Alderman so that any necessary bonds can be provided.

Stormwater Management

The stormwater management will be addressed as part of any site plan when the proposed lots are developed.

There is an existing drainage easement between the owner of the proposed subdivision and the adjoining Porch View subdivision to the west. Modification of this drainage easement or a new drainage easement/agreement needs to be developed for the two subdivisions. The engineering staff are awaiting the submission of covenants and responses to their initial round of comments.

Recommendation:

Staff recommends approval of the requested Preliminary and Final Plat for "Fallen Oaks Subdivision" with the following conditions:

1. Approval of the Final Plat for "Fallen Oaks Subdivision" by the Mayor and Board of Aldermen. (Planning)
2. Approval is for the Plat as submitted subject to necessary revisions per the Site Plan Review Committee. (Planning)
3. Covenants for Fallen Oak Subdivision shall be provided to Staff prior to the issuance of any permits. (Engineering)
4. The plat shall not go to the Board of Aldermen until all of the engineering staff's comments have been addressed on the construction plans and the preliminary plat. (Engineering)
5. All requested easements are to be shown on the final plat prior to being heard by the Board of Aldermen. (Engineering)
6. A pedestrian easement is required prior to be heard by the Board of Aldermen. (Engineering)
7. A construction bond for sidewalk and any water and sewer upgrades will be provided prior to the case being heard by the Board of Aldermen. (Engineering)

Summary of discussion: John Granberry was present on behalf of the applicant. Commissioner Alexander asked about ownership. Mr. Granberry said it had been addressed and that the deeds are under review. With no further questions or comments a motion was made.

Commissioner Smith made a motion to approve subject to staff conditions.
Commissioner Spragins seconded.

Move: Erin Smith Second: David Spragins Status: Passed

8. Public Hearing for Case #3035 – JWM Development, LLC (JW McCurdy) has filed a request for a Site Plan Approval for 'Fallen Oaks Subdivision' for property located at 427 North 16th Street (PPIN #6171)

Planner II, Kate Kenwright presented on behalf of the city. (YouTube video begins at 1:06:28 - 1:11:05)

Planning Comments:

The subject property is +/- 1.44 acres on North 16th St, directly south of St Andrews Methodist Church inside the Neighborhood Conservation Overlay (NCO) and the North Lamar Historic District. The applicant is proposing to construct a seven-unit RCID on the property. The applicant received a retaining wall variance and a special exception to locate an RCID on the property at the December 2023 meeting of the Commission.

The project was reviewed on a complimentary basis at the December 2023 meeting of the Historic Preservation Commission. Some changes were requested by the Commission to the plans and the public hearing for the project will be held at the January 22nd meeting of the Commission. The changes proposed are architectural and limited to the building elevations in particular to the front elevation (east) for building 3 — they will not affect the site plan for the project.

7 detached dwelling units are proposed, all two-story structures with covered garages. While the floor plans and architecture of the units vary all will contain 3 bedrooms. The units will all access a centrally located drive to be constructed off of N 16th Street.

Use and Parking Requirements

A total of 21 parking spaces are required for this development. The proposal complies with this requirement and provides 28 parking spaces.

Coverage

The TSR district allows for 60% lot coverage and 48.3% is proposed with this development.

Building Height

The TSR district allows for buildings up to 38 feet in height. The proposed buildings are 2-story and will be 38' in height.

Other Review Elements

- Architecture and Building Materials—The architecture and building materials will be reviewed and approved by the Historic Preservation Commission. The materials shown on the plans—brick, stone, asphalt shingle—are appropriate based on the requirements of the code.
- Sidewalks and Connectivity – The proposed development features a 5' concrete sidewalk along N 16th Street at the front of the development. Sidewalks will also be provided throughout the interior of the development.
- Landscaping & Tree Mitigation – The proposed tree mitigation meets the requirements of the Land Development Code. The landscaping proposed meets the requirements for frontage trees, edge plantings, and foundation plantings.

Engineering Comments:

A resubmittal of construction plans in response to Staff comments has been received and is under review. Staff was not able to complete the review prior to submittal of the case reports and therefore anticipates there could be some technical corrections needed. Any technical corrections are expected to be minor and easily resolved.

Site Development/Access

The proposed development is on Lot 2 of Fallen Oak Subdivision Plat (Case #3034). A private driveway is proposed to access the condo units from North 16th Street. A 5' sidewalk is proposed outside of the Right-of-Way and a pedestrian easement will be required.

Water, Sewer, and Utilities

Water is proposed to connect to an existing 6" water main owned by the City of Oxford located within North 16th Street Right-of-Way. A fire hydrant, 7 domestic water services, and an irrigation service are proposed with the construction of this development. The proposed water services are under review and may be changed.

Sanitary sewer to the development proposes connecting to an existing City owned 6" sanitary sewer line located within the North 16th Street Right-of-Way. Each of the 7 sanitary sewer services is proposed to be 6" PVC and will gravity flow to the existing sanitary sewer line. Connection to the existing sanitary sewer line will require installation of a sanitary sewer manhole. More information regarding the existing sewer line has been requested and additional upgrades may be required.

Other utilities are present on site including an existing gas line within the roadway and an overhead electric power line that is planned to serve the development, owned and maintained by City of Oxford Electric Department.

Stormwater Management

The adjoining subdivision, Porch View, was granted a drainage easement from the owner of the Fallen Oaks subdivision to discharge across proposed lot 2. There is an existing drainage pipe on proposed lot 2 that carries stormwater discharge from the Porch View subdivision's stormwater management facility. This drainage pipe will be relocated as part of this site plan but will need to continue to carry stormwater discharge from Porch View Subdivision.

The stormwater management requirements for this site plan (lot 2) will be met by a proposed stormwater management facility consisting of drainage pipes and an underground detention basin. The underground detention basin will be located under the parking lot. The stormwater from the site will discharge at the northeast corner by a drainage pipe connected to an existing drainage pipe in the right of way of N. 16th Street. Additional easements may be necessary from Porch View Subdivision. At this time the Stormwater Management Plan for this project has not been approved by the Engineering Department. The engineering staff is reviewing responses to their initial round of comments and does not anticipate any issues that would prevent approval of the stormwater management plan.

Recommendation:

Staff recommends approval of the Site Plan with the following conditions:

1. Approval is for the plan as proposed. (Planning)
2. The required Certificate of Appropriateness is received from the Historic Preservation Commission. (Planning)
3. Covenants for Fallen Oak CID shall be provided to Staff prior to the issuance of any permits. (Engineering)
4. Approval is contingent on all technical corrections made to the plans. (Engineering).
5. A pedestrian easement is required prior to the issuance of a Certificate of Occupancy. (Engineering)
6. Storm drainage easements and grading and construction easements are required for adjacent lots prior to Land Disturbance permit. (Engineering)
7. Approval of stormwater management plan is required before the issuance of sewer and water taps. (Engineering)
8. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy. (Engineering)

Summary of discussion: Commissioner Murphy expressed concern of construction vehicles being on the public road and if there was a plan to have them off the street. JW McCurdy was present and stated it would depend on sale of the homes, but he would arrange for off-site parking. With no further questions or comments a motion was made.

Commissioner Milam made a motion to approve subject to staff conditions.
Commissioner Logan seconded.

Move: Kirk Milam Second: Yolanda Logan Status: Passed

9. Public Hearing for Case #3036 – The Pearl at Oxford Commons, LLC (David Blackburn) has filed a request for a Special Exception as provided in Section 5.6.1.3 Building Step-back for property located at Commonwealth Boulevard and Sisk Ave. (PPIN #26631)

Director of planning, Ben Requet presented on behalf of the city. (YouTube video begins at 1:11:06 - 1:15:26)

Planning Comments: This proposal is for Lot 5 of the Oxford Commons Phase I subdivision, which was amended by the Mayor and Board at their February 7, 2023. The subject property measures approximately +/- 2.34 acres and is located on the east side of Commonwealth Boulevard, north of Sisk Avenue. This property is located in the Oxford Commons Planned Unit Development and its underlying zoning is (SCN) Suburban Center.

This property is located in Tract B1 of the Oxford Commons PUD document. The PUD Plan Data Table provides for 200 residential units and a total of +/- 75,000 square feet of commercial use in Tract B1. Furthermore, Condition 9 of the PUD document indicates that ground floor residential is allowed by right when at least 25% of the allotted non-residential development potential is used within the Tract. This requirement was satisfied with the construction of The Commons of Oxford Commons (approximately 29,000 sq/ft.).

Last year, the applicant was approved for a multi-family development, The Pearl at Oxford Commons (Phase 1), consisting of 108 – 3-bedroom units in 9 total buildings. The proposal also included a clubhouse with amenities that include a pool, gym, and a separate pool house. The applicant is now proposing 'The Pearl at Oxford Commons (Phase 2)', that consists of 2 – 4-story buildings (buildings B & C). Building B contains approximately +/- 6,700 SF of commercial space on the ground floor with a total of 35 residential units on the four floors. Building C consists of approximately +/- 2,500 SF of commercial space on the ground floor with a total of 36 residential units on the four floors.

The applicant is requesting a Special Exception from the building step back provision of the Land Development Code. Sec. 5.6.1.3 of the development code requires that “a portion of the façade of any buildings over 3 stories in height shall step back or recess an addition 1.2 feet for every 1 foot of height above 3 stories.” It further establishes that “exemption from this requirement may be requested by special exception.” The exemption clause was added to address the reality that there are building sites, and sometimes preferred architectural forms, that address the underlying philosophy of the step back requirement, without a strict adherence to the form of a step back. This element of the Code was added to limit the potential for buildings (like what is now called “Uncommon Oxford” that present too “sheer” a façade to the street, creating a bulky and looming architectural presence.

The applicant notes that because of the setting, building setback, greenspace provided and the distance to adjacent buildings, the step back requirement is not effective in this context. Positioning the building this far away from the street offers some advantages. It allows for a deep greenspace which helps to soften and reduce the scale of the building, increases access to sunlight, and provides generous views. Because structures on adjacent properties are so far away, there are no existing roof lines to tie-into, and solar pass-thru is abundant. In addition, the façade of Building B is further softened by landscaping and balconies.

Recommendation: While this proposed façade does not step back, it does present considerable architectural variety, but the distance between the building and the edge of the public right of way realm help maintain a human scale, which is the intent of this provision of the ordinance. Staff recommends approval of the requested Special Exception.

Summary of discussion: With no questions or comments from the audience or commissioners a motion was made.

Commissioner Alexander made a motion to approve.
Commissioner Logan seconded.

Move: Harry Alexander Second: Yolanda Logan Status: Passed

10. Public Hearing for Case #3037- The Pearl at Oxford Commons, LLC (David Blackburn) has filed a request for a Site Plan Approval for 'The Pearl, Phase 2 at Oxford Commons' located at Commonwealth Boulevard and Sisk Ave (PPIN # 26631)

Director of planning, Ben Requet presented on behalf of the city. (YouTube video begins at 1:15:30 - 1:19:53).

Planning Comments: This proposal is for Lot 5 of the Oxford Commons Phase I subdivision, which was amended by the Mayor and Board at their February 7, 2023. The subject property measures approximately +/- 2.34 acres and is located on the east side of Commonwealth Boulevard, north of Sisk Avenue. This property is located in the Oxford Commons Planned Unit Development and its underlying zoning is (SCN) Suburban Center.

This property is located in Tract B1 of the Oxford Commons PUD document. The PUD Plan Data Table provides for 200 residential units and a total of +/- 75,000 square feet of commercial use in Tract B1. Furthermore, Condition 9 of the PUD document indicates that ground floor residential is allowed by right when at least 25% of the allotted non-residential development potential is used within the Tract. This requirement was satisfied with the construction of The Commons of Oxford Commons (approximately 29,000 sq/ft.).

Last year, the applicant was approved for a multi-family development, The Pearl at Oxford Commons (Phase 1), consisting of 108 – 3-bedroom units in 9 total buildings. The proposal also included a clubhouse with amenities that include a pool, gym, and a separate pool house. The applicant is now proposing 'The Pearl at Oxford Commons (Phase 2)', that consists of 2, 4-story buildings (buildings B & C). Building B contains approximately +/- 6,700 SF of commercial space on the ground floor with a total of 35 residential units on the four floors. Building C consists of approximately +/- 2,500 SF of commercial space on the ground floor with a total of 36 residential units on the four floors.

The applicant is requesting a Special Exception from the building step back provision of the Land Development Code. In order to maintain a human scale, buildings are required to step back 1.2 feet for each foot above 3 stories. The applicant notes that because of the setting, building setback, greenspace provided and the distance to adjacent buildings, the step back requirement is not effective in this context.

Use and Parking Requirements

As already mentioned, 200 residential units are allowed in Tract B1 and first-floor residential is permitted by right when at least 25% of the allotted non-residential development potential is used. The Commons at Oxford Commons is already constructed, and it accounts for approximately 29,000 of the 75,000 non-residential development potential in this tract. Additionally, this proposal is for 71 residential units, which is within the 200-unit limitation of the PUD. The proposal also contains a total of 9,200 square feet of commercial space on the ground floor.

The areas around this site have been approved and/or constructed with parking infrastructure. The Pearl Phase 2 requires a total of 207 parking spaces for the commercial and residential components. The applicant is proposing to provide only 109 spaces on this site, however, there are additional spaces of the adjacent developments to adequately provide parking. The proposal provides shared parking and access easements between all three of the lots.

The Commons	Required Parking	Provided Parking	Deficit/Surplus
A1 & A2	96	119	+23
Entertainment	Site Plan Expired	57	+57
Pearl Ph 1	324	440	+116
Pearl Ph 2	207	109	-98
Total	708	725	+98

Coverage

The SCN district allows for 80% lot coverage and 79.59% is proposed with this development.

Building Height

The proposed four-story buildings will measure approximately +/- 48' in height, under the max height for this district.

Other Review Elements

- Architecture and Building Materials – The buildings will be constructed with a mix of brick masonry, fiber cement siding, with metal and wood balconies.
- Sidewalks and Connectivity – Sidewalks are indicated throughout the site, the parking lot and with connectivity to Commonwealth Boulevard and the other phases of the development.
- Landscaping & Tree Mitigation – The proposed landscape design meets all standards related to frontage trees, parking lot trees, and foundation plantings. Tree mitigation was subject to the variance granted and the requirement for a conservation easement was resolved with the subdivision plat.

Engineering Comments:

A resubmittal of construction plans in response to Staff comments has been received and is under review. Staff was not able to complete the review prior to submittal of the case reports and therefore anticipates there could be some technical corrections needed. Any technical corrections are expected to be minor and easily resolved.

Site Development/Access

The site will have two main access points onto Commonwealth Boulevard including a roundabout previously approved in The Pearl Phase 1 (Case #2938). A 5' sidewalk is already installed within the Commonwealth Blvd. Right-of-Way for the length of the development.

Shared access easements have been requested to be shown on the plans in addition to being included on any restrictive covenants.

Water, Sewer, and Utilities

Water service to the 2 structures is proposed to connect to an existing 8" DIP main owned and maintained by the City of Oxford. The water stub for each structure is an 8" service line. Construction of Phase 2 proposes two new fire hydrants, two fire protection lines, and two master meters (1 for each structure).

Sanitary sewer will be provided by connecting to the existing private 8" gravity main between the 2 structures that also serves Phase 1 of the development. Each sewer service is 8" and will also be private.

Stormwater Management

The stormwater management requirements for this site plan are met by that previously approved stormwater management plan. Phase I of the Pearl was approved by the Planning Commission, Case#2938, in February 2023. As part of that site plan, a stormwater management plan for a complete buildout of all Phases of the Pearl was reviewed and approved. The stormwater management facilities consist of a retention basin located on the west side of the property and a network of drainage pipes.

Recommendation: Staff recommends approval of The Pearl Phase 2 at Oxford Commons with the following conditions of approval:

1. Approval is for the Site Plan as submitted. (Planning)
2. Approval is contingent on all technical corrections made to the plans. (Engineering).
3. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy. (Engineering).
4. Approval is contingent on the construction of the roundabout at the end of the existing dead-end street extension from Commonwealth as one point of access. (Engineering).
5. Certificate of Occupancies will not be issued until the roundabout at the end of the existing dead-end street is completed. (Engineering).

Summary of discussion: Chairman Rigby asked about the parking. Mr. Requet responded that the shared parking agreement was written into the covenants. Paul Koshenina was present virtually on behalf of the applicant and agreed with that response. With no further questions or comments a motion was made.

Commissioner Smith made a motion to approve.
Commissioner Murphy seconded. All in favor.

Move: Erin Smith Second: Joseph Murphy Status: Passed

11. Adjourn

Commissioner Spragins made a motion to adjourn.
Commissioner Milam seconded. All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, February 12, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In Attendance

Angie Gragson; Benjamin Requet; David Spragins; Erin Smith; Harry Alexander; Hollis Green; J.R. Rigby; Jaclyn Colameta; John Crawley; Johnathan Mizell; Joseph Murphy; Kate Kenwright; Kirk Milam; Paul Watkins; Robert Baxter; Yolanda Logan

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. February Planning Commission Virtual Meeting Information

To participate with comment in the meeting, please use the following Microsoft Teams information:

[Click here to join the meeting](#)

Or call in (audio only)

[+1 469-848-0135..623768306#](tel:+14698480135623768306) United States, Dallas

Phone Conference ID: 623 768 306#

To view this public hearing please click link below

<https://www.youtube.com/watch?v=P5vGXGwPWBs>

B. February Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

3. Approval of minutes from the January 8, 2024 Meeting

All in favor.

Move: Erin Smith Second: David Spragins Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Administrative Approvals

D. Consent Agenda

1. Public Hearing for Case #3026 – Elm Street Properties, LLC has filed a request for Special Exception as provided in Section 3.5.8.2 Residential Common Interest Developments – Districts Permitted for Property located at 240 Elm Street (PPIN #5440) **(POSTPONED)**

E. **Public Hearings**

1. Public Hearing for Case #3019 – V2, Inc. (Scott Vasilyev) has filed a request for a) Special Exception as provided in section 4.9.1.1.a. Phased Parking and b). a Variance as provided in section 2.6.7. TNB Traditional Neighborhood Business, build-to-line maximum for property located at 108 Bolt Boulevard (PPIN #36364) **(POSTPONED)**
2. Public Hearing for Case #3038 – Lilly Kubota (Eric Wisher) has filed a request for a Variance as provided in section 4.8.6.1 Sidewalks for property located at 2141 Highway 30 (PPIN #34524)

Robert Baxter, Senior Planner presented on behalf of the city. (YouTube video begins at 12:30 - 15:42)

Planning Comments: The subject property is +/- 7.3 acres located on the north side of Highway 30, just east from the Ed Perry Boulevard intersection. This property has two businesses located on it; Lilly Kubota and Lilly Farm and Ranch. The applicant is proposing modifications to the site and additions to the Lilly Kubota building, the site plan for which is the subject of Case #3039.

This request is for a Variance from the sidewalk requirements as stipulated in Section 4.8.6.1. The same request was heard as part of Case #2998 in August 2023 and was denied at that time. The applicant has returned after the six-month waiting period as established in Section 9.4.3.

The applicant states that construction of the sidewalk on the right-of-way is not feasible due to the lack of MDOT permission and the significant slopes of the drainage ditch. They further contend that construction of the sidewalk on the applicant's property would also not be feasible due to topography that would require the construction of retaining walls to meet ADA slopes and then to maintain a secure site the fence would need to be relocated and a portion of the parking lot would be demolished. This would create an undue hardship on the applicant for limited public benefit, due to the lack of any existing sidewalk infrastructure to connect to and no destinations for pedestrians at this time.

The applicant went before the Pathways Commission on January 22, 2024. Pathways was generally receptive of the request and agreed with the applicant that variance would be appropriate in this instance. The Commission identified the Highway 30 corridor as a Rural Arterial and noted that a multi-use path would be the appropriate pedestrian facility as specified in the LDC. Additionally, the Commission stated that their position was only in reference to this proposal, and that should this property redevelop, the need for sidewalks should be re-evaluated at that time.

Planning Staff agrees with the applicant and the Pathways Commission. The applicant was denied for this request previously, but appears to have made a good faith effort to incorporate sidewalks, but has been unsuccessful to the difficulty of the property.

Engineering Comments: Following the August hearing of Case 2998, the design Engineer consulted with Staff regarding various options for installation of sidewalk. Based on the existing topography and the owner's desire to continue to use a fence to manage access to the equipment on site, it was determined that any sidewalk would have to be located on right-of-way owned by the Mississippi Department of Transportation (MDOT) or the fence would have to be relocated so that the sidewalk could be located outside of the fence in order to ensure pedestrian access at all time. The existing fence has been in place since prior to June 2013 per Google Street View, when the property was located outside of the City limits. The owner investigated both options and reported that the MDOT refused permission for a sidewalk on the right-of-way, which would have also required construction of retaining wall and changes in the drainage ditch, and that the cost to relocate the existing fence was not proportional to a building addition.

Recommendation: Staff recommends approval of the requested Variance with the following conditions:

1. Approval is for the plan as submitted.

Summary of discussion: With no questions from the commission or audience a motion was made.

Commissioner Milam made a motion to approved with staff condition. Commissioner Logan seconded. All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

3. Public Hearing for Case #3039 – Lilly Kubota (Eric Wisher) has filed a request for Site Plan Amendment for property located at 2142 Highway 30 (PPIN #34524)

Robert Baxter, Senior Planner presented on behalf of the city. (YouTube video begins at 15:42 - 17:48)

Planning Comments: The subject property is +/- 7.3 acres located on the north side of Highway 30, just east from the Ed Perry Boulevard intersection. This property has two businesses located on it; Lilly Kubota and Lilly Farm and Ranch. The applicant is proposing modifications to the site and additions to the Lilly Kubota building.

Use and Parking – The primary structure will not change the use as a retail use with outdoor sales. The applicant proposes to construct an addition that would be used for storage and as a repair shop for the Kubota equipment. These uses are allowed in the SCO district.

There are 13 parking spots provided, two of which are handicap accessible. This will cover the retail patron area as well as employee parking for the shop.

Other Elements

- Landscaping – A landscape plan is provided that indicates frontage trees, edge plantings and a vegetative buffer to the rear. Foundation plantings are not indicated and will be required prior to permitting.
- Building Materials – The existing building is clad with brick and metal siding. The applicant was approved in August 2023 (Case #2998) for the use of metal paneling for the addition. The front towards Highway 30 will use a Knotwood cladding system over the metal panel to simulate wood grain.
- Access and Sidewalks – The site takes access off of Highway 30 at a shared entrance with Lilly Farm and Ranch to the east. The proposed plan does not include sidewalks. A variance from the sidewalk requirements is the subject of Case #3039.
- Signage - Some signage is indicated on the architectural elevations, though a separate approval will be required to ensure compliance with the signage requirements of the Land Development Code.

Engineering Comments:

Access and sidewalk

The most recent construction plans, dated 1-2-04, were reviewed and marked in EnerGov as approved by Engineering (civil, not stormwater) on January 30th. The proposed addition to the existing building will utilize the existing drive on Highway 30, which is governed by the Mississippi Department of Transportation (MDOT). The site plan provided does not include for sidewalk and a request for variance from this requirement is being considered as Case 3038. Engineering has no objection to the request for variance in consideration of the information provided specific to this site.

Water and Sewer

This site is located within the certificated service area for Campground Water Association and does not receive water or sewer service from the City. Campground Water provides water service and is noted as the utility provider on Sheet C3.1. The additional sewer needs will be met by the addition of a new septic tank, which will be privately owned and maintained. A copy of the approval for the proposed sewer system is required prior to the issuance of a certificate of occupancy.

Stormwater Management

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an above-ground detention basin. The above-ground detention basin will be located along the north side of the property. The stormwater management facility will discharge at the east property line at the head of an existing gully. At this time the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff is awaiting responses to their last round of comments but does not anticipate any issues that would prevent approval of the stormwater management plan. An easement is required to discharge closer than 40' of the property line despite the two tracts currently being owned by the same person. This requirement is in place as the tracts could be sold at some point, which would negatively impact stormwater unless the easement is in place.

Recommendation: Staff recommends approval of the requested Site Plan for 'Lilly Kubota' with the following conditions:

1. Approval is for the plan as submitted subject to necessary changes per the Site Plan Review Committee. (Planning)
2. Approval is contingent on the receipt of a Variance from the sidewalk requirements as stipulated in Section 4.8.6.1. (Planning)
3. Prior to the issuance of Building Permits, a revised landscape plan indicating foundation plantings shall be submitted to the Planning Department for review. (Planning)
4. A copy of the approved MDOT permit for installation of a new water line under Highway 30 (Campground Water) is required prior to the issuance of Certificate of Occupancy. (Engineering)
5. An easement for discharge of stormwater closer than 40' to the property line is required prior to the issuance of building permits. (Engineering)
6. An access easement between tracts is required prior to the issuance of a Certificate of Occupancy. (Engineering)
7. A copy of the onsite wastewater disposal approval is required prior to the Certificate of Occupancy. (Engineering)
8. Approval is contingent on approval of a variance regarding sidewalk. (Engineering)
9. Approval is contingent on approval of the stormwater management plan. (Engineering)
10. The stormwater management facility must be certified before issuing a Certificate of Occupancy. (Engineering)

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Smith made a motion to approve subject to staff conditions. Commissioner Spragins seconded. All in favor.

Move: Erin Smith Second: David Spragins Status: Passed

4. Public Hearing for Case #3040 - Brooks Brown has filed a request for a Variance from Section 5.8.4.4.s.ii Neighborhood Conservation Overlay - Yard Standards: Side Yard for property located at 103 Orrwood Drive. (PPIN #22321) **(WTHDRAWN)**

5. Public Hearing for Case #3041 – Mitchell Stout has filed a request for a Special Exception as provided in section 3.8.14 Vehicle Repair or Maintenance Facility for property located at 2605 A West Oxford Loop (PPIN #16995)

Kate Kenwright, Planner II presented on behalf of the city. (YouTube video begins at 17:52 -19:59)

Planning Comments: The subject property is +/- .89 acres on West Oxford Loop. The property is zoned Traditional Neighborhood Business. The applicant seeks approval for a Special Exception to locate an auto detailing business on the site.

According to the applicant, the business would work on an average of four vehicles per day. This means that standards a (the use is limited to service for personal, light duty, or medium duty vehicles) and b (the number of outside stored vehicles is limited to no more than 5 or 1 per service bay) are met. The application states that vehicles will be stored inside the building until a final brief inspection before customer pickup and that this will prevent the accumulation of vehicles on the property, as well as a policy that vehicles will not be left at the property before or after business hours. All washes, vacuums, etc. will be located inside the building.

Recommendation: Staff finds that granting a Special Exception is appropriate as the application meets the additional standards as provided by the Land Development Code and we recommend approval with the following conditions:

1. That the granting of the Special Exception will not adversely affect the public's interest.
2. The Special Exception shall expire if permits are not issued within 18 months.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Milam seconded. All in favor.

Move: Harry Alexander Second: Kirk Milam Status: Passed

6. Public Hearing for Case #3042 – Alger Design Studios, PA (Corey Alger) has filed a request for Special Exception as provided in section 3.5.5.6 Residential Bonus for property located at 401 East Jackson Avenue (PPIN #25284)

Ben Requet, Planning Director presented on behalf of the city. (YouTube video begins at 20:03 - 28:39)

Planning Comments: In December, the applicant appeared before the Planning Commission to appeal the Planning Director's interpretation for additional density through a variance request. Since that time, Staff identified a provision in the Land Development Code (Section 3.5.5.6) that allows for a Residential Bonus to be requested by Special Exception for a mixed-use development.

The subject property is situated between the Courtyard Marriott (west) and Sammy's Gourmet Deli & Gyro (formerly Oxford Bicycle). The property measures approximately +/- .27 acres, it is zoned Traditional Neighborhood Business (TNB), and it is currently undeveloped. In the mixed-use commercial and suburban multi-family districts, density is regulated by bedrooms per acre instead of the traditional units per acre. This assists developers and the City in providing a mix of 1-, 2-, 3- and 4-bedroom units. Residential on the upper floors of a building is allowed in the TNB district with a density limitation of 39 bedrooms per acre. In this instance, the site is limited to a total of 10 bedrooms.

The applicant is proposing a mixed-use building consisting of three floors. According to the applicant's narrative, the building will consist of a total building area of +/- 17,253 square feet. The ground floor consists of approximately 537 sq/ft of commercial space with the remainder of the floor being used for parking (16 spaces), ancillary uses (trash, storage & a riser room), and a lobby with the elevator. The second and third floors consist of three residential units (2 – 3-bedroom units

& 1 – 2-bedroom unit), each floor measuring 5,751 square feet.

This request, as provided in Section 3.5.5.6, allows the Planning Commission to grant a residential bonus in a mixed-use development in the SMF, TNB, SCN, and SCO districts of up to (and no more than) 65 bedrooms by special exception. A finding must be made that special conditions and circumstances exist which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

This site is peculiar because it is small for a commercial property and the west portion of the property is encumbered by a parking easement for the hotel. As previously stated, this site is currently limited to 10 bedrooms per acre, but the request is to allow an additional 6 bedrooms. 16 bedrooms on this site brings the density to approximately 60 bedrooms per acre, within the thresholds of the code provision. If the Commission finds that the commercial element of the development sufficiently satisfies the mixed-use intent of the Land Development Code, then Staff recommends approval of the request.

Recommendation: Should the Commission determine that the commercial element of the proposal sufficiently satisfies the mixed-use requirements of Section 3.5.5.6, then Staff recommends approval with the following conditions after making the finding that the small size of the property, coupled with the parking easement on the west side of the property create a unique circumstance in this instance:

1. The approval is for the plan as submitted with any necessary revisions determined by the Site Plan Review Committee.
2. The requirement for the Residential Bonus is for a mixed-use building. If granted, this building shall always be a mixed-use building.
3. If building permits are not issued within 18 months, the Special Exception shall expire.

Summary of discussion: Commissioner Murphy asked about the parking and expressed concern there is not enough spaces. Mr. Requet explained the requirements for parking in the code and that some revisions may be necessary. Applicant Corey Alger was present and replied any revisions for parking can be determined in site plan review phase, this floor plan is schematic. He also replied that a mixed-use building indicates differences in daytime and nighttime parking and does not intend to come back to the commission for a ground floor residential use. With no further questions or comments a motion was made.

Commissioner Milam made a motion to approve subject to staff conditions. Commissioner Spragins seconded.
Commissioner Murphy against.

Move: Kirk Milam Second: David Spragins Status: Passed

7. Public Hearing for Case #3043 – Century Construction (Hassell Wilkinson) has filed a request for Site Plan Review for Brittany Arms Office property located at Brittany Road (PPIN #19221) **(POSTPONED)**
8. Public Hearing for Case #3044 – HHRE (Fraser Schaufele) has filed a request for Special Exception as provided in section 5.5.4.2 Site Design Standards, Screening for property located at 735 Belk Boulevard (PPIN #25125)

Kate Kenwright, Planner II presented on behalf of the city. (YouTube video begins at 28:41 - 32:39)

Planning Comments: The applicant seeks a special exception to allow for the installation of a screen wall rather than a parapet. The subject property, located on Belk Boulevard, is the site of a future medical office building which is currently under site plan review.

The Land Development Code section 5.5.4.2 states that “Utility apparatus and all HVAC equipment shall be screened by architectural elements consistent with the design of the principal structure. Parapets shall extend above the highest level of any roof mounted equipment. Alternatively, screen

walls may be considered by Special Exception.”

There are no special conditions listed that must be met in order for the special exception to be granted. The proposed screen wall, which is aluminum and louvered, does appear consistent with the design of the structure as stated in the code.

Recommendation: Staff recommends approval of the Special Exception with the following conditions:

1. That the granting of the Special Exception will not adversely affect the public’s interest.
2. The Special Exception shall expire is permits are not issued within 18 months.

Summary of discussion: Commissioner Milam asked is there is a structural need for a parapet. Mr. Requet explained it is a design preference, and that it used to be required. Now it may be more conducive to have a parapet and staff is cautiously allowing this. There was some discussion on when and where a parapet or screening wall may be used. Chairman Rigby commented the intend of a parapet in the code is primarily visual. With no further questions or comments a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

9. Public hearing for Case #3045 – The Grove at North Lamar, LLC (Jay Evans) has filed a request for a Special Exception as provided in section 2.6.7 First Floor Residential in a Traditional Neighborhood Business district for ‘Savannah Square’ property located at 1000 North Lamar Boulevard (PPIN #5122)

Ben Requet, Planning Director presented on behalf of the city. (YouTube video begins at 32:40 - 35:04) Commissioner Alexander was recused.

Planning Comments: The subject property is +/- 2.51 acres at the Savannah Square development at the intersection of North Lamar and Pleasant Drive. This site previously housed Local Color and two detached dwellings. The applicant was approved for a site plan amendment for Savannah Square in March 2023.

The applicant is requesting a Special Exception to allow ground floor residential. The Site Plan Amendment approved in March was for a multi-story building with ground floor commercial. The applicant returns to the Commission seeking the ability to have 3 residential units on the first floor with the remainder of the building consisting of commercial uses. This proposal indicates that slightly more than 50% of the ground floor of this building will consist of commercial uses. The location of the proposed commercial area is proposed in a highly visible area and is in an ideal location.

Recommendation: Staff recommends approval of this request with the following conditions of approval:

1. Approval is for the plan as submitted.
2. A Site Plan Amendment is required.
3. If building permits are not issued within 18 months, the Special Exception shall expire.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Milam made a motion to approve subject to staff conditions. Commissioner Spragins seconded. All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

10. Public Hearing for Case #3046 – The City of Oxford has filed a request for modifications to the Land Development Code.

Ben Requet, Planning Director presented on behalf of the city. (YouTube video begins at 35:06 - 39:29)

Planning Comments: Staff is proposing a several modifications to the Land Development Code:

2.6.7.1 Legacy Traditional Neighborhood Business (LTNB). The LTNB Overlay shall consist of certain areas (indicated on the zoning map) in which the following uses, otherwise allowed in the Traditional Neighborhood Business District, are not allowed: Restaurants with drive-thru facilities and restaurants that serve alcoholic beverages, liquor stores, vehicle repair or maintenance businesses, and service stations that adjoin SR or ER. Restaurants that serve alcoholic beverages and liquor stores may be requested by Special Exception.

Section 2.6.6 Suburban Multi-Family – Add Footnote 3 - Residential Density Bonus is available for mixed-use developments may be found in Section 3.5.5.6 Dwellings – Multi-Family

Section 2.6.7 Traditional Neighborhood Business – Add to Footnote 1 - Residential Density Bonus is available for mixed-use developments may be found in Section 3.5.5.6 Dwellings – Multi-Family

Section 2.6.8 Suburban Corridor – Add to Footnote 3 - Residential Density Bonus is available for mixed-use developments may be found in Section 3.5.5.6 Dwellings – Multi-Family

Section 2.6.9 Suburban Center – Add to Footnote 3 - Residential Density Bonus is available for mixed-use developments may be found in Section 3.5.5.6 Dwellings – Multi-Family

Recommendation: Staff recommends approval of the proposed Land Development Code modifications.

Summary of discussion: Mr. Requet explained to the commission, during comprehensive rezoning the legacy overlay district was created, and it's intended purpose. This modification would allow special exceptions applications for the above. With no questions or comments from the commission or audience a motion was made.

Commissioner Spragins made a motion to recommend approval. Commissioner Smith seconded. All in favor.

Move: David Spragins Second: Erin Smith Status: Passed

11. Adjourn

All in favor.

Move: Kirk Milam Second: Joseph Murphy Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, March 11, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In Attendance

Benjamin Requet; David Spragins; Erin Smith; Harry Alexander; Hollis Green; J.R. Rigby; Jaclyn Colameta; John Crawley; Johnathan Mizell; Kate Kenwright; Kirk Milam; Paul Watkins; Robert Baxter

Not In Attendance

Angie Gragson; Joseph Murphy; Yolanda Logan

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. March Planning Commission Virtual Meeting Information

If you would like to participate in this meeting, please open the attachment for the virtual meeting information.

To watch the video of this public hearing click the link below.

<https://www.youtube.com/watch?v=zhRNLsSYU6o>

B. March Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

3. Approval of minutes from the February 12, 2024 Meeting

All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Administrative Approvals

1. Case #3061-A - Michael Mason has filed a request for Special Use for Accessory Dwelling Unit for property located at 819 Fillmore Avenue (PPIN #8450) Should an objection to the use be received by the Planning Department, the use shall be reviewed as a Special Exception. (POSTPONED)

D. Consent Agenda

All in favor.

Move: Kirk Milam Second: Harry Alexander Status: Passed

1. Public Hearing for Case #3047 – Mike Halford has filed a request for Special Exception as provided in section 2.6.8 Front Yard Max Build to Line for property located at 2403 Professional Drive (PPIN #20577).
2. Public Hearing for Case #3048 – Mike Halford has filed a request for Site Plan Review for property located at 2403 Professional Drive (PPIN #20577).
3. Public Hearing for Case #3049 – Wal-mart has filed a request for Site Plan Amendment for 'Wal-mart #0699-254' for property located at 2530 Jackson Ave (PPIN #7890).
4. Public Hearing for Case #3059 – Ross Dickard has filed a request for a Special Exception as provided in section 2.6.8 Front Yard Build to Line Maximum for 'Jukes Chicken' property located at 409 Highway 6 (PPIN #7686).
5. Public Hearing for Case #3060 – Chad Ramsey has filed a request for a Variance as provided in section 2.6.3. Setback line minimum for property located at 314 Murray Street (PPIN #4775).

E. Public Hearings

1. Public Hearing for Case #3050 – Century Construction (Hassell Wilkinson) has filed a request for a Variance from Sec. 98-118. (City of Oxford Code of Ordinances) for property located at Brittany Rd (PPIN #19221)

John Crawley, city engineer presented on behalf of the city. (YouTube video begins at 7:02- 8:57)

Planning Comments: The subject property is the management office for Brittany Estates north of Brittany wood neighborhood. The applicant is proposing to expand the management building to add additional amenities for the residents and this Variance request is to further that proposal.

Engineering Comments: For the Brittany Arms Office site plan (Case #3043) an underground detention basin is proposed to meet the City of Oxford's stormwater management requirements. Due to the relatively small size of the project area of the site plan, the pre-developed and post-developed flow rates are small. Because of these small flow rates to meet the discharge rate for the 2-year storm an orifice smaller than 3 inches in diameter would be required.

Per Sec. 98-118. Performance criteria for stormwater management. (o) Outlet Control Structures. (3) Outlet control structures shall have no orifice smaller than three inches in diameter. It is estimated that to meet the 2-year storm discharge rates a 2.2-inch diameter orifice would be required. Using a 3" orifice it is estimated that the discharge rate for the 2-year storm will be exceeded by 0.12 cfs. The post-developed discharge rates for the 10-year, 25-year, and 100-year storms are all met.

It is the engineering's opinion that the reduced risk of clogging and maintenance considerations of a 3-inch diameter orifice outweigh the small increase in the discharge rate for the 2-year storm. Engineering supports this variance request.

Recommendation: Staff recommends approval of the requested Variance with the following condition:

1. Approval is for the plan as submitted.

Summary of discussion: With no questions or comments from the audience or commission a motion was made.

All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

2. Public Hearing for Case #3043 – Century Construction (Hassell Wilkinson) has filed a request for Site Plan Amendment for Brittany Arms Office property located at Brittany Road (PPIN #19221) Postponed from February

Robert Baxter, senior planner presented on behalf of the city. (YouTube video begins at 9:07-10:41)

Planning Comments: The subject property is the management office for Brittany Estates north of Brittany Woods neighborhood. The applicant is proposing to expand the management building to add additional amenities for the residents.

Use and Parking – The primary use is not changing for this project; the complex will remain as multifamily. The current management building will expand to include a community space and kitchenette, a business center, and maintenance room.

Because the primary use is not changing and the drivers of parking associated with the management office are not increasing, additional parking is not required.

Other Review Elements

- Landscaping – A landscaping plan has been provided that includes parking lot trees and foundation plantings that meet the requirements of the LDC

- Building Materials – The addition will be faced with brick to match the existing structure.

Engineering Comments:

The proposed addition makes minimal changes to existing infrastructure. Minimal comments were provided January 29 and a resubmittal was provided on February 28th. A brief review of the comments appears to indicate that all have been satisfied but this will be confirmed with a complete review. Comments were minor and technical in nature.

Access, Water and Sewer

The proposed site plan is for a building addition and does not impact access, sidewalks, City water or City sewer. Staff notes for the record that the water and sewer within the Brittany Arms development are both privately owned and maintained up to the point of connection to the City on Suncrest, near the entrance to the development. The streets within the development are also private. Staff noted in review comments that an easement between private property owners is likely necessary for the construction of the sewer line addition and the recent response was that the necessary easements would be secured. Staff notified the design engineer of construction drawings for portions of the Brittany Arms development that may show a conflict with the private water line and the proposed addition. In the event that adjustments are needed to the private water line, these are considered technical in nature and Staff requests authority to approve any changes needed as a result of existing utility locations within the property. Water and sewer taps will not be necessary as this is building addition without addition of units. In the event that separate addresses are requested, sewer taps fees would be required.

Stormwater Management

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an underground detention basin. The underground detention basin will be located under the parking lot. The facility will connect to an existing drop-inlet box located on Brittany Drive.

A stormwater management plan, that includes a 3-inch diameter orifice as requested in Case #3050, for this site plan has been reviewed and approved by the engineering staff.

Should the Planning Commission deny the variance request in Case #3050 a revised stormwater plan shall be required to be submitted for review and approval.

Recommendation: Staff recommends approval of the Site Plan Amendment for 'Brittany Arms Office' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee. (Planning)

2. A copy of an executed easement must be provided for any work on adjacent property prior to the start of such work. (Engineering)
3. Approval is contingent on approval of the stormwater management plan. (Engineering)
4. Approval is contingent on approval of any variances necessary for the stormwater management plan. (Engineering)
5. The stormwater management facility must be certified before issuing a Certificate of Occupancy. (Engineering)

Summary of discussion: With no comments or questions from the audience or commission a motion was made.

Commissioner Alexander made a motion to approve subject to staff condition. Commissioner Spragins seconded. All in favor.

Move: Harry Alexander Second: David Spragins Status: Passed

3. Public Hearing for Case #3051 – Capomaza Construction, LLC (Stefano Capomaza) has filed a request for Site Plan Review for property located at 1013 Jefferson Avenue (PPIN #5851).
(POSTPONED)
4. Public Hearing for Case #3052 – Savoy Properties (Matt Gambrell) has filed a request for a Special Exception as provided in section 5.5.4.2 Screening for ‘Magnolia Collection’ property located at 1250 Tyler Avenue (PPIN #6273).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 10:45-30:37)

Planning Comments: The Magnolia Collection is a Mixed-Use Development located at the intersection of Tyler Avenue and South 14th Street. This case is related to the site plan approval being requested in Case #3053. The applicant is requesting a Special Exception to allow a screen wall around the rooftop mechanical equipment instead of a screen wall. The architect for the project is proposing to screen the electrical enclosure with a custom metal screen as shown in the attachment A.011. The proposed metal screen is consistent with the screen that will be used on the building. Staff believes that the proposal sufficiently screens the rooftop mechanical equipment from view, and we recommend approval.

Recommendation: Staff recommends approval of the requested Special Exception with the following conditions:

1. The approval is for the plan as submitted.
2. The screen wall will be as tall as the tallest rooftop mounted equipment.
3. The Special Exception shall expire if building permits are not issued within 18 months.

Summary of discussion: See Case #3053 for discussion.

Commissioner Milam made a motion to approve subject to staff condition. Commissioner Alexander seconded. All in favor.

Move: Kirk Milam Second: Harry Alexander Status: Passed

5. Public Hearing for Case #3053 – Savoy Properties (Matt Gambrell) has filed a request for Site Plan Review for ‘Magnolia Collection’ property located at 1250 Tyler Avenue (PPIN #6273).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 10:45 - 30:27).

A copy of the public comment can be found at this link <https://www.boardpaq.com/pdfViewer?>

Planning Comments: The subject property is located at the intersection of Tyler Avenue and South 14th Street; it is the property located behind Newk's that includes a small commercial building, a parking lot, but also includes the two vacant warehouse/storage buildings (including a Quonset hut). The total development site measures approximately +/- .89 acres, it is located in the Historic Urban Center, and the Courthouse Square Historic Preservation District.

The applicant proposes to demolish the existing structures on the development site to construct two 3-story mixed-use buildings that are connected by a courtyard above the garage level with entry from Tyler Avenue. Parking will be accessed by an entrance that is located on South 14th Street. Building A is a three-story building located closest to the Tyler and South 14th Street intersection. It contains approximately +/- 5,400 SF of commercial on the ground floor, an east lobby that provides elevator and stair access to the building, along with a mail and package area. The second and third floors of Building A each consist of 8 residential units. Building B consists of a basement level with parking and a west lobby that provide elevator and stair access to the building along with a mail and package area. The floors above the garage each consist of 8 residential units. This development contains a total of 40 residential units.

This property is located in the Courthouse Square Historic Preservation District. The applicant presented the development proposal to the Courthouse Square HPC for complimentary review in November, 2023 and received approval of the Certificate of Appropriateness at the December 4, 2023 meeting.

Use and Parking Requirements

A mixed-use development with commercial uses on the ground floor and upper levels of residential is allowed in the Historic Urban Center. Parking is not required for uses in the Historic Urban Center when on-street or nearby parking exists. In this instance, the development proposal indicates 56 parking spaces being provided on-site in a garage, but a public parking lot is located across the street, and two more public parking lots exist a short distance from this location.

Coverage

The HUCN district allows 100% lot coverage but the development is less than max with approximate 93% proposed.

Building Height & Floor Area Ratio

The proposed buildings will measure approximately +/- 38' in height, under the max height for this district. In the HUCN, buildings are regulated to a 2.5 FAR. In this instance, the proposal complies with the requirement at a 2.475 FAR.

Other Review Elements

- Architecture and Building Materials – Proposed materials include a brick veneer, custom decorative metal, cast stone, metal paneling, and aluminum storefront.
- Sidewalks and Connectivity – A fire lane / pedestrian path is located along the western portion of the building but it connects with a sidewalk that wraps around the building along South 14th Street.
- Rooftop Mechanical Screening – This development is requesting a Special Exception to allow a screen wall around the rooftop mechanical equipment. This is the subject of Case #3052.

Engineering Comments: Staff has completed two reviews of the submitted plans with the most recent comments provided on February 5 (civil) and February 8 (stormwater). A resubmittal was received on February 26 and staff has not had an opportunity to complete an in-depth review prior to the deadline for completion of this report.

In consideration of the location and staff's general understanding of the utilities in the area, staff has commented with each review and at a meeting regarding the importance of taking all steps necessary to confirm the presence, and more importantly, depths of utilities present in the area. The design engineer was granted permission to "pothole" the existing streets in order to gather the necessary information contingent on coordination with the City Engineer. This work is necessary in order to ensure that the proposed plans are feasible prior to construction.

Water and Sewer

The plans propose an 8" master meter vault located in the right-of-way for water service. This will require approval of the proposed meter and vault by both Engineering and Oxford Utilities staff. Sewer service will be provided by extension of a service line to an existing sewer manhole. The extension of this line will require the crossing of multiple utilities including what staff believes to be concrete conduit vaults owned by MaxxSouth and Oxford Utilities. The construction plans are not yet approved.

Access, Sidewalk and Street Typical Section

The site proposes to take access on 14th Street at a location approved by Engineering staff. Staff requested a site distance analysis for the driveway to ensure that the utility area proposed by the development to be used by Oxford Utilities does not obstruct site distance for vehicles on 14th Street or those entering or exiting the development. (The developer has purchased property owned by the City and currently used for specific electrical equipment that must be relocated in order to construct the proposed building). The design engineer has evaluated the site distance in consideration of the driveway location and the electrical structure and determined that there are no obstructions to site distance.

There have been numerous conversations regarding the typical section for Tyler adjacent to the proposed development. A meeting was held in November and staff noted concerns and questions regarding the pedestrian access route in consideration of the widening design proposed by the design engineer. The widening was proposed in response to a requirement in the Fire Code for a 26' wide road in front of the development. Staff has not approved the design proposed in the plans and requests permission from the Commission for the authority to approval all changes necessary. Plans for the proposed work within the right of way have not been approved at this time. Approval from the Board of Alderman will be required in order to remove parking spaces and parking meters. Additional permissions and coordination are necessary in order to relocate the UBER pickup area and City equipment within the right-of-way.

Construction Staging Plan

A construction staging plan is required prior to beginning any construction. There is limited parking available in the area and the complete development of the lot presents construction challenges that must be assessed and mitigated for in a construction staging plan. Any disruptions to the operation of traffic require approval from the City Engineer regardless of the hour of day or duration of impact. Board of Alderman approval may be necessary depending on the duration and type of interruption.

Drainage

The site currently serves as a parking lot extension for Newk's through previous arrangement by the previous owners. Within the parking area on the site plan property, there is an inlet in an area of noticeable grade change. The inlet is protected by bollards. It is staff's understanding that the inlet was installed by a previous owner of the lot and a pipe was run from the inlet to 14th Street. This pipe may be located under the existing Newk's building. The owner of the adjacent property has stated that they do not wish to grant any approval for any additional water, whether by volume or flow rate, to use the pipe that is located under the parking lot and possibly the building. Staff notes this as we require drainage easements in these types of situations where water crosses multiple property owners in a drainage pipe in order to ensure that all are aware and in agreement. If an easement is not granted, changes cannot be made to the flow of water through the structure.

Stormwater Management

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an underground detention basin. The underground detention basin will be located within the building footprint and under the parking lot. The facility will connect to an existing storm drainpipe on E. 14th Street. This connection will require the construction of a junction box by the developer within the City of Oxford right of way. Staff has requested confirmation of the elevations of the existing storm pipe in 14th Street in order to confirm that the proposed detention system will drain into the existing storm drain as designed. This request is made in consideration of the number of utilities in the area and previous experience on a site in the area which required redesign and changes to City infrastructure that we would not have otherwise approved.

Currently, the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff is reviewing responses to their second round of comments.

Recommendation: Staff recommends approval of the Site Plan for 'The Magnolia Collection' with the following conditions:

1. Approval is for the plans as submitted with any necessary changes required by the Site Plan Review Committee.
2. The approval is contingent upon the Mayor and Board of Aldermen granting the sale of the 30 x 30 area containing utilities with a perpetual easement to Oxford Utilities allowing unimpeded access to all electrical infrastructure located in the parcel.
3. Approval of stormwater management plan before the issuance of sewer and water taps.
4. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy.
5. Board of Alderman approval is necessary for the removal of any loading or unloading zones, parking spaces and/or metered spaces from the City Right-of-Way.
6. Video inspection and acceptance of work will be required for the proposed junction box on 14th Street prior to a Certificate of Occupancy being issued.
7. Approval by the City of the staging plan, to include any necessary relocation of the UBER pickup area, is required prior to the issuance of any permits.
8. Approval of the construction plans prior to the issuance of any permits.

Summary of Discussion: Joey Moore of JM Engineering was present on behalf of the applicant. Mr. Robert Wilson, who owns an adjacent property, was present to discuss his concerns about stormwater and the impact on the future development of his property. Mr. Moore explained that the building takes up most of the site so it will be a roof top system with minimal drainage going into the adjacent property and that moving that would take some figuring out, but it can be done. Mr. Wilson clarified that he would like for each property to have separate run offs and to not join at any point. Commissioner Alexander asked about the solution mentioned by Jeff Williams Engineering, who represents Mr. Wilson. Mr. Williams discussed how this issue of stormwater can be resolved to which Mr. Moore and Mr. Crawley agree can be worked out between the parties.

Commissioner Smith asked about the phasing of the demolition process, Mr. Moore replied that the phasing process and staging is being planned now.
With no further comments or questions from the audience or commission a motion was made.

Commissioner Spragins made a motion to approve subject to staff conditions. Commissioner Alexander seconded. All in favor.

Move: David Spragins Second: Harry Alexander Status: Passed

6. Public Hearing for Case #3054 – Chickasaw Holdings, LLC (Josh White) has filed a request for a Plat Amendment for property located at 1309 North Lamar Boulevard (PPIN #5075).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 30:33-33:40)

Planning Comments: The subject property is the site of the former Lamar Lounge and Gus' Chicken located at the at the intersection of North Lamar Boulevard and Cincinnatus Boulevard, and it measures approximately +/- .71 acres. In July 2022, the applicant was approved for a two-lot subdivision, and in December 2023, Lot 2 was approved for a rezoning allowing it to be incorporated into The Lamar TND. This amendment request removes Lot 2 from the '1309 N. Lamar Subdivision', rendering the subdivision to one +/- 0.71-acre lot.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their signature of approval of the proposed modification. The identification of who such persons may be is left to the discretion of the applicant. In this request, the applicant has provided letters from the parties determined to be adversely affected or directly interested in the property stating that they do not object to the modification.

Engineering Comments: The proposed plat was approved by staff during review without

comment and as presented. This amendment is to essentially remove the parcel that was platted as Lot 2 and as a separate lot from the old Lamar Lounge development (Case 2877). The site previously known as Lamar Lounge was developed as a prior site plan and had stormwater provided for. There are no additional water, sewer, sidewalk or other infrastructure needed for the existing development on Lot 1.

Stormwater Management

Stormwater for the current building on Lot 1 was provided as part of the construction of the building formerly known as the Lamar Lounge. Stormwater management for lot 2 will now be addressed by the Lamar subdivision's stormwater management facilities.

Recommendation: Staff recommends approval of the requested Final Plat Amendment for '1309 N. Lamar (Amended) Subdivision' with the following conditions:

1. Approval of '1309 N. Lamar (Amended) Subdivision by the Mayor and Board of Aldermen. (Planning)

Summary of Discussion: With no questions or comments from the audience or commission a motion was made.

Commissioner Smith motioned to approve subject to staff conditions. Commissioner Alexander seconded. All in favor.

Move: Erin Smith Second: Harry Alexander Status: Passed

7. Public Hearing for Case #3055 – Capstone Development (Mac Monteith) has filed a request for a Plat Amendment for 'The Lamar Phase 4A' property located at 127 Cincinnatus Boulevard (PPIN# 41084).

Director of Planning, Ben Requet presented on behalf of the city. (YouTube video begins at 30:33 - 33:40)

Planning Comments: In December 2022, The Lamar Phase 4 was approved for an amendment pertaining to Lots 103-106. The applicant is now requesting an amendment to The Lamar Phase 4A subdivision to incorporate the +/- .41 acres that the applicant recently acquired. This property is also the subject of Case #3054, that removes the +/- .41 acres from the 1309 N. Lamar Subdivision. The subject property went through a rezoning process that was approved by the Mayor and Board of Alderman at the January 2, 2024, meeting.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their signature of approval of the proposed modification. The identification of who such persons may be is left to the discretion of the applicant. In this request, the applicant has provided letters from the parties determined to be adversely affected or directly interested in the property stating that they do not object to the modification.

Engineering Comments: Staff received the proposed plat on January 26 and provided comments on February 15th. Staff has not received a response to comments or resubmittal at the time of this report. As such, there are some issues that may or may not be resolved or not applicable to the proposed amendment.

The Lamar Phase 4 was initially approved without phases by the Planning Commission. Between the Planning Commission approval and the request for approval by the Board of Alderman, the developer requested and was approved to break Phase 4 into three smaller phases for the purpose of submitting bonds and filing. The change was to create phase lines on the plat that divided the lots into smaller phases. There was not to be any change to any construction plans or the plat beyond the creation of phases. Therefore, the proposal to amend Phase 4A requires consideration of both the original Phase 4 plat and comments and the Phase 4A plat as recorded.

Access and Easements

The proposed lots will take access from an extension of the private alley at the rear of the

properties. Staff requests that a note be added on the plat that access will not be granted on Cincinnati. Staff also requested, in error, that a site distance analysis be provided at the intersection due to the existing retaining wall. This comment is not applicable as there will be no access at this intersection.

Staff noted in comments on January 26 that it appears that there is a storm drain easement on Lot 102 as shown on the approved Phase 4 plat. The easement was required due to the depth of the inlet within the right-of-way and the area (width) that would be required when the City has to replace or repair the inlet structure or pipe as noted in Case 2763 and as shown in Case 2918. If this easement remains applicable (i.e. the pipe is at the depth shown on the plans), the easement will need to be clearly shown on the lots and will potentially impact the buildable area of proposed lots 107-111.

Water and Sewer

Staff requests construction plans to show how water and sewer will be provided for the additional lots.

Stormwater Management

Stormwater management for this phase of the Lamar has previously been addressed by the stormwater management facilities that were approved as part of Phase 4 and Phase 5. This includes the addition of lot 2 from 1309 N. Lamar Subdivision.

Recommendation: Staff recommends approval of the requested Final Plat Amendment for 'The Lamar Phase 4a (Amended) Subdivision' with the following conditions:

1. Approval of 'The Lamar Phase 4a (Amended) Subdivision' by the Mayor and Board of Aldermen. (Planning)
2. All easements will be shown on the plat as required by Engineering.
3. Prior to the case being heard by the Board, construction plans will have been received and approved by Engineering.

Summary of Discussion: With no questions from the audience or commission a motion was made.

Commissioner Spragins made a motion to approve subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: David Spragins Second: Erin Smith Status: Passed

8. Public Hearing for Case #3056 – Brad Walsh has filed a request for a Preliminary and Final Plat for property located at 911 Lincoln Avenue (PPIN #8399).

Planner II, Kate Kenwright presented on behalf of the city. (YouTube video begins at 33:45-1:25:30)

Planning Comments: The applicant seeks to subdivide 4 lots from the existing +/- 2.60-acre lot. The underlying zoning is Traditional Suburban Residential and the site is located in the Neighborhood Conservation Overlay District. The property features frontage on both Buchanan and Lincoln Avenues. There is one existing home on the lot that fronts Buchanan Avenue, which is the family home of the applicants and is a contributing structure in the South Lamar Historic District. The applicant seeks to create four lots at the rear (south) of the property, all of which will front Lincoln Avenue. The proposed area to be divided into 4 lots measures +/- .71 acres.

A similar proposal was presented to the Planning Commission at the November, 2022 meeting and was tabled. At that time, the request was tabled to allow for the applicant to gather and provide more information on the tree mitigation and impact as well as stormwater plan for this development. As over a year passed after that action, a new proposal was required and case number assigned.

This project was heard by the Tree Board at the April, 2023 meeting. There is a historic tree on the neighboring lot at 904 South 11th Street and the Board discussed potential paving within the drip line with permeable pavers as well as possible protection measures for construction. The Tree Board voted to allow the applicant to work within the drip line of the historic tree.

The proposed lots vary in size slightly, from +/- .17 to +/- .18 acres. Lots zoned Traditional Suburban Residential are required to measure at least 7,500 sq ft—a requirement that is met exactly by this subdivision. Each lot features approximately 71.5 ft of street frontage, while rear lot lines range from 68.48-72.27 ft.

The applicant notes that stormwater will be addressed at each site individually as buildings are proposed and built.

Major subdivisions of property are rare in Oxford's historic districts as most of the historic core is built out and has been for some time. Subdivisions should be considered carefully to ensure that the necessary growth and development of the city is careful and that the historic downtown core of Oxford can handle approved infill projects.

The Conservation Overlay District, as noted in Section 2.6.18.1 of the Land Development Code, encompasses Oxford's "distinctive older neighborhoods and commercial areas which contribute significantly to the overall character and identity of the community" and is meant to address the following goals:

- A. To protect and strengthen desirable and distinctive physical features, design characteristics, and the unique identity, charm and flavor of Oxford's older neighborhoods;*
- B. To protect and enhance the livability of the city, strengthening civic pride;*
- C. To promote new compatible development and prevent blighting influences and reduce conflict caused by insensitive and incompatible development;*
- D. To promote and retain affordable housing; and*
- E. To encourage development design that builds connectivity to adjacent developments and the surrounding community and makes a positive contribution to Oxford's evolving cityscape*

Additionally, one of the factors of Site Plan Review as laid out in Section 9.2.10.2.g of the LDC states that the following should be considered, "General site arrangement, amenities, and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial negative impact on such property values."

While the proposed subdivision meets the minimum TSR zoning requirements for lot size, the proposed lots are not of typical size or street frontage for Lincoln Avenue. The Neighborhood Conservation Overlay is in place to ensure new development is compatible with the existing neighborhood. With a couple of exceptions, most neighboring lots on Lincoln Avenue have at least 100 ft of street frontage on Lincoln. The Commission shall consider if the proposed smaller lots are appropriate in this context, and if the proposed subdivision is in-keeping with the character and rhythm of the existing lots on the street.

Staff believes that the proposal should be limited to three lots on Lincoln and that the remainder of the property should be included as a lot, thus creating a 4-lot subdivision. (1 lot with the house on Buchanan and 3 lots in the proposed 4 lot area. 3 lots featuring +/- 95.45 ft of street frontage would be more in-keeping with the size of the existing lots on Lincoln.)

Engineering Comments: The Gary Subdivision is proposed to subdivide a single parcel 138D28-154.00 in 4 separate lots averaging 0.18 acres in size. The parcel is located on the north side of Lincoln and west of South 11th. The site plan has gone through at least two review and comment cycles with staff. The most recent plans were received on February 27 and staff was not able to review the resubmittal prior to preparation of the case reports on March 1.

Access, Sidewalk and Grading

Each lot will front and have direct street access to Lincoln Avenue. A sidewalk variance was granted by the Planning Commission (Case 2904) to eliminate the requirement for sidewalk along

the right-of-way frontage.

It is assumed that pipes will be required at each driveway but it is not clear on the construction plans. There is existing curb and gutter on the street which would typically mean that there are no open ditches behind the curb. Additional clarification has been requested on the construction plans. Staff has requested confirmation regarding impacts of the proposed earthwork fill on the proposed lots to ensure that this does not redirect water from its current travel path onto adjacent properties.

Water and Sewer

Water and sewer to the site will be provided from and to existing main lines running in Lincoln Avenue. A utility easement of at least 10 feet will be required along the road frontage. Staff has provided technical comments regarding the water and sewer plans.

Storm Water

For this subdivision plat lot, specific stormwater management is being proposed. The stormwater management plan presented is too generalized to be approved with the plat at this time. Each lot will require a site-specific stormwater management plan once a house plan has been developed and shall be submitted to the City of Oxford's engineering department for review and approval before individual permits are issued.

Recommendation: Staff recommends denial of the requested Preliminary and Final Subdivision Plat for 'Gary Subdivision' as proposed and instead recommends that the applicant create a 4-lot subdivision: 1 lot with the house on Buchanan and 3 lots fronting Lincoln. Should the Commission wish to approve the requested Plat, Staff recommends the following conditions:

1. Approval of 'Gary Subdivision' is required by the Mayor and Board of Aldermen. (Planning)
2. Stamped recorded copy of the covenants shall be provided to the Planning Department prior to permitting. (Planning)
3. Approval of a lot-specific stormwater management plan will be required before the sale of sewer and water taps and as built certifications submitted prior to the issuance of certificates of occupancy.
4. 10-foot utility easements across frontage of all lots needs to be shown.
5. Provide language on the plat regarding the ownership and maintenance of stormwater management facilities prior to the case being heard by the Board of Alderman.
6. Approval of construction plans regarding general grading and drainage necessary to ensure that water is conveyed to the existing stormwater infrastructure must be approved prior to the case being heard by the Board of Alderman.

Summary of Discussion: Mr. Jeff Williams of Williams Engineering is representing the applicants, he added to comments on the staff report about the grading and the homes being built up so water can drain through. He spoke about the requirements for stormwater and communication he has had with staff. Chairman Rigby reminded the commission one of the reasons for tabling in the past was the drip line within the tree, which the tree board has made a determination on, also the lots will increase impervious surface and asked if fewer lots with regional detention would work. Mr. Williams responded he has done calculations and it's not possible without building the lot higher up. Grading was then done with individual detention plans for each lot to help with the water from the north. Commissioner Milam asked for further clarification. Mr. Williams explained the issue with using a larger pipe for a single detention pond vs. smaller pipes for individual lots.

Commissioner Alexander asked if thought was given to having the houses face Buchanan, so the topography does not change on Lincoln Avenue and to avoid the stormwater issue. Mr. Williams stated there is a ditch for the water and it will not change after construction, the owners would have to answer about facing the houses to Buchanan. Mr. Brad Walsh, also representing the applicants

replied no, the applicants do not want to develop Buchanan at this time. Commissioner Alexander asked about the flags on the lot. Mr. Williams said they are the back of the lots on Lincoln. Mr. Walsh mentioned there are 10 homes that front Lincoln and stated the measurements of those homes in reference to this proposal.

Mr. Duke Wilson, who lives in Lincoln Avenue, expressed that his lot would be heavily impacted. He mentioned the amount of curb cuts and the traffic that four additional homes would cause. He continued to discuss his concern with the water drainage, street parking and the proposed size of the lots.

Commissioner Smith asked Mr. Williams if they reduce the number of houses would that change the stormwater plan. Mr. Williams said it will reduce the amount overall, but unless otherwise told, it would not change the grading toward where the water will run. Chairman Rigby asked staff and Mr. Williams about the tree mitigation and land cover, clarifying that any changes to increase the impervious surface he would have to mitigate through the stormwater, but is not held to mitigate any of the current flooding that is going on. Mr. Williams agreed but will need to let water pass through.

Commissioner Smith asked Mr. Walsh if himself or the applicants are willing to consider, to reduce the number of homes? Mr. Walsh replied that his frustration is partly, not that they just wanted three houses, it's that they didn't want to let us phase the Buchanan property. Continuing about the comments from the four citizens, they will not be adding to the water problem that already exists, and stated there is a way to get the four lots for a subdivision legally and wanted to have the benefit of the professional staff, as long as they are open and honest with what it is driving this. He feels it was almost a trick to not allow a phase development, sending a letter to clarify that they do not want to do anything with Buchanan right now. If Buchanan were to develop the issue of lots size would go away because there are smaller lots neighboring.

Chairman Rigby added that this vote for a subdivision is a recommendation to the Mayor and Board of Alderman.

Commissioner Milam asked Mr. Williams how this is different from having the stormwater plan ready before the approval. Mr. Williams replied this is less than an acre with water draining onto the property the phasing discussed was location and developing the property all at once, in his experience each lot will have its own individual stormwater. Commissioner Milam asked about the current stormwater on the street, Mr. Williams said according to the hydraulics it will suffice.

Commissioner Alexander asked Mr. Walsh to answer Commissioner Smith's question about building fewer homes. Mr. Walsh replied no, they would not be open to doing fewer homes. Ms. Lindy Gary Graham, one of the applicants spoke about the location of her home and the cottage style she will propose to keep harmonious with the neighborhood, she spoke about this being a family-owned lot and that she feels she has satisfied all of the requirements.

Charles Owen's, who lived on Lincoln Ave, spoke about the letter received from the Gary's and that he replied asking about the future homes and the location. He spoke about the yard on Buchanan being used by the neighborhood and the new home that was built on Lincoln last year. He felt that even if you can build four homes that does not mean that you should, it is about preserving the historic district. Commissioner Alexander asked if the new home bettered the neighborhood, Mr. Owen's said it fits the lot and looks nice.

Chairman Rigby clarified that the reason the commission is discussing this is whether this fits the neighborhood in the historic district and is not strictly about the numbers. He understands the concerns about the construction process and can't help relations between neighbors and that this is why we have a code. In this case the question is not how many houses or what kind of houses, but if the commission will recommend the plat with four lots being presented.

Mrs. Caroline Simmons, a Lincoln Avenue resident, spoke about the new construction that took place and her desire to live in the historic district. She feels that four houses are too many and is worried about the water.

With no further questions or comments from the audience or commission a motion was made.

Commissioner Alexander made a motion to recommend denial to the Mayor and Board of Alderman. Commissioner Smith seconded. All in favor of recommending denial.

Move: Harry Alexander Second: Erin Smith Status: Failed

9. Public Hearing for Case #3057 –Andy Callicutt has filed a request for a Special Exception as provided in section 2.6.7 Ground Floor Residential in a TNB District for property located at 1105 North Lamar Boulevard (PPIN #5108).

Robert Baxter, Senior Planner presented on behalf of the city. (YouTube video begins at 1:27:00 - 1:40:56)

Planning Comments: The subject property is located on North Lamar Boulevard Just south of Dollar General. The property is zoned Traditional Neighborhood Business, it measures approximately +/- 1.14 acres and was previously developed with a detached residence. The site has a steep drop in elevation from east to west. The applicant was previously approved for a 4-story storage facility with office space and a basement at this site (Case #2973). The applicant has returned with a request for a Special Exception for ground floor residential to facilitate a three-story multi-family building, the site plan for which has not been received by staff.

The applicant states that there is a necessity for more residential units in Oxford due to the increasing enrollment at the University. Additionally, they contend because the site shares access with the property to the south (Jimmy Mart) and that that property is owned by the same owner, the two parcels should be considered as one site and the gas station should suffice for the commercial elements for this site. The applicant references Savannah Square and the Morgan Building as mixed-use developments in the vicinity that have been successful.

While the need for additional housing in Oxford is not in dispute, Staff is reluctant to relinquish a commercial presence on a rapidly redeveloping commercial corridor. Staff is not necessarily against the idea of some ground floor residential as the above referenced Savannah Square mixed-use building was approved to incorporate some residential units on the ground floor, but did retain commercial spaces on over half of the ground floor.

Additionally, Staff has concerns about the commercial element being located on a separate property under the name of a separate LLC. Despite the fact that the applicant is a part of both LLCs, there is very little that ties these two parcels together besides a proposed shared access drive. As such, Staff does not believe that in its current formulation that this should be considered as one site.

These concerns can be overcome with relatively minor changes to the plans. Addition of commercial space on the ground floor at one of the two prominent corners would be ideal. Changes to storefront fenestration would be needed, but footprints and parking layouts should not have to be revised. But as the plan currently stands, Staff does not support approval.

Recommendation: Staff recommends denial of the requested Special Exception. Should the Commission find that the commercial elements of the adjacent property satisfy the requirements of the code and that ground floor residential is warranted at this location, Staff requests the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. If building permits are not issued within 18 months, the Special Exception shall expire.

Summary of Discussion: Chairman Rigby asked if a request similar has been presented before and if the neighboring commercial property needs to be included in the proposed plans? Mr. Requet replied that there have been multiple buildings on a site considered as mixed use in the past, not necessarily an existing site with a commercial business that may or may not be

operational. There was discussion about the change in use and where this development is in its site plan process and that the staff felt that a new site plan would be triggered by this approval. Commissioner Milam expressed concern about approval a proposal like this. Mr. Requet explained what the applicant could and could not move forward with pending this approval or denial. Chairman Rigby stated that the inclusion of the neighboring property is a stretch.

Mr. Joey Moore of JM Engineering spoke on behalf of the applicant. He stated that the pricing for the approved plan went up, and that the applicant owns both properties and plans to redevelop the commercial lot and will be creating one access point for both sites. He continued to say that the applicant is looking at this option to move forward with either the proposed approval or a new site plan. Chairman Rigby responded that maybe this is too soon to get approval for a mixed-use concept and change direction after already starting a different development. He felt a site plan may be helping in making a determination.

With no further questions or comments a motion was made.

Commissioner Milam made a motion to table. Commissioner Alexander Seconded. All in favor.

Move: Kirk Milam Second: Harry Alexander Status: Tabled

10. Public Hearing for Case #3058 – SMJ Enterprises, LLC (Scott Gill) has filed a request for a) a Variance from Section 5.7.7.2.a. Buffers and b) a Special Exception as provided in Section 3.5.1.2.c Dwellings – Detached; Districts Permitted for property located at Harlan Drive (PPIN #18837).

Senior Planner, Robert Baxter presented on behalf of the City. (YouTube video begins at 1:40:57 - 2:18:50)

Planning Comments: The subject property is +/- 12.37 acres located between Harlan Drive and Oxford Farms. The applicant is proposing a residential development of 30 attached and 31 detached units to be named 'Bella Vita', the site plan for which is under review by Staff. The following requests are to facilitate this site plan.

a) Variance from Section 5.7.7.2.a Buffers

The applicant is requesting a Variance to encroach on the 50 ft buffer for the blue-line stream (Bailey Branch) to the east of the site. The applicant is proposing a private drive to connect from Harlan to the north that would encroach roughly 31 feet into the buffer at its maximum depth.

The property will take its primary access from Oxford Way by way of an easement through Oxford Farms near the Landing project. The applicant is proposing an additional one-way connection to Harlan to allow for a second entrance.

The applicant states that there is no way to construct a drive to Harlan without encroaching into the buffer. While this project does not require two points of ingress and egress, the applicant feels providing this secondary access will benefit the project. Also, the existing homes in the subdivision that are accessed from Harlan only have Harlan as a way to get in and out of the subdivision onto South Lamar and Harlan Drive has periodically flooded at the existing box culvert between this proposed drive and South Lamar. Granting the variance to allow construction of this new drive would provide an alternate means of access for the existing subdivision in the event the road is flooded or some other unexpected emergency blocked Harlan Drive.

Staff agrees that this would be a beneficial secondary egress for the residents of Harlan Drive. The property in question is narrow at its frontage with Harlan and narrow even more due to a meander of the creek. The applicant has reduced the Variance request as much as possible by locating the drive as far as possible from the creek, but at the narrowest point of the parcel, the creek meanders to the west within 7 feet of the western property line.

Additionally, this portion of Bailey Branch has been channelized with its banks stabilized with riprap and is no longer in its natural state. This requirement of the Land Development Code was put in place to protect the natural drainage ways, not necessarily for those drainage ways that have been

urbanized. Therefore, staff does not object to granting the applicant relief from this requirement of the Land Development Code, though additional under canopy plantings would help to provide a visual screen for the development.

Recommendation: Staff recommends approval of the requested Variance with following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. An updated landscaping plan shall be provided as part of the Site Plan that indicates under canopy plantings along the access drive.

b) Special Exception as provided in Section 3.5.1.2.c Dwellings – Detached

The property is located in Neighborhood Residential and in NR districts, detached units of more than 4 bedrooms are Special Exceptions. The applicant is proposing that 7 of the 31 detached units will be 4-bedroom.

This style of development is consistent with the developments to the south in Oxford Farms where this development will take its primary access. Additionally, as these units will have garages, parking for these 4-bedroom units is covered.

Recommendation: Staff recommends approval of the requested Special Exception with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Prior to the issuance of any permits, the applicant will provide Staff a site plan detailing the exact location of the 7, 4-bedroom units.

Summary of Discussion: Chairman Rigby asked if the intended primary drive would be Harlan or Oxford Way and clarified that these requests are preliminary to a site plan or a plat. Mr. Baxter responded that the primary access would be to the south, but Harlan Drive would be the address and that he was not sure about a plat, but a site plan is in review with staff. Commissioner Alexander asked if the one-way entrance on Harlan was gated? Mr. Stuart Povall the project architect was present on behalf of the applicant. He responded that there will not be a gate at Harlan Drive however they did commit to a one-way entrance to help with traffic onto Harlan Drive but to still give two points of access into the development. Chairman Rigby asked if the city or the developer brought the two points of access into the plans? Mr. Povall answered that both were involved.

Commissioner Alexander mentioned one of the letters received addressing concern about the single culvert and if there is any discussion about widening that? Mr. John Crawley, city engineer, responded that the city does have applications in for a grant to expand that culvert. Chairman Rigby added that the road overtops before the culvert does so the low point is upstream between Belk Blvd and Harlan Drive and expressed concern that the construction of that road may or may not impact things upstream. The engineer for this development was unable to attend and Mr. Povall did his best to answer stormwater questions, he replied that this site is designed to move water no faster that it is done today. Chairman Rigby asked staff if any stormwater calculations took into account what would be flowing onto the property west of the road to be built. Mr. Crawley responded that no it was strictly just what was on their site. Chairman Rigby asked if there was a design for the road. Mr. Crawley responded that a small amount of fill would need to be brought in just to bring the road even with the current plain and that would not have an effect on Harlan Drive. He continued that the low spot is something they plan to address with the rebuilding of the culvert.

Commissioner Milam asked why the road is not built further west of the creek, Mr. Povall replied that they did look into that, and it would be a modification to the current subdivision and rezoning.

Mr. Mark McNally a Harlan Drive resident spoke about his concerns for the traffic impact on his property as well as adding to the South Lamar traffic. He also spoke about the flooding issue. Commissioner Alexander asked if the culvert was expanded, would that make him feel differently. Mr. McNally replied that it would help but it would need to come first. He added that a light at Harlan and South Lamar would be helpful in turning left at that intersection.

Mr. Zach Contractor a Harlan Drive resident expressed concern about the southeast corner of his lot, also the culvert. He spoke about the inconsistency a variance can cause; and asked if two access points are not required then why make them? Mr. Contractor continued to speak about concerns if this development would be for rental. Chairman Rigby responded that there is not anything in the code that allows the commission to differentiate between renters and buyers, this case is just for the ingress point and the special exception for the four bedrooms. In regard to the two points of access, Chairman Rigby stated that it benefits the residents of Harlan Drive, in case of emergency or for access to a light to exit onto South Lamar but there are potential downsides, which is what they are working out tonight. He asked staff about storm drains near Mr. Contractors property line. Mr. Crawley responded that there is a ditch facing southeast but will consult with engineering staff to check.

Mr. Poval responded that this development is all for sale properties, not rental. The second point of access to this development is the south, in recognizing these issues the developer purchased property to the south for a second connection to try to relieve pressure off of Harlan Drive.

Mr. Steven Butler, a Harlan Drive resident spoke about concerns for the box culvert creating a bottle neck flooding issue.

Mr. Mike Portera, a Woodland Lane resident, spoke about the current flooding issue and the traffic, specifically exiting Harlan onto South Lamar. Commissioner Alexander asked if having a secondary access to a light on South Lamar would be helpful? Mr. Portera replied that he could take a right onto South Lamar and turn around now, he is unsure if it would be helpful at this point.

Commissioner Smith asked if it was considered to have one point of entry? Chairman Rigby added that if it was taken away, they would not have frontage to a street. Mr. Requet responded that if there was no access to Harlan Drive there would need to be more discussions with the fire department and other city departments. Mr. Povall added that Harlan is the street frontage for the property and the second was created, both needed. Mr. McNally added that there is traffic to the south on Oxford Way as well.

With no further questions or comments from the audience or commission a motion was made.

Commissioner Milan made a motion to approve the variance subject to staff conditions.
Commissioner Alexander seconded.
Commissioner Smith and Chairman Rigby for. Commissioner Spragins apposed.

Chairman Rigby made a motion to deny the special exception. Commissioner Alexander seconded. All in favor.

11. Adjourn

All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, April 8, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In-Person Attendance

Angie Gragson; Benjamin Requet; David Spragins; Erin Smith; Harry Alexander; Hollis Green; J.R. Rigby; Jaclyn Colameta; John Crawley; Joseph Murphy; Kate Kenwright; Paul Watkins; Robert Baxter; Yolanda Logan

Remote Attendance

Kirk Milam

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. April Planning Commission Memorandum

If you would like to participate in this meeting, please open the attachment for the virtual meeting information.

To watch the video of this public hearing please click the link below.

<https://www.youtube.com/watch?v=tHlxw8Vfy1k>

B. April Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

3. Approval of minutes from the March 11, 2024 Meeting

All in favor.

Move: Erin Smith Second: Yolanda Logan Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Administrative Approvals

D. Consent Agenda

All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

1. Public Hearing for Case #3062 – Matthew Weaver has filed a request for a Variance from the Fence Height Standards in Section 5.5.2.6. Other Design Standards – Fencing for property located at 115 Nash Circle (PPIN #27588)
2. Public Hearing for Case #3063 – Thomas Flautt has filed a request for a Variance from the Fence Height Standards in Section 5.5.2.6.- Other Design standards – Fencing for property located at 1098 Hogan Cove (PPIN #38225)
3. Public Hearing for Case #3064 – Rob & Carol Short (Josh Samuels) have filed a request for a Special Exception as provided in section 3.5.1.2.c Detached Dwellings Districts Permitted for property located at 2203 Holcomb Street (PPIN #27240)

E. **Public Hearings**

1. Public Hearing for Case #3065 – Capomaza Construction, LLC (Stefano Capomaza) has filed a request for a Variance from (STORMWATER ORD) for property located at 1013 Jefferson Ave (PPIN #5851)

Mr. John Crawley, City Engineer, presented on behalf of the city. (YouTube video begins at 9:29 - 11:29)

Planning Comments: The applicant seeks a stormwater variance for a new building planned at 1013 Jefferson Avenue, which is also under review for Site Plan (Case #3051).

The applicant seeks the variance to allow for the underground detention basin to have an orifice size of less than 3", which differs from the current requirements of the code.

Engineering Comments: For the 1013 Jefferson Avenue site plan (Case #3051) an underground detention basin is proposed to meet the City of Oxford's stormwater management requirements. Due to the relatively small size of the project area of the site plan, the pre-developed and post-developed flow rates are small. Because of these small flow rates to meet the discharge rate for the 2-year storm an orifice smaller than 3 inches in diameter would be required.

Per Sec. 98-118. Performance criteria for stormwater management. (o) Outlet Control Structures. (3) Outlet control structures shall have no orifice smaller than three inches in diameter. It is estimated that to meet the 2-year storm discharge rates a 2.0-inch by 1.5-inch rectangular orifice is proposed. It is estimated that using a 3-inch diameter orifice the discharge rate for the 2-year storm will be exceed by 0.13 cfs. The post-developed discharge rates for the 10-year, 25-year, and 100-year storms are met.

It is the engineering staff's opinion that the reduced risk of clogging and maintenance considerations of using a 3-inch diameter orifice outweigh the small increase in the discharge rate for the 2-year storm. The engineering staff supports this variance request.

Recommendation: Staff recommends approval of the proposed variance.

Summary of discussion: Commissioner Murphy asked about the size of the pipe to be used. Mr. Crawley replied the variance is for the 2-year storm plan and that the orifice size is sufficient for the size of the site. With no further questions or comments a motion was made.

All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

2. Public Hearing for Case #3051 – Capomaza Construction, LLC (Stefano Capomaza) has filed a request for Site Plan Review for property located at 1013 Jefferson Avenue (PPIN #5851) (Postponed from March)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 11:30 - 47:00)

Planning Comments: The subject property is located on the corner of Jefferson Avenue and N 11th Street and is +/- .27 acres. The applicant is proposing to construct a new three-story building on the existing vacant lot. A complimentary review was heard by the Historic Preservation Commission in August, 2023. The applicant received approval at the September, 2023 meeting of the Commission for the building's design.

Use and Parking Requirements

The proposed use—a mixed-use building with a commercial ground floor—is allowable in the HUCN. 6 residential units are proposed on the upper floors, with a fully commercial ground floor.

On-site parking is not required for any allowed use in the HUCN where on-street or nearby public parking exists, and this building sits across from the City's parking garage. However, the applicant has chosen to include 7 parking spots—one will be ADA accessible.

Coverage, Height and Setbacks

Coverage in the HUCN is allowed up to 100%. The proposed plan shows 79.12% coverage. Structure height is limited to 40 feet and not more than three stories in the HUCN and the proposed plans reach 39' 9" at the highest. The proposed plan meets the required setbacks and front yard build to line as required in the HUCN district.

Other Elements

- Landscaping and Tree Mitigation – Tree mitigation is not required as there are no existing trees on the lot which will be removed for the proposed construction. The required foundation plantings are shown in the landscaping plan, as well as screening at the rear of the lot which is not required but is placed to screen the entrance/exit to the parking entrance.
- Building Materials and Design – The design was approved by the Historic Preservation Commission at the September, 2023 meeting. Proposed materials include brick veneer, stucco, wood siding, metal canopies, and cast stone and meet the requirements of the code.

Engineering Comments: A resubmittal of construction plans were provided for staff review on February 28th. Comments were provided on March 25th and the design engineer has not had an opportunity to respond prior to the preparation of this case report.

Access, Streets, Drainage, Sidewalk and Encroachments

The development proposes to take access from Jefferson for drop-off only and from North 11th for parking. Parking will not be permitted on the sidewalk at any time. There is existing sidewalk along the property frontage that was installed by the owner some years ago. A pedestrian easement will be required for the portion of the sidewalk intended for public use that is located on private property.

North 11th is required to be widened slightly to a width of 20' of pavement in order to comply with Fire Code requirements. The typical section and plans for the widening have not been approved yet.

Per the design engineer, the building will not encroach into the right-of-way, including the air space above the right-of-way. A brick planter is proposed to encroach on the right-of-way at the intersection of Jefferson and North 11th and will require Board of Alderman approval for a revocable license.

Water and Sewer

A water tap will be made on North 11th for installation of a 2" master meter to serve the entire building. A tap will also be made for a private fire protection line that is going to be installed along the property line. Sewer service will be provided via an existing service line that will connect to an existing sewer manhole on Jefferson. Sewer connection fees will be required for every unit (whether residential or commercial) regardless of the plan to reuse the existing service line. The line is proposed to be located under a brick planter proposed to be on part of the right-of-way. A cleanout will be required on the south side of the sewer service line in order to differentiate

ownership and maintenance responsibilities between the City and the owner, with the developer being responsible for the portion of the line under the brick planter.

Construction Staging Plan

A construction staging plan is required prior to beginning any construction. There is limited parking available in the area and the complete development of the lot presents construction challenges that must be assessed and mitigated for in a construction staging plan. Any disruptions to the operation of traffic require approval from the City Engineer regardless of the hour of day or duration of impact. Board of Alderman approval may be necessary depending on the duration and type of interruption.

Stormwater Management

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an underground detention basin. The underground detention basin will be located within the building footprint and under the parking lot. The facility will discharge to the south through a new drain pipe running parallel to N. 11th Street connected to an existing storm drain inlet on the city right-of-way at the northwest corner of Jefferson Avenue and N. 11th Street. As part of this site plan, this inlet will be upgraded to an SS-2 type inlet. The new drainpipe will be located within the property boundary and will not be owned or maintained by the City.

Currently, the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff is reviewing responses to their second round of comments and does not anticipate any issues that would prevent approval of the stormwater management plan.

Recommendation: Staff recommends approval of the requested Site Plan with the following conditions:

1. Approval is for the plan as submitted subject to necessary revisions as needed by the Site Plan Review Committee (Planning).
2. The necessary stormwater variance for orifice size is obtained (Case #3065).
3. Prior to the sale of water and sewer taps and the issuance of permits, construction plans, including a staging plan, and approved stormwater management plan must be approved by Engineering (Engineering).
4. A pedestrian easement must be provided prior to the issuance of any Certificate of Occupancy (Engineering).
5. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy (Engineering).

Summary of discussion: Commissioner Murphy asked if the widening of north 11th would extend the entire street. Mr. Crawley answered it would be widened about a foot on each side and just the frontage of the proposed building.

Jeff Williams was present on behalf of the engineering team and spoke about the widening the street from 18 to 20 feet for fire department concerns and is now part of the site plan. Stuart Povall, the architect for this project was present to speak more in depth about the site plan. Mr. Povall addressed the letter of public comment and concern of the commercial use, which is currently a light day time use. He spoke about the other commercial uses on Jefferson and north Lamar and loading space in front for small box truck, tenant will work with vendors on not loading on side street as it is a code violation with code enforcement. Commissioner Murphy asked about a crosswalk for Jefferson Avenue near the parking garage. Mr. Crawley responded that had not been suggested yet, but the Engineering department will look into it.

Mr. Steve McDavid, a resident of South 11th Street, spoke about concerns he wrote in the public comment attached to this case. He added the lot was previously zoned for residential. Mr. McDavid concluded with his request of a conditional commercial use.

Commissioner Murphy commented that the Church could enforce their own parking lot restrictions. Commissioner Logan asked how many of the 28 signatures are directly affected, Mr. McDavid answered 11 are on south 11th and more on other streets. Mr. McDavid did mention he plans to appeal the approval of the Historic Preservation Commission.

Chairman Rigby spoke about the suggested restriction on commercial use which is getting into rezoning. He said it has been nearly 25 years since the rezoning and the restriction of the church parking would be at the discretion of the property owner. The loading truck issue at this point given the intended use of light commercial would be premature to put a limit on. Mr. McDavid asked if there is an opportunity to come back to commission if the commercial use changes. Chairman Rigby said that was an issue independent of the site plan approval.

Mr. Paul Watkins explained the authority of the commission to place conditions on site plan approvals and not the use of the building. Chairman Rigby went into detail about the site plan review process and the rules in place. Commissioner Murphy mentioned the concern about disturbance in the neighborhood, and mentioned neighboring businesses, and that this would not be any more of a disturbance. Chairman Rigby added that there is no hardship on the neighborhood yet.

With no further questions or comments from the commission or audience a motion was made.

Commissioner Alexander made a motion to approve subject to the staff conditions. Commissioner Smith seconded. All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

3. Public Hearing for Case #3057 –Andy Callicutt has filed a request for a Special Exception as provided in section 2.6.7 Ground Floor Residential in a TNB District for property located at 1105 North Lamar Boulevard (PPIN #5108) **(Tabled From March Meeting) (POSTPONED)**
4. Public Hearing for Case #3066 – V2, Inc. (Scott Vasilyev) has filed a request for a) Special Exception as provided in section 4.9.1.1.a. Phased Parking and b). Special Exception as provided in section 2.6.7.1 Traditional Neighborhood Business 51% for property located at 108 Boulton Blvd (PPIN #36364).

Robert Baxter, Senior Planner, presented on behalf of the city. (YouTube video begins at 47:10 - 51:40)

Planning Comments: The subject property is +/- 2.01 acres located in the MSL Subdivision just south of the intersection of Bolt Blvd and Clubhouse Dr. The applicant is proposing to construct a phased office development consisting of two buildings that are 6,375 SF and 10,500 SF, the site plan for which is currently under review by the Site Plan Review Committee. These Special Exception requests are to facilitate that site plan.

a) Special Exception as provided in Section 4.9.1.1.a Phased Parking

The applicant requests a Special Exception for a phased parking plan to provide in excess of the maximum allowed parking. The building proposed with Phase 1 is +/- 6,375 sf and as an office use would require 21 spaces and allow up to 27. The building proposed in phase 2 is +/- 10,500 sf and would require 35 and up to 44. The applicant proposes to build 57 spaces, more than the maximum for just phase 1 and less than the combined allowed for both phases.

The applicant states that building both phases of parking will allow for proper Fire access as well as Environmental Services while also reducing construction costs.

Recommendation: Staff does not have any objections to the requested Special Exception. Staff recommends approval of the requested Special Exception with the following conditions:

1. Phase 2 is not exempted from compliance with parking standards and the applicant will be responsible if additional parking spaces need to be added or removed at the time of Site Plan

Approval for Phase 2.

b) Special Exception as provided in Section 2.6.7.1 Traditional Neighborhood Business – Structure Height – Second Story

In this instance, the applicant is requesting a Special Exception for structure height from the requirement that at least 51% of the ground floor area should be encompassed in functional second floor space. The applicant is proposing that the first floor will include an office space over 35% of the floor and the remainder will be storage for equipment. The second story will be document storage over the office space. The ground floor storage will have the volume of a second story due to the need for an elevated ceiling to accommodate the size of some of the equipment that is being stored there. The whole building will present as having two full floors with the height of the ground floor storage being roughly 17.5'.

Recommendation: Given that the ground floor storage element provides a functional second story volume, Staff recommends approval of the requested Special Exception with the following condition:

1. Approval is for the plan and elevations as provided.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

a) Special Exception as provided in Section 4.9.1.1.a Phased Parking - Commissioner Alexander made a motion to approve with staff conditions. Commissioner Logan seconded. All in favor.
b) Special Exception as provided in Section 2.6.7.1 Traditional Neighborhood Business – Structure Height – Second Story- Commissioner Smith mad a motion to approve subject to staff condition. Commissioner Alexander seconded. All in favor.

Move: Second: Status: Passed

5. Public Hearing for Case #3067 – Russom Construction, LLC. (Chad Russom) has filed a request for a Site Plan Approval for 'Sole' for property located at Old Taylor Road (PPIN #7961)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 51:42- 58:30)

Planning Comments: The subject property is +/- 1.8 acres located on Old Taylor Road just before the Old Taylor/Landas Road & Oxford Way intersection. This property is zoned (SMF) Suburban Multi-Family. The applicant is proposing 28 one-bedroom units in 14 2-story buildings.

Use and Parking

The applicant proposes to construct 28 1-bedroom units, which is allowed in the SMF district. There are 37 parking spots provided, 2 of which are handicap accessible.

Other Elements

- Landscaping – A landscape plan is provided that indicates frontage trees, edge plantings, parking lot trees, and detention pond screening as required by the Land Development Code.
- Building Materials – The two-story buildings feature flat roofs with board & batten siding, horizontal siding, and metal railings. The proposed materials meet the requirements of the Land Development Code.
- Access and Sidewalks – A complete streets plan is provided showing sidewalks along the street frontage and within the development, which will be accessed from Old Taylor Road.
- Signage— Signage is not included in this proposal and will be approved separately.

Engineering Comments: A resubmittal of plans was received on February 24, 2024. Staff provided comments on March 21, 2024. The design engineer has not had an opportunity to respond to comments at this time.

Access, Sidewalks, Streets

The development proposes to take access from Old Taylor Road. A site distance analysis was

requested due to the proximity of the proposed drive to a horizontal curve and vertical curve (hill). The analysis provided by the design engineer shows that the site distance requirements cannot be met at the proposed driveway location. The design engineer recommended that the speed limit on Old Taylor Road be lowered, which would then improve the site distance. Lowering the speed limit is not feasible for a number of reasons. Speed limits are determined by ordinance or a traffic study of the speed at which 85% of the traffic is traveling. A speed study would not support lowering the speed limit. Staff has responded to the design engineer on March 21 and asked if other locations for the driveway have been evaluated, particularly further from the horizontal curve and closer to the crest of the vertical curve. The site distance evaluation also needs to specify the absence or presence of any existing foliage or trees that are in the site distance triangle that have to be removed or trimmed in order to achieve the site distance.

Water and Sewer

Water infrastructure within the development will be owned and maintained by the City to the water meter or fire hydrant. An easement is shown on the plans. The interior sewer lines will be privately owned and maintained.

Stormwater Management

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an above-ground detention basin. The above-ground detention basin will be located along the northwest corner of the property. The facility will manage stormwater runoff for this project and from the existing convenience store and gas station located southwest of and adjoining the site plan property.

The stormwater management facility will drain through an existing pipe located at the northwest corner of the property discharging on the adjacent property to the north. The City has requested that the developer obtain a stormwater drainage easement from the adjacent property. At this time the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff does not anticipate any issues that would prevent approval of the stormwater management plan.

Recommendation: Staff recommends approval of the Site Plan as submitted with the following conditions:

1. Approval is for the site plan as submitted (Planning).
2. Prior to the issuance of a Certificate of Occupancy, Staff approval of a Special Use for a RCID. (Planning)
3. Approval of the site plan and issuance of permits of any type shall be contingent upon a satisfactory resolution to the site distance analysis (Engineering).
4. Approval of the stormwater management plan (Engineering).
5. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy (Engineering).

Summary of discussion: Mr. Joey Moore was present to speak about the easement for entrance and exit. Chairman Rigby asked about the placement of the entrance. Mr. Moore said the entrance would be more dangerous if moved, if the speed limit cannot be lowered then he suggested the entrance remain where it is proposed. Mr. Crawley suggested signage since Old Taylor Road does not meet the site distance requirements. A traffic study is being conducted but unlikely to lower the speed limit. There was some discussion about the adjoining property and future use of the existing easement. With no further questions or comments a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Murphy seconded. All in favor.

Move: Harry Alexander Second: Joseph Murphy Status: Passed

6. Public Hearing for Case #3068 – Oxford Farms, LLC. (Andy Callicutt) has filed a request for Site

Plan Approval for 'The Reserve Phase 2' property located at 1811 Reserve Loop (PPIN #7948)

Robert Baxter, Senior Planner, presented on behalf of the city. (YouTube video begins at 58:39 - 1:02:08)

Planning Comments: The subject property is +/- 49.36 acres located on Oxford Farms Drive, north of the roundabout on Oxford Way between the Reserve – Phase 1 and the Stillwater developments. The applicant is proposing the second phase of the Reserve which would consist of 140 attached and 75 detached units of a similar style to the Reserve – Phase 1.

Use and Parking – The entire development is proposed as an RCID which is a Special Use in the NR district. Attached residential is a Special Use in the NR when proposed with fewer than 25% 4-bedroom units. Only 12.8% of attached units are proposed to be 4-bedrooms. Detached units of 4 or more bedrooms are Special Exceptions in the NR. A Special Exception request has been received by Staff and would need to be approved by the Planning Commission before permits for these units could be issued.

Parking calculations are as follows: for 3-BR attached, 2 spaces are required for each unit; for both 4-BR attached and detached, 1 space is required for each bedroom; and for all units, 1 guest space is required for every 3 total units. This comes to 244 spaces required for the 122 3-BR units, 372 spaces required for the 93 4-BR units, and 72 guest spaces required for the 215 total units for a total of 688 required spaces with a 125% maximum of 860. The applicant is proposing 738 spaces, 300 of which will be garage and driveway spaces that are associated with the detached units.

Other Review Elements

- Landscaping – A landscaping package is included that shows foundation plantings, parking lot trees and perimeter landscaping that meet LDC requirements. A sufficient buffer from the blue-line stream is maintained to fully screen the stream.
- Tree Mitigation – Tree mitigation is considered together with the northern portion of the Reserve – Phase 1. Sufficient trees are retained on the north and east of the site that mitigation is not required at this time. Should those trees be removed in the future, mitigation may become necessary.
- Building Materials and Architecture – Building architecture will be very similar to other phases of Oxford Farms. The detached and attached residential structures as well as the pool house will be very similar to the Stillwater development. Exterior materials will be a combination of Hardie plank siding and painted brick veneer with asphalt shingle roofing.
- Signage – A separate approval will be required to ensure compliance with the signage requirements of the Land Development Code.

Engineering Comments:

Intro

A resubmittal of plans was received on February 23rd and staff provided comments on March 26th. The design engineer has not had an opportunity to resubmit prior to the deadline for case reports. The majority of staff comments have been addressed but there are still changes required for the water infrastructure to be owned and maintained by the City and other technical changes.

Access, Sidewalks, Streets

The Reserve Phase 2 will take access from a privately owned and maintained roadway, noted below as Oxford Farms Drive. Oxford Farms Drive intersects Oxford Way at the existing roundabout.

The proposed site plan is in an area that has previously been considered for preliminary platting (Case 2970, Oxford Farms Phase 11). Staff believes that an updated or possibly new plat for Phase 11 has been submitted and will be available for review once all fees are paid. The previous plat did not include the roadway between Reserve Phases 1 and 2, designated on the current plans as Oxford Farms Drive. Previous case reports for plats for Oxford Farms Phase 10 and Phase 11 discussed the future of this roadway, which has been in flux for some time. These discussions

included provisions for on-street parking and the anticipation that the roadway would be public. Staff has noted in reports, emails and meetings that the extension and connection of this roadway to other existing City streets is necessary in order to be considered for City ownership and maintenance. Without connectivity, the roadway essentially becomes a private driveway for the adjacent condos. The resubmittal for Reserve Phase 2 (inside future Oxford Farms Phase 11 plat) now includes the Oxford Farms Drive as a portion of the site plan and notes the roadway will be private. This would indicate that this private roadway is considered common open space if the development is condominiums.

Water and Sewer

The site will be served by a connection to a water main previously installed within Oxford Farms Drive. Staff has commented that the water line must be relocated from green space into the private interior roadway to ensure that the easement area remains accessible for maintenance. Oxford Utility staff have reported a number of instances of amenities being installed over water mains in similar type developments and reported difficulties in maintaining the line as a result. Sections of water line must also be redesigned away from a proposed sewer line and a proposed storm drain pipe.

Sewer within the development will be privately owned and maintained. A private gravity sewer line will flow to a privately owned and maintained lift station. A private force main will then connect to a City owned and maintained manhole within the adjacent Stillwater development.

Stormwater

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes and an above-ground detention basin. The above-ground detention basin will be located in the center of the property.

The Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff is currently reviewing the Stormwater Management Plan for this project and does not anticipate any issues that would prevent its approval.

Recommendation: Staff recommends approval of the requested Site Plan for 'The Reserve – Phase 2' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Water and sewer taps will not be sold until a Final Plat has been approved, signed and filed.
3. Prior to the issuance of a certificate of Occupancy, approval letters from the Mississippi Department of Health and Mississippi Department of Environmental Quality must be provided to the City.
4. Site plan approval, the sale of water and sewer taps, and the issuance of permits, is contingent on correction of construction plans per Staff comments.
5. The stormwater management facility will need to be certified before the issuance of a Certificate of Occupancy.

Summary of discussion: With no questions or comments a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Logan seconded. All in favor.

Move: Harry Alexander Second: Yolanda Logan Status: Passed

7. Public Hearing for Case #3069 – JWM Development, LLC (JW McCurdy) has filed a request for a Final Plat Approval for 'Colonnade Crossing Phase 3' property located at 1669 Bainbridge Street (PPIN #4510)

Kate Kenwright, Planner II presented on behalf of the city. (YouTube video begins at 1:02:10 -

1:03:50)

Planning Comments: The subject property is located in the Colonnade Crossing Subdivision located north of Highway 30 and west of Highway 7, and east of White Oak Lane. The plat includes one lot (Lot 12) and area for Public Right-of-Way dedication. The Lot size is +/- 14.16 acres with 4.77 acres to be dedicated as ROW. The property is zoned (SCO) Suburban Corridor District.

The applicant proposes to construct six multi-family buildings on the site. The site plan for this property is the subject of Case #3070. The proposed lot meets the dimensional requirements of the underlying SCO zoning.

Engineering Comments:

Intro

The proposed plat was provided on February 26, 2024. Comments were provided to the design engineer on March 28, 2024 and there was not time for a response prior to the preparation of the case report. There are some technical corrections necessary before the request for a preliminary plat is considered by the Board of Alderman.

Sidewalks and Streets

The proposed plat provides for the dedication of multiple City streets including Claremont Avenue and Ferndale Boulevard. These streets were shown in the plat for Colonnade Crossing Phase 1 but were not dedicated to the City at that time. The construction of the streets, however, was reviewed and approved as part of the construction plans provided. A temporary access easement was previously provided along Ferndale Road. Streetlights and sidewalks/shared use paths must be provided for all public streets.

A performance bond for all infrastructure proposed to be owned and maintained by the City must be provided prior to a Final plat being approved by the Board. A final plat is necessary before the proposed multi-family development considered in Case 3070 can begin construction of buildings.

Water and Sewer

Water and sewer infrastructure is proposed within the streets. There are two lift stations proposed within the subdivision that will be privately owned and maintained until the time the flow rate equals or exceeds 100 gallons per minute. At that time, an inspection will be made, and the owner can request the City assume maintenance provided that the lift stations meet all requirement of the Water and Sewer specifications.

Recommendation: Staff recommends approval of the requested Final Plat for 'Colonnade Crossing-Phase 3' with the following conditions:

1. Approval of the Final Plat for 'Colonnade Crossing-Phase 3' by the Mayor and Board of Aldermen (Planning).
2. A stamped recorded copy of the covenants shall be provided to the Planning Department prior to the issuance of a Certificate of Occupancy. (Planning)
3. Prior to the request for Final Plat being heard by the Board, all technical corrections must be made. (Engineering).
4. Prior to the request for Final Plat being heard by the Board, a dedication of roadway paragraph must be added to the Certificate Sheet. (Engineering).

Summary of discussion: With no questions from the commission or audience a motion was made.

Commissioner Smith made a motion to approved with staff conditions. Commissioner Spragins seconded. All in favor.

Move: Erin Smith Second: David Spragins Status: Passed

8. Public Hearing for Case #3070 – KQ Oxford, LLC (JW McCurdy) has filed a request for a Site Plan Approval for 'The Edison' property located at 814 Claremont Avenue (PPIN #4563)

Kate Kenwright, Planner II presented on behalf of the city (YouTube video begins at 1:03:55 - 1:12:20)

Planning Comments: The subject property is located in the Colonnade Crossing Subdivision located north of Highway 30 and west of Highway 7, and east of White Oak Lane. The plat includes one lot (Lot 12) and area for Public Right-of-Way dedication. Lot size is 14.16 acres with 4.77 acres to be dedicated as ROW. The property is zoned (SCO) Suburban Corridor District

The lot has frontage on Claremont Avenue and on Ferndale Boulevard, both of which are to be public roads upon filing the final plat (Case #3069).

Use Requirements- The plan calls for six multi-family buildings. Additional buildings include a clubhouse and outdoor common areas. The multi-family buildings will have two footprints/floor plans labeled by the applicant as Type A and Type B. There will be four of Type A (12,839 SF footprint, 38,445 GSF) and two of Type B (19,474 SF footprint, 49,337 GSF). The 5,210 SF clubhouse will hold both the rental offices and a gym.

Parking Requirements- Parking for residential uses are calculated at based on bedrooms and number of units. For the proposed 120 1-bedroom units, 108 2-bedroom units, and 12 3-bedroom units, 448 spaces are required. The applicant proposes 429 parking space, 11 of which are ADA compliant and six of which are equipped for electric vehicle charging. The parking is spread through five covered garages as well as uncovered spaces. The applicant will need a waiver for the reduction in provided parking.

Coverage, Height, and Setbacks- Properties in SCO districts are limited to 80% lot coverage, and 48.1% is proposed. Building height is limited to 50' and 42' is proposed at the highest. The plan meets the required front, side, and rear setbacks.

Other Requirements:

- Landscaping- A landscaping plan is proposed that indicates foundation plantings, edge plantings, screening, street and parking lot trees that comply with LDC standards.
- Architecture and Building Materials- The primary building materials will be siding, brick, and metal railings and awnings, with the clubhouse featuring some stone.
- Signage- Separate signage approval will be required to ensure compliance with the signage requirements of the Land Development Code

Engineering Comments:

Intro

Plans were provided for review on February 22, 2024. Staff provided comments on March 28, 2024 and the design engineer has not had an opportunity to respond prior to the case report being written. The site is located on property proposed as Lot 12 in the preliminary plat for Colonnade Crossing Phase 3, which is being considered as Case 3069.

Access, Sidewalks, Streets, and Traffic

The development will take access from two streets proposed to be dedicated to the City via the plat for Colonnade Crossing Phase 3, pending Case 3069. The construction plans for Ferndale Boulevard and Clairmont Avenue were reviewed and approved as part of the Colonnade Crossing Phase 1, although it does not appear that the roadway were dedicated at that time. The design engineer has affirmed that the location of the driveway on Ferndale Boulevard has been selected in consideration of a site distance analysis, for which documentation will be provided in the resubmittal of construction plans.

Sidewalks and a shared use path are proposed along Clairmont Avenue and Ferndale Boulevard.

Grading and Drainage

A small amount of grading and an extension of a storm drain are proposed beyond the limits of proposed Lot 12. Easements will be required regardless of the fact that the two properties may currently be owned by the same person.

Water and Sewer

The development proposes that all interior water and sewer will be privately owned and maintained. An indemnity agreement will be provided for the fire hydrants, which will be tested and operated by the Oxford Fire Department. The current design proposes the installation of a single master meter to serve the development. Interior sanitary sewer is proposed as privately owned and maintained.

The sewer lines will connect to two lift stations, which will remain privately owned and maintained until the flow rate for the lift stations meets the threshold of 100 gallons/minute. Once the threshold for City ownership and maintenance is met, an inspection will be made and the Board will vote whether or not to accept the lift station following recommendation of the City Engineer.

Stormwater

The stormwater management requirements for this site plan will be met by conveying stormwater runoff to the existing regional stormwater management facility constructed as part of the Colonnade Crossing Subdivision. The regional stormwater management facility was approved in Case #2860 – Final Plat Approval for Colonnade Crossing – Phase 2.

In addition to the regional stormwater management facility, the site plan proposes two retention basins. While these retention basins are not required to meet the stormwater management requirements, they complement the existing region stormwater management facility. Because they receive stormwater management runoff they shall need to comply with the City's Stormwater Management Ordinance. The retention ponds will be located within the center of the property and are primarily intended as an aesthetic amenity. Stormwater runoff from the property will drain through a pipe on the north side of the property discharging onto the adjoining lot to the north. The City has requested that the developer obtain a stormwater drainage easement from the adjacent property.

At this time the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff does not anticipate any issues that would prevent approval of the stormwater management plan.

Recommendation: Staff recommends approval of the Site Plan for 'The Edison at Colonnade Crossing Subdivision' with the following conditions:

1. Approval is for the site plan as submitted.
2. The necessary parking waiver is obtained from the Director of Planning.
3. A site distance analysis is required as well as approval of the final construction plans.
4. Approval is contingent on the approval of Preliminary and Final plat for Colonnade Crossing Phase 3.
5. Prior to the sale of any water and sewer taps, the Final Plat for Colonnade Crossing Phase 3 must be approved, signed and filed at the Chancery.
6. Grading easement and drainage easement required from adjacent property where grading outside property line is shown, and detention pipe discharges closer than 40' from property line.
7. If the City is to own and maintain any water infrastructure, approval from the Mississippi Department of Health must be received prior to the issuance of a Certificate of Occupancy.

Summary of discussion: Mr. John Granberry was present on behalf of the applicant and explained the parking reduction request. The commission asked staff for an opinion on this request. Mr. Ben Requet responded this is adequate guest parking and tenant parking. With no further questions or

comments a motion was made.

Commissioner Smith made a motion to approve subject to staff conditions. Commissioner Alexander seconded. All in favor.

Move: Erin Smith Second: Harry Alexander Status: Passed

9. Public Hearing for Case #3071 – SMJ Enterprises, LLC (Scott Gill) has filed a request for a Site Plan Approval for 'Bella Vita' for property located at Harlan Drive (PPIN #18837)

Robert Baxter, Senior Planner presented on behalf of the city. (YouTube video begins at 1:12:25-1:36:10)

Planning Comments: The subject property is +/- 12.37 acres located between Harlan Drive and Oxford Farms. The applicant is proposing a residential development of 30 attached and 31 detached units to be named 'Bella Vita'.

Use and Parking - The entire development is proposed as an RCID which is a Special Use in the NR district. Attached residential is a Special Use in the NR when proposed with fewer than 25% 4-bedroom units. All attached units are proposed as 3-BR. Detached units of 4 or more bedrooms are Special Exceptions in the NR. A Special Exception request was denied by the Planning Commission to allow 7, 4-BR detached units; as of the writing of this case, the denial is currently under appeal to the Mayor and Board of Aldermen.

Parking calculations are as follows: for both 3-BR attached and detached, 2 spaces are required for each unit; for 4-BR attached, 1 space is required for each bedroom; and for all units, 1 guest space is required for every 3 total units. This comes to 108 spaces required for the 54 3-BR units, 28 spaces required for the 7 4-BR units, and 20 guest spaces required for the 61 total units for a total of 156 required spaces with a 125% maximum of 195. The applicant is proposing 185 spaces, 62 of which will be garage and driveway spaces that are associated with the detached units.

Other Elements

- Access – Two points of access are provided to the site: a main entrance and exit south through the Oxford Farms development to Oxford Way and a one-way entrance to the north from Harlan Drive.
- Landscaping – A landscaping package is included that shows foundation plantings, parking lot trees and perimeter landscaping that meet LDC requirements. Per the Variance issued to encroach on the 50' blue line stream buffer (Case #3058), undercanopy plantings will be required in addition to the proposed trees between the drive and the creek.
- Tree Mitigation – A tree survey was conducted for this site that indicates that 373 2" caliper trees will be required for mitigation. 202 trees are marked on the landscape plan for mitigation while the other 171 2" caliper trees will be paid into the tree escrow account.
- Building Materials and Architecture – Building architecture will be very similar to other new residential developments in Oxford. Exterior materials will be a combination of fiber cement siding and brick veneer with asphalt shingle roofing.
- Signage – A separate approval will be required to ensure compliance with the signage requirements of the Land Development Code.

Engineering Comments: A resubmittal of plans was received on February 20, 2024. Staff provided comments on March 27, 2024 and the design engineer has not had an opportunity to respond prior to the required time to submit the case report.

Access, Traffic, Sidewalks, Streets

The proposed development will take access from Harlan Drive in a one-way entry drive, which is to be privately owned and maintained. The site will also have an ingress and egress connection to the Stillwater development to its south via the same private drive. A cross-access easement is noted on Sheet C-104 and should also be indicated within the Belle Vita development.

Parking will not be permitted along Harlan Drive.

Sidewalks will be required along the frontage of Harlan Drive although it is not currently shown in the plans.

Grading, Drainage and Flood Risk Information

The site proposes the construction of a new box culvert in a regulatory creek in order to provide a second point of ingress/egress. Permission will be required from the US Army Corps of Engineers (USACE) in order to construct this box culvert. Additional easements will also be necessary from adjacent property owners for construction of ditches and grading.

The proposed development is located adjacent to a regulated floodway. The Federal Emergency Management Agency (FEMA) is currently in the process of updating the Flood Insurance Rate Maps for the City of Oxford to reflect risk of flood impacts. While the maps have not been presented for public comment and staff cannot be sure of what changes, if any, may be proposed in the area, Staff feels a duty to provide notice that the maps are subject to change. The development will be required to comply with all requirements of the City of Oxford Code of Ordinances regarding Flood Control.

The proposed box culvert will also be required to meet the requirements for the 100-year flood, based on the pending updates to the Flood Risk Maps, in order to ensure that adjacent properties are not adversely impacted.

Water and Sewer

The construction plans propose a connection to existing City water lines on both Harlan and within the Stillwater development, with easements noted. A plan detail is required for how the City water line will cross the existing creek at the proposed box culvert.

The sewer within the development is proposed to be privately owned and maintained. However, there are some challenges related to existing City sewer through the site, which also provides sewer service to adjacent residential lots in the Creekwood Subdivision. There are currently two sewer easements through this property, on both the eastern and western boundaries. The current plans propose relocating the easement on the western boundary and providing a new easement. The proposed easement is only 10' wide rather than the required 10' on each side. The proposed easement crosses under 3 retaining walls, which could make maintenance of the line difficult and potentially dangerous, if even possible. Additional information regarding the proposed sewer profile was requested in the resubmittal comments provided March 27th. Staff does not support ownership of a sewer line under three retaining walls and requests additional information in order to find the best resolution for all parties. The line must remain publicly owned and maintained in order to assure service to the adjacent residential lots.

Stormwater

The stormwater management requirements for this site plan will be met by a proposed stormwater management facility consisting of drainage pipes, two above-ground detention basins, and two underground detention basins. The above-ground detention basins are located in the southwest corner and south central along the property boundary. The underground detention basins are located breath parking lot drives, one in the center of the property and the other along the east side of the property. There are two points of discharge for the stormwater facility, one into Bailey Branch on the east side of the property and the other into an un-named tributary of Bailey Branch.

Because of the elevation of lot 13 and the grading proposed in this site plan a 24-inch diameter drainage pipe is proposed along the north side of the property to drain lot 12. This drainage pipe is not tied into the detention basins and discharges into Bailey Branch.

At this time the Engineering Department has not approved the Stormwater Management Plan for this project. The engineering staff is awaiting responses to their last round of comments but does not anticipate any issues that would prevent approval of the stormwater management plan.

Recommendation: Staff recommends approval of the requested Site Plan for 'Bela Vita' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan

Review Committee.

2. Prior to the issuance of a Certificate of Occupancy, an updated landscape plan will be submitted to Planning staff that shows undercanopy plantings in accordance with the conditions of approval from Case #3058.
3. Approval is contingent on two points of ingress/egress.
4. Sale of water and sewer taps and building permits will not be issued until construction plans are approved and all necessary easements or permissions to construct the necessary roadway and box culvert are received or pending receipt with written confirmation.
5. Approval is contingent on the Board of Alderman agreeing to revoke the existing sewer easement and accept an alternate easement, which must provide sewer access for adjacent residential lots.
6. Approval is contingent on compliance with all City of Oxford ordinances regarding Flood Damage Prevention.

Summary of discussion: Commissioner Alexander asked Mr. Crawley about the funding application to repair the box culvert. Mr. John Crawley replied it is in the process and has not been granted yet. Chairman Rigby asked the engineer representing the applicant, Paul Koshenina, about the egress off Harlan and how it currently floods, and how will the site meet the ordinance. Mr. Koshenina explained the structures will be elevated and that they meet the requirements for the storm water detention system. He also mentioned that the maps of flood zones are being updated. Commissioner Murphy asked about the elevation. Mr. Koshenina said about 18 inches about the 100-year floor elevation. Commissioner Murphy asked if calculations have been done for a system wide easement on south Lamar. Mr. Crawley replied that the site-specific run off will not increase in the flood way, and that the flood prevention ordinance does allow this site to build into the flood plain, not the flood way. Chairman Rigby asked about the maps and the lowest point on Harlan does overflow more than every 100 years so at what interval is it flooding. Mr. Koshenina was unsure but did mention the flooding could be because the box culvert is undersized, which the city has plans to largen.

Donna Blevins, a resident of Harlan Drive spoke about her concerns for the property being developed which is written in the public comment link with this case.

Commissioner Murphy asked Mr. Crawley spoke about the sewer line that connects the neighborhoods. Mr. Crawley replied that the applicant will run a new sewer line and will be publicly owned, the city will later take ownership and maintenance. Mr. Koshenina explains the compliance of this application and will verify the stormwater ordinance if the commission would like to add another condition. With no further questions or comments a motion was made.

Commissioner Smith motioned to approve subject to staff conditions with added conditions.
Commissioner Logan seconded.
Commissioner Alexander, Murphy, Spragins and Milam for, Chairman Rigby against.

Added condition 7. Approval is contingent on amendment of plans to reflect 3-bedroom detached units per the denial of the variance sought for Case #3058.

Added condition 8. The stormwater management facility will need to be certified before the issuance of as certificate of occupancy.

Move: Erin Smith Second: Yolanda Logan Status: Passed

10. Public Hearing for Case #3072 - Alger Design Studios, PA (Corey Alger) has filed a request for Site Plan Approval for property located at 401 East Jackson Avenue (PPIN #25284) **(POSTPONED)**
11. Public Hearing for Case #3073 – City of Oxford (Mark Levy) has filed a request for a) a Variance from the Front Yard Build-To Minimum Standards in Section 2.6.15– Institutional Districts and b) a Variance from the Retaining Wall Height Standards in Section 3.2.18 – Retaining Walls for ‘Oxford

City Pool' property located at 220 Washington Avenue (PPIN #5920)

Mr. Ben Requet, Planning Director, presented on behalf of the city. (YouTube video begins at 1:36:14- 1:49:20)

Planning Comments: The subject property is located on Washington Avenue and is the current location for the City pool. The City is in the design process to renovate the City pool facility. The design team intends to construct a new pool in the existing pool footprint, and to demolish the existing buildings in order to construct a new building in the general vicinity. As a result of this plan to utilize the existing pool footprint, the proposal necessitates two variances.

A) The City is requesting an 8.8 foot variance from the minimum front yard build-to line, allowing the building to be constructed closer to the street than the code currently allows. The small and irregularly shaped lot coupled with utilizing the existing pool footprint creates a hardship in this instance. The proposed location of the building appears to be located farther from the street than the current structures.

Recommendation: Due to the hardships presented by the small and irregularly shaped lot and the plan to utilize the existing pool footprint, Staff recommends approval of the requested variance to the front yard build-to line.

B) The site slopes from Washington Avenue towards the south of the site. The design team is proposing to construct a retaining wall along the Washington Avenue sidewalk. The proposed wall is taller than the Land Development Code allows when it is constructed in a front yard. The proposal indicates a wall with a maximum height of 5'7", or 1'7" taller than allowed. The topography of the site and the plan to utilize the existing pool footprint creates a hardship in this instance. It should be noted that the retaining wall will be situated below the grade of Washington Avenue and will not be visible from the street.

April 8, 2024 Update: The City received updated plans for the retaining wall this afternoon that changes the overall request. The proposed retaining wall will now measure approximately +/- 6.78 feet in height, this requiring a 2.78 foot variance.

Recommendation: Due to the hardships presented by the sloping topography and the plan to utilize the existing pool footprint, Staff recommends approval of the requested variance for a taller retaining wall located in the front yard.

Summary of discussion: Commissioner Logan asked about timeline of the project. Mr. Mark Levy replied June 2024 - May of 2025 will be an 11-month long project. Chairman Rigby asked about the retaining wall placement near the sidewalk. Mr. Koshenina replied that there is a design change, pushing the sidewalk further away from the street and added a fence for added safety. There was discussion about the greenspace near the sidewalk and fencing around property.

Variance a). Variance from Front Yard Build-To Minimum Standards in Section 2.6.15– Institutional Districts Commissioner Murphy motioned. Commissioner Logan seconded. All in favor
Variance b). a Variance from the Retaining Wall Height Standards in Section 3.2.18 – Retaining Walls. Commissioner Murphy motioned. Commissioner Smith seconded. All in favor.

Move: Second: Status: Passed

12. Public Hearing for Case #3074 – The City of Oxford has filed a request for modifications to the Land Development Code.

Ben Requet, Planning Director, presented on behalf of the city. (YouTube video begins at 1:49:26 - 1:51:05)

Planning Comments: Staff is proposing a several modifications to the Land Development Code:

3.5.1 Dwellings - Detached

3.5.1.3 Parking:

Parking: Two spaces per dwelling unit are required for homes on individual lots. Otherwise, two

spaces for dwellings with up to three bedrooms, and one space per bedroom for dwellings with four or more bedrooms, and one guest parking space for every three dwelling units. See Sec. 4.9 for general requirements.

a. Required Parking

I. Dwellings on Individual Lots – Two Spaces per Unit

II. Dwellings in RCID

1) One, Two & Three Bedroom Units – Two Spaces per Unit

2) Four Bedroom Unit – One Space per Bedroom

3) One Guest Space for Every 3 Units

3.5.2 Dwellings – Detached, Zero Lot Line (Patio Homes).

3.5.2.3 Parking: Parking requirements shall be the same as those required for detached dwellings. See Section 4.9 for general requirements.

a. Required Parking

I. Dwellings on Individual Lots – Two Spaces per Unit

II. Dwellings in RCID

1) One, Two & Three Bedroom Units – Two Spaces per Unit

2) Four Bedroom Unit – One Space per Bedroom

3) One Guest Space for Every 3 Units

3.5.3 Dwellings, Attached, Townhouse.

3.5.3.3 Parking. Two spaces required for all dwellings up to three bedrooms, and one space per bedrooms for dwellings with four or more bedrooms and four bathrooms. Also, one space required for every three dwellings for visitor parking. See Section 4.9 for general requirements.

a. Required Unit Parking

I. One Bedroom Unit (Including Studio) – One Space per Unit

II. Two & Three Bedroom Unit – Two Spaces per Unit

III. Four Bedroom Unit – One Space per Bedroom

b. Required Guest Parking

I. One & Two Bedroom Unit (Including Studio) – One Space for Every 3 Units

II. Three or More Bedroom Unit – One Space per Unit

3.5.4 Dwellings, Attached: Duplex, Triplex, or Quadplex.

3.5.4.3 Parking: One space is required for each studio or one bedroom unit, two spaces for units with two to three bedrooms, and one space per bedroom for a unit with four bedrooms and four bathrooms. In addition to all other parking space requirements, one guest parking space is required for each unit of 3 or more bedrooms, and one for every 3 units with fewer than 3 bedrooms. See Section 4.9 for general requirements.

a. Required Unit Parking

I. One Bedroom Unit (Including Studio) – One Space per Unit

II. Two & Three Bedroom Unit – Two Spaces per Unit

III. Four Bedroom Unit – One Space per Bedroom

b. Required Guest Parking

I. One & Two Bedroom Unit (Including Studio) – One Space for Every 3 Units

II. Three or More Bedroom Unit – One Space per Unit

3.5.5 Dwellings - Multi-Family.

3.5.5.3 Parking: See Section 4.9 general requirements.

a. One space is required for each one-bedroom unit and two spaces for each two or more-bedroom unit except that:

i. Only one space per unit is required for dwellings restricted to persons over the age of 55.

ii. One space is required for each studio or one bedroom unit, two spaces for units with two to

three bedrooms, and one space per bedroom for a unit with four bedrooms and four bathrooms.

b. In addition to all other parking space requirements, one guest parking space is required for each unit of 3 or more bedrooms, and one for every 3 units of up to 3 bedrooms.

a. Required Unit Parking

I. One Bedroom Unit (Including Studio) or Age Restricted Developments (55+) – One Space per Unit

II. Two & Three Bedroom Unit – Two Spaces per Unit

III. Four Bedroom Unit – One Space per Bedroom

b. Required Guest Parking

I. One & Two Bedroom Unit (Including Studio) or Age Restricted Developments (55+) – One Space for Every 3 Units

II. Three or More Bedroom Unit – One Space per Unit

Recommendation: Staff recommends approval of the proposed Land Development Code modifications.

Summary of discussion: With no questions or comments a motion was made.

All in favor.

Move: Joseph Murphy Second: Erin Smith Status: Passed

13. Adjourn

All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, May 13, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In-Person Attendance

Angie Gragson; Benjamin Requet; David Spragins; Erin Smith; Harry Alexander; Hollis Green; J.R. Rigby; Jaclyn Colameta; John Crawley; Joseph Murphy; Kate Kenwright; Kirk Milam; Lesley Rakestraw; Paul Watkins; Yolanda Logan

Remote Attendance

Robert Baxter

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. May Planning Commission Memorandum

If you would like to participate in this meeting, please open the attachment for the virtual meeting information.

To watch the video of this public hearing please click the link below.

<https://www.youtube.com/watch?v=Zmm5QxWmJG8>

B. May Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: David Spragins Second: Harry Alexander Status: Passed

3. Approval of minutes from the April 8, 2024 Meeting

All in favor.

Move: Erin Smith Second: Kirk Milam Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Administrative Approvals

1. Case #3075-A – Oxford Surgery Center (Brian Blankenship) has filed a request for Site Plan Amendment for 'Oxford Surgery Center' property located at 499 Azalea Drive (PPIN #17270).

D. Consent Agenda

All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

1. Public Hearing for Case #3076 – Oxford School District (Steve Hurdle) has filed a request for Site Plan Amendment for 'Oxford Middle School' property located at 222 Bramlett Avenue (PPIN #4897) **(POSTPONED)**
2. Public Hearing for Case #3077 – Aman Devij has filed a request for Site Plan Approval for 'Evergreen's C-Store' property located at 3800 McAlexander Drive (PPIN #40377). **(POSTPONED)**
3. Public Hearing for Case #3085 – CB Holdings, LLC (Larry Britt) has filed a Final Plat Approval for 'The Gardens of Grand Oaks, Phase II' property located at Augusta Drive (PPIN #25982).

E. Public Hearings

1. Public Hearing for Case #3057 –Andy Callicutt has filed a request for a Special Exception as provided in section 2.6.7 Ground Floor Residential in a TNB District for property located at 1105 North Lamar Boulevard (PPIN #5108) **(TABLED FROM MARCH MEETING) (POSTPONED)**
2. Public Hearing for Case #3079 – Corey Alger Designs (Corey Alger) for a Variance from (Stormwater Ordinance) for property located at 401 East Jackson Avenue (PPIN #25284).

City Engineer, John Crawley, presented on behalf of the city. (YouTube video starts at 13:45 - 14:56)

Comments: For the 401 East Jackson Avenue site plan (Case #3072), an underground detention basin is proposed to meet the City of Oxford's stormwater management requirements. Due to the relatively small size of the project area of the site plan, the pre-developed and post-developed flow rates are small. Because of these small flow rates, an orifice smaller than 3 inches in diameter would be required to meet the discharge rate for the 2-year storm.

Per Sec. 98-118. Performance criteria for stormwater management. (o) Outlet Control Structures. (3) Outlet control structures shall have no orifice smaller than three inches in diameter. A 3-inch orifice diameter will exceed the 2-year storm discharge rate by 0.01 cfs. The post-developed discharge rates for the 10-year, 25-year, and 100-year storms are met.

The engineering staff believes that the reduced risk of clogging and maintenance considerations of using a 3-inch diameter orifice outweigh the small increase in the discharge rate for the 2-year storm.

Recommendation: Staff recommends approval of the requested variance.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Milam made a motion to approve. Commissioner Spragins seconded. All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

3. Public Hearing for Case #3072 - Alger Design Studios, PA (Corey Alger) has filed a request for Site Plan Approval for property located at 401 East Jackson Avenue (PPIN #25284) **(POSTPONED FROM MARCH)**

Director of Planning, Benjamin Requet, presented on behalf of the city. (YouTube video begins at 14:58 - 18:12)

Planning Comments: The subject property is situated between the Courtyard Marriott (west) and Sammy's Gourmet Deli & Gyro (formerly Oxford Bicycle). The property measures approximately +/- .27 acres, it is zoned Traditional Neighborhood Business (TNB), and it is currently undeveloped. The applicant was granted a Special Exception in February 2024, to allow a total of 16 bedrooms at this site.

The applicant is proposing a mixed-use building consisting of three floors. According to the applicant's narrative, the building will consist of a total building area of +/- 17,253 square feet. The ground floor consists of approximately 537 sq/ft of commercial space with the remainder of the floor being used for parking (16 spaces), ancillary uses (trash, storage & a riser room), and a lobby with the elevator. The second and third floors consist of three residential units (2 – 2-bedroom units & 1 – 3-bedroom unit), with each floor measuring 5,751 square feet.

Use and Parking Requirements

A mixed-use building is allowed in the TNB zoning District. The applicant sought and was granted a Special Exception at the February 2024 Planning Commission meeting to allow for more residential density (Case #3042).

15 parking spaces are required for the residential units and 1 parking space is required for the commercial element of the development, for a total of 16 required parking spaces. The proposal includes a total of 16 parking spaces are required and the proposal complies with this requirement.

Coverage

The TNB district allows for 80% lot coverage and 79.4% is proposed with this development.

Building Height

The building consists of 3 stories with a maximum height of 40'.

Other Review Elements

- Building Materials – The building will be constructed with a mix of brick, fiber cement panels and stucco.
- Sidewalks and Connectivity – A sidewalk exists along East Jackson Avenue and the west portion of the building. A sidewalk is also proposed that connects the parking area to the lobby.
- Landscaping & Tree Mitigation – The proposed landscape design meets all standards related to frontage trees, parking lot trees, and foundation plantings. Tree mitigation is not required for this site.

Engineering Comments:

Access

This development will have access to East Jackson Avenue via a single 20-ft wide driveway. The existing sidewalk along the frontage of the property will be demolished and rebuilt.

Water

Water to the site will be granted by tapping an existing 8-inch main in East Jackson Avenue. A new 8-inch main will be constructed to the right-of-way line where a new fire hydrant will be set behind the new sidewalk.

Sewer

Sanitary sewer from the facility will be routed to an existing sewer manhole in East Jackson Avenue. The new sanitary sewer will be public to the right-of-way line of East Jackson Avenue.

Storm water

A proposed stormwater management facility consisting of drainage pipes and an underground detention basin will meet the stormwater management requirements for this site plan. The underground detention basin will be under the proposed parking lot and within the building footprint.

The stormwater management facility will discharge west to an existing curb inlet box on the north side of East Jackson Avenue. The Engineering Department has not approved the Stormwater Management Plan for this project but does not anticipate any issues preventing its approval.

Recommendation: Staff recommends approval of the Site Plan for '401 East Jackson Avenue' with the following conditions:

1. The approval is for the site plan as submitted.

2. Prior to the issuance of a Building Permit, a Special Use for a Mixed-Use Common Interest Development shall be submitted to the Planning Department for review and approval.

3. Water and Sewer Taps into East Jackson Avenue are to be made by City of Oxford forces. The appropriate tap fees are to be paid before work will begin.

4. Approval of Case #3079 (Storm water variance request)

5. Prior to the issuance of any permits. final approval of the storm water report and an approved Operation and Maintenance Plan is required.

Summary of discussion: Chairman Rigby asked about the parking with just one space for commercial, if it was a general pool versus a sign for the spaces stating for residential units only. Mr. Requet responded that there is no requirement in the code to stipulate that. With no further questions or comments a motion was made.

Commissioner Spragins made a motion to approve subject to staff conditions. Commissioner Alexander seconded. All in favor.

Move: David Spragins Second: Harry Alexander Status: Passed

4. Public Hearing for Case #3080 – Oxford Farms, LLC (Andy Callicutt) has filed a request for Special Exception as provided in section 3.5.1.2.c. Dwellings Detached - Districts Allowed for 'The Reserve, Phase II' property located at 1811 Reserve Loop (PPIN #7948)

Senior Planner, Robert Baxter, presented virtually on behalf of the city. (YouTube video begins at 18:15 - 20:34)

Planning Comments: The subject property is +/- 49.36 acres located on Oxford Farms Drive, north of the roundabout on Oxford Way between the Reserve – Phase 1 and the Stillwater developments. The applicant was approved April 2024 for the second phase of the Reserve which will consist of 140 attached and 75 detached units of a similar style to the Reserve – Phase 1. This Special Exception request is to satisfy a condition of approval of the Site Plan.

The property is located in Neighborhood Residential and in NR districts, detached units of more than 4 bedrooms are Special Exceptions. The applicant is proposing that all 75 of the detached units will be 4-bedroom.

4-bedroom units are consistent with the other developments in Oxford Farms, especially with Stillwater and the Reserve – Phase 1 which flank this phase and were both previously granted 4-bedroom units. Additionally, as these units will have garages, parking for these 4-bedroom units is sufficient.

Recommendation: Staff recommends approval of the requested Special Exception with the following conditions:

1. Approval is for the plan as submitted.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Spragins made a motion to approve subject to staff condition. Commissioner Milam seconded. All in favor.

Move: David Spragins Second: Kirk Milam Status: Passed

5. Public Hearing for Case #3081 – Oxford Farms, LLC (Andy Callicutt) has filed a request for Final Plat Approval for 'The Reserve, Phase II' property located at 1811 Reserve Loop (PPIN #7984).

Senior Planner, Robert Baxter, presented virtually on behalf of the city. (YouTube video begins at 20:35 - 24:15)

Planning Comments: The subject property is +/- 58.41 acres located north of Oxford Way between the roundabout and the western edge of Stillwater, north of the Archive. The applicant is proposing two lots: a +/- 52.57-acre lot that will be the site of the Reserve – Phase 2 as well as the right-of-way of the currently private Oxford Farms Drive and a +/- 7.07-acres lot that encompasses the TNB and SMF areas to the northeast of the roundabout as well as a small sliver of NR. Both lots meet the dimensional requirements of the underlying zoning.

Engineering Comments:

General

The Reserve, Phase 2 is a residential development within the Oxford Farms PUD. The property is 58.41 acres divided into two (2) lots. Lot 1 is 52.57 acres and has its primary access onto the newly constructed Oxford Farms Drive. Lot 2 is 7.07 acres and fronts and has access to Oxford Way. It includes the construction of 140 attached units, 75 detached units and 738 associated parking spaces.

Utilities

The development will be served water by a public 8-inch water main. A 20-ft water line easement is shown on the plat. Executed Indemnity agreements will be required for access to all fire hydrants.

Sewer from the development will be collected in a privately owned and maintained gravity system, which will feed a private lift station, which will pump into a City of Oxford sewer manhole on the adjacent eastern property line.

Storm water

The storm water requirements for the development are being met by two above ground detention ponds. The storm water management plans have not been approved yet, but it is anticipated they will be soon.

Recommendation: Staff recommends approval of the requested Final Plat for 'Oxford Farms Subdivision, Phase 11' with the following conditions:

1. Approval by the Mayor and Board of Aldermen of the Final Plat for 'Oxford Farms Subdivision, Phase 11'.
2. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with Chancery Clerk.
3. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
4. Executed indemnity agreements for access to all fire hydrants shall be provided prior to the recording of the plat.
5. Final approval of the storm water management report and an approved Operation and Maintenance Plan shall be provided prior to the recording of the plat.

Summary of discussion: Commissioner Murphy asked about the technical condition number three and condition number 5. Mr. Requet responded that the third condition is for any that engineering may need to add or change. Mr. Crawley responded that the fifth condition would be in regard to the stormwater management and a usual requirement for site plans. Commissioner Alexander asked about the addition of the connecting road, to which Mr. Requet said there are on going conversation with the hospital. With no further questions or comments a recommendation to the Mayor and Board of Alderman was made.

Commissioner Murphy motioned to recommend approval subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: Joseph Murphy Second: Erin Smith Status: Passed

6. Public Hearing for Case #3082 – Callicutt Land (Andy Callicutt) has filed a request for a Plat Amendment to 'Oxford Farms Phase II, Lot 2' property located at 319 Cottage View (PPIN #35714).

Senior Planner, Robert Baxter, presented virtually on behalf of the city. (YouTube video begins at 24:18 - 27:49)

Planning Comments: The subject property is Lot 2 of Oxford Farms, Phase 2, located south of Farmview Drive and measures approximately +/- 6.5 acres. This lot is the site of 'The Cottages' previously approved in February 2022. The applicant has returned to make adjustments to the plat.

This amendment will remove a portion of the utility easement shown on the original plat, add an ingress/egress easement for the Creekside Condominiums to the north, and revise a drainage easement and stormwater language. This lot will still meet the dimensional requirements of the zoning and the constructed buildings as well as those planned will still comply with setbacks and massing provisions, provided they are constructed to the approved site plan.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their signature of approval of the proposed modification. The identification of who such persons may be is left to the discretion of the applicant. In this request, the applicant has provided a letter from the party determined to be adversely affected or directly interested in the property stating that they do not object to the modification.

Engineering Comments:

General

This plat amendment is requested to add an easement for ingress / egress in favor of the adjacent property, Creekside Condominiums, and establish joint ownership of the regional detention pond originally designed and constructed for Oxford Farms, Phase II, Lot 1.

Storm water

The plat proposes the shared use of an existing stormwater management facility approved as part of the Beau Ridge site plan (Case #2561) and Senior Living Cottages (Case #2829). The facility consists of drainage pipes and an above-ground detention basin in the center of the property, which will meet the stormwater management requirements for this plat. The stormwater management facility will discharge west to an unnamed tributary of Burney Branch.

Recommendation: Staff recommends approval of the requested Final Plat Amendment for 'Oxford Farms, Phase 2 – Lot 2' with the following conditions:

1. Approval by the Mayor and Board of Aldermen of the Final Plat Amendment for 'Oxford Farms, Phase 2 – Lot 2'.
2. Approval is for the plan as submitted subject to necessary technical changes per the Site Plan Review Committee.
3. Final approval of the stormwater management report and an approved Operation and Maintenance Plan shall be provided prior to the issuance of building permits.
4. The stormwater management facility must be certified before issuing a Certificate of Occupancy.

Summary of discussion: There was brief discussion about the detention pond serving both developments. With no further questions or comments a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

7. Public Hearing for Case #3083– Marlowe – Moyer (Stewart Marlowe) has filed a request for a). Special Exception as provided in Section 5.7.9 Stormwater Design Standards b). Special Exception as provided in Section 2.6.9. Ground Floor Residential and c). Special Exception as provided in Section 2.6.9. Build to Line Maximum for 'Marlowe Condos' property located at 2096 Old Taylor Road (PPIN #30736)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 27:50 - 32:12)

Planning Comments:

The applicant seeks approval for 3 Special Exceptions which are detailed below with staff comment.

A. Special Exception as provided in section 5.7.9 Stormwater Design Standards

For the Marlowe site plan (Case #3084), a detention basin is proposed to meet the City of Oxford's stormwater management requirements. This special exception would allow vertical interior walls for the proposed detention basin as allowed under Section 98-118 L.5.

Section 98-118 L. 5. By special exception, detention basins may use vertical interior walls. The maximum interior height of a vertically walled detention pond is eight (8) feet built in four (4) foot high segments. Parts of a wall below the surface of the ground surface shall not be included in the measurement of height. A safety ledge a minimum of three (3) feet wide shall separate segments. Engineering staff supports the special exception to use vertical interior walls as part of the stormwater management facilities' design provided all criteria of Sections 98-l. 5 are satisfied and conditioned upon the final approval of the site stormwater management report and operation and maintenance plan.

B. Special Exception as provided in section 2.6.9. Ground Floor Residential

Three buildings are proposed—two fully residential and one mixed-use with a commercial ground floor. Mixed-use and multi-family residential buildings are allowed structure types in the (SCN) Suburban Center District. The applicant seeks approval for ground-floor residential in the two fully residential buildings, which is allowable by Special Exception in the SCN District.

As noted in the information provided by the applicant the property is neighbored on one side by multi-family residential with commercial on the other side.

No feedback has been received from the public either for or against this Special Exception application.

C. Special Exception as provided in section 2.6.9. Build to Line Maximum

The applicant seeks an 8.29' variance from the front-yard build-to requirements (15'-58'). Up to 150' is allowed by Special Exception in the SCN District.

As noted in the application, there is an existing parking area that, along with the location of the surrounding buildings, will dictate the location of these new buildings.

No feedback has been received from the public either for or against this Special Exception.

Recommendation: Staff recommends approval of the three Special Exceptions with the following conditions:

1. Approvals are for the plan as submitted (Planning).
2. Should the applicant not secure building permits within 18 months, the Special Exceptions shall expire.

Summary of discussion: Commissioner Murphy asked if a fence would be surrounding the vertical detention pond, Mr. Crawley replied yes. With no further questions or comments a motion was made.

Commissioner Milam made a motion to approve the stormwater special exception. Commissioner

Logan seconded. All in favor

Commissioner Spragins made a motion to approve the ground floor residential special exception.

Commissioner Alexander seconded. All in favor.

Commissioner Smith made a motion to approve the build to line special exception. Commissioner Milam seconded. All in favor.

Move: Second: Status: Passed

8. Public Hearing for Case #3084 – Marlowe – Moye (Stewart Marlowe) has filed a request for Site Plan Approval for 'Marlowe Condos' property located at 2096 Old Taylor Road (PPIN #30736)

Kate Kenwright, Planner II, presented on behalf of the city (YouTube video begins at 32:15 - 34:39)

Planning Comments: The subject property measures +/- 1.42 acres and is located off of Highway 6 west of the Old Taylor Road intersection. The applicant seeks site plan approval for a project that includes 2 multi-story residential buildings and 1 mixed-use (commercial ground floor) 2-story building.

Three Special Exceptions related to this Site Plan are the subject of Case #3084: Special Exceptions as provided in section 5.7.9 Stormwater Design Standards; Special Exception as provided in section 2.6.9. Ground Floor Residential; Special Exception as provided in section 2.6.9. Build to Line Maximum.

Use and Parking Requirements

The applicant will need a Special Exception to locate residential units on the ground floors of buildings 1 and 2. 15 total residential (3 bedroom) units are proposed along with 2,324 sf commercial space.

Parking is calculated at 2 spaces per 3-bedroom unit plus 1 guest space per unit, and 1 space per 300 sf of commercial space. The 56 spaces provided meet these requirements.

Coverage, Height, and Setbacks

Coverage in the SCN is allowed up to 80%. The proposed plan shows 67.0% coverage. Structure height is limited to 50 ft and not more than 4 stories and the proposed plans reach 46.5 ft and 3 stories at the highest. The plan does not meet the proposed front yard build-to line (Case #3084).

Other Elements

- Architecture and Building Materials—The primary material is white siding, with grey brick and siding, and black windows. All proposed materials are appropriate based on the requirements of the Land Development Code.
- Landscaping and Tree Mitigation—The proposed site plan includes foundation plantings and edge plantings as required. These plants and the proposed parking lot and frontage trees comply with the requirements of the Land Development Code.
- Sidewalks and Connectivity—The proposal includes a pedestrian sidewalk throughout the site. The site is connected to other neighboring offices through an existing private road/drive.

Engineering Comments:

Access

This development will have access to Old Taylor Road via a 20-ft ingress / egress easement previously recorded as Instrument No. 2018-00459. No public roadway infrastructure is being planned. All existing pavements and curbs on site are being demolished and replaced.

Water

Water to the site will be granted by extension and tapping an existing 8-in water main into the site. One new fire hydrant is proposed and one existing hydrant will be relocated to accommodate proposed site changes. A 20-ft water line easement is proposed for the 8-in water main, and a standard indemnity agreement is required for access to fire hydrants.

Sewer

Sanitary sewer from the facility will be routed to an existing, private sewer lift station located at the

north center of the property. A private force main from Turnberry Condos currently runs through the site and will require relocation. Coordination with Turnberry Condos to ensure sewer service is not interrupted will be required as well as an easement in favor of Turnberry Condos for the new, relocated sewer force main.

Storm water

The storm water requirements will be met by an above ground detention pond located in the western edge of the property. Storm water will be conveyed by a private underground pipe system to the pond, which will then discharge into an existing ditch. The final storm water report has not been approved as of yet, but it is anticipated it can be approved very soon.

Recommendation: Staff recommends approval of the requested Site Plan with the following conditions:

1. Approval is for the plan as submitted subject to necessary revisions as needed by the Site Plan Review Committee (Planning).
2. The necessary Special Exceptions are approved by the Planning Commission (Planning).
3. Approval of a Special Use for a Mixed-Use CID prior to the issuance of any permits. (Planning)
4. An executed indemnity agreement in favor of the City of Oxford for access to all fire hydrants on the site (Engineering).
5. Executed and recorded water line easement for the 8-inch water main on the site (Engineering).
6. Executed and recorded easement in favor of Turnberry Condominium for the relocation of the existing 4-inch sewer force main through the site (Engineering).
7. Final approval of the storm water report and an approved Operation and Maintenance Plan (Engineering).

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

9. Public Hearing for Case #3078 – Grand Oaks Inc (Bernard Johnson) has filed a request for Preliminary and Final Plat Approval for 2000 Barron Street (PPIN #8911).

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 34:52 - 36:24)

Planning Comments: The subject property is located off of Grand Oaks Boulevard and Highway 7 and includes the entirety of Barron Street and both Lyles Drive intersections. The applicant seeks preliminary and final plat approval. Measuring at +/- 13.42 acres, the land will be divided into two lots measuring 11.43 acres and .92 acres, with 1.07 acres set aside for future stormwater detention. The proposed lots meet the underlying zoning requirements of the (SCO) Suburban Corridor District.

Recommendation: Staff recommends approval of the Preliminary and Final Plat with the following condition:

1. Approval by the Mayor and Board of Aldermen of the Preliminary and Final Plat for the 'Grand Oaks Commercial Subdivision'. (Planning)
2. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with Chancery Clerk. (Planning)

3. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee. (Planning)

4. Prior to the plat being heard by the Mayor and Board of Aldermen, the Planning Department shall receive a Special Use, including all necessary documentation, for a Mixed-Use Common Interest Development for Lot 2. (Planning)

Summary of discussion: With no questions from the commission or audience a motion to recommend approval to the Mayor and Board of Alderman was made.

Commissioner Milam made a motion to recommend approval. Commissioner Logan seconded. All in favor.

Move: Kirk Milam Second: Yolanda Logan Status: Passed

10. Public Hearing for Case #3086 – Marketplace (Jeffery Hollis) has filed a request for Special Exception as provided in Section 2.6.7.1 District Allowed – Liquor Store for LTNB District for property located at 2712 Pat Patterson Parkway (PPIN #39423)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 36:25 - 38:46)

Planning Comments:

The subject property measures approximately +/- 1.7 acres and it is zoned Legacy Traditional Neighborhood Business. The applicant was approved for a site plan that allowed the Marketplace at Toby Tubby to be constructed. This service station also includes additional space that has been used for retail services including Local Honey.

The applicant returns to the Commission requesting a Special Exception to allow a retail liquor store at this location. In March 2024, Mayor and Board of Aldermen approved a modification to the Land Development Code to allow a liquor store and restaurant that serves alcohol to be requested by Special Exception in the Legacy Traditional Neighborhood Business District.

The applicant contends that a retail liquor store will be consistent with the various other retail and services uses that are in close proximity to this site. Staff agrees with the applicant that this type of retail business will be consistent with other businesses in the vicinity, especially when one could locate on the south side of Anderson Road.

Recommendation: Should the Commission determine that the requested use will not adversely affect the public interest, Staff recommends approval of the requested Special Exception.

Summary of discussion: The applicant Jeffery Hollis, presented signatures in favor of the special exception. With no questions or comments a motion was made.

Commissioner Smith made a motion to approve. Commissioner Spragins seconded. All in favor.

Move: Erin Smith Second: David Spragins Status: Passed

11. Public Hearing for Case #3087 – Mohammad Qatalo has filed a request for a Special Exception as provided in Section 3.8.11.2.b. Districts Allowed – Service Station for property located at 2100 South Lamar Boulevard (PPIN# 8603)

Director of Planning, Benjamin Requet presented on behalf of the city. (YouTube video begins at 38:48- 42:45)

Planning Comments: This Special Exception request is to allow a Vehicle Repair and Maintenance Facility (tire shop) consisting of three service bays located at 2100 South Lamar Boulevard. The proposed location is a building near the rear of the property that also contains the Chevron Service Station on South Lamar, but the applicant notes that the tire shop will operate independently of the service station. The proposed location for the requested use was previously

used as a Vehicle Repair Facility but more recently, it was used for a leasing office for U-Haul.

The Land Development Code Section 3.8.14.5 provides the following criteria for Vehicle Repair and Maintenance Facilities:

- a. Where this use is a special exception, it is limited to service for personal, light duty or medium duty vehicles not requiring a commercial driving license.
- b. Repair: The number of outside stored vehicles awaiting repair is limited to no more than 5, or 1 per service bay, whichever is greater. Stored vehicles must have a current tag.
- c. Accessory junkyards including the storage of vehicles used for parts are not permitted.
- d. The use shall screen all vehicles that have been accepted for repairs from view by enclosing them within a building or in a rear yard area. Any outdoor storage must be screened by a six-foot solid screening fence or six-foot solid screen evergreen hedge along the side and rear property lines.
- e. No more than two vehicles per bay or repair/ inspection station that have been accepted for repairs by the shop may be stored or parked outside after regular business hours.
- f. No sales of vehicles are permitted on the premises of this use.

The application does not directly address these elements of review, however, Staff believes that the applicant plans to comply with all of the stated requirements.

The applicant notes that the new tire shop will dispose of all old tires to comply with environmental regulations. He also states that the tire shop will be in harmony with the character of the neighborhood as it offers a service that complements the adjacent service station and provides a needed service without generating significant noise or traffic. The proposed building is located at the rear of the property but in close proximity to the LaQuinta Inn and Suites. Goodyear Tire and Auto located on University Avenue is adjacent to the Solo Apartments, and Gateway Tire and Service is located adjacent to the Super 8 and Lexington Pointe Apartments. Both of these businesses are open between the hours of 7am – 5:30pm. The application does not state the hours of operation, however, the Commission may want to consider a limitation of hours of operation, similar to the other tire repair shops, due to the proximity to the hotel.

Recommendation: Should the Commission determine that the requested use will not adversely affect the public interest, Staff recommends approval of the requested Special Exception.

Summary of discussion: The commission added a condition of the applicant to conduct hours similar to like business in the area. With no questions or comments a motion was made.

Commissioner Spragins made a motion to approve with the added condition. Commissioner Logan seconded. All in favor.

Move: David Spragins Second: Yolanda Logan Status: Passed

12. Public Hearing for Case #3088 – Larry McAlexander has filed a request for a Variance from Section 4.9.9.1. Additional Parking for 'Pinelake Church' property located at 5202 George "Pat" Patterson Parkway (PPIN #24897)

Director of Planning, Benjamin Requet presented on behalf of the city. (YouTube video begins at 42:50 -48:55) Commissioner Murphy was recused.

Planning Comments: The subject property is located on Pat Patterson Parkway approximately 500 feet northeast of Old Sardis Road, across from an entrance to M-Trade Park. The applicant was approved in 2021 to construct a +/- 60,000 sf church on +/- 12 acres. A variance to allow additional parking (170 additional spaces) was granted in April 2021.

Pinelake Church returns to the Commission seeking a parking variance to allow for additional parking. In a letter to the Commission by Pinelake Campus Pastor Jody Schmelzer, he notes that since February 2023, the Pinelake congregation has continued to grow significantly. In fact, Mr. Schmelzer notes that approximately 2,000 people attend church service on a typical weekend but this past Easter weekend, more than 3,700 people attended one of their four services.

Pinelake patrons regularly use MTrade Park parking spaces and walk to the church. The church purchased a golf cart to help shuttle people due to the safety concerns for pedestrians crossing George G. Pat Patterson Parkway. The success of MTrade Park, with tournaments nearly every weekend of the year, presents a new challenge that this parking is becoming increasingly unavailable during service times.

Being located in a college town also presents its own unique circumstance with the congregation. The congregation of Pinelake in Oxford is comprised of a mix of families and students. Unlike other communities that are not college towns, families typically ride to a service in one car. But in Oxford, while there are many families that attend a service together in a single car, many attendees are also students that drive their own car to a service. This contributes to the need for additional parking for the church.

Pinelake is requesting a variance to allow for the construction of an additional 283 parking spaces. Staff believes that the applicant has sufficiently demonstrated the hardships that exist with parking on this site and that the situation is unique enough that Staff supports the request.

Recommendation: Staff recommends approval of the requested parking variance with the following conditions:

1. The variance is for the plans as submitted.
2. Prior to the issuance of construction permits, the applicant will acquire all necessary approvals for the additional parking that may include a site plan amendment, plat amendment, etc.

Summary of discussion: Chairman Rigby made note of email received about the bike lane having gravel emptied into it from the current drive and that paving that portion first would help with safety. Joey Moore on behalf of the applicant responded that was something the applicant could do. That condition was added.

Commissioner Alexander made a motion to approve. Commissioner Smith seconded. All in favor.

Move: Harry Alexander Second: Erin Smith Status: Passed

13. Public Hearing for Case #3089 - City of Oxford (Mark Levy) has filed a request for a Variance from multiple subsections of 5.7 Landscape Standards for property located at 220 Washington Avenue (PPIN #5920).

Director of Planning, Benjamin Requet, presented on behalf of the city. (YouTube video begins at 48:56 - 55:40)

Planning Comments: The City returns to the Commission seeking a variance for multiple elements of the proposed landscaping plan for the City Pool as required by the Land Development Code. The subject property is located on Washington Avenue and is the current location for the City pool. The City is in the design process to renovate the City pool facility. The design team intends to construct a new pool in the existing pool footprint, and to demolish the existing buildings in order to construct a new building in the general vicinity. As a result of this plan of working with the existing site, the City is unable to provide three required frontage trees along Washington Avenue, a parking lot tree near the accessible spaces, and the evergreen shrubs in front of the retaining wall that exceeds 6' in height. The site will be planted with a robust landscaping package but due to several constraints in working with the existing site, these elements are not able to be incorporated by the design team.

Recommendation: Staff recommends approval of the requested variance from the landscaping requirements of the Land Development.

Summary of discussion: Applicant Mark Levy was present. There was discussion of the timeline and the placement of the trees on the sidewalk and parking lot. With no further questions or

comments a motion was made.

Commissioner Murphy made a motion to approve. Commissioner Milam seconded. All in favor.

Move: Joseph Murphy Second: Kirk Milam Status: Passed

14. Adjourn

Al Lin favor.

Move: David Spragins Second: Kirk Milam Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)

MINUTES

City of Oxford
Planning Commission
Planning Commission
Monday, June 10, 2024, 5:00 pm - 8:00 pm
City Hall Courtroom

In Attendance

Angie Gragson; Benjamin Requet; David Spragins; Erin Smith; Harry Alexander; Hollis Green; J.R. Rigby; Jaclyn Colameta; Johnathan Mizell; Joseph Murphy; Kate Kenwright; Kirk Milam; Paul Watkins; Robert Baxter; Yolanda Logan

Not In Attendance

John Crawley

Notice that certain aldermen or commissioners may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

A. June Planning Commission Memorandum

If you would like to participate in this meeting, please open the attachment for the virtual meeting information.

To view the video of this public hearing please click the link below.

<https://www.youtube.com/watch?v=SjNZSbCwc8Y&list=PLOF67Ud5n0KH9-Kw4TVSrhuNgQ0AqLEL8&index=50>

B. June Legal Advertisements

1. Call to Order

2. Approval of the Agenda

All in favor.

Move: Harry Alexander Second: Kirk Milam Status: Passed

3. Approval of minutes from the May 13, 2024 Meeting

All in favor.

Move: Erin Smith Second: David Spragins Status: Passed

4. Staff Report

a. Planning Staff Report

b. Building Official's Report

5. Map of Cases this Month

<https://coogis.maps.arcgis.com/apps/instant/sidebar/index.html?appid=ff8873ac54dc47a481c5f2c8a64d4be1>

C. Administrative Approvals

1. Case #3090-A - Oxford School District (Steve Hurdle) has filed a request for Site Plan Amendment for 'OMS Turf Fields' for property located at 222 Bramlett Avenue (PPIN #4897)

D. Consent Agenda

1. Public Hearing for Case #3076 – Oxford School District (Steve Hurdle) has filed a request for Site Plan Amendment for 'Oxford Middle School' property located at 222 Bramlett Avenue (PPIN #4897) (POSTPONED)
2. Public Hearing for Case #3077 – Aman Devij has filed a request for Site Plan Approval for 'Evergreen's C-Store' property located at 3800 McAlexander Drive (PPIN #40377). (POSTPONED)

E. **Public Hearings**

1. Public Hearing for Case #3091 – V2, Inc (Scott Vasilyev) has filed a request for Site Plan Approval for 'Lot 1-2 Commercial MSL Oxford Subdivision' for property located at 108 Bolt Boulevard (PPIN #36364)

Senior Planner, Robert Baxter, presented on behalf of the city. (YouTube video begins at 6:02 - 9:15)

Planning Comments: The subject property is +/- 2.01 acres located in the MSL Subdivision just south of the intersection of Bolt Blvd and Clubhouse Dr. The applicant is proposing to construct a phased office development consisting of two buildings that are 6,375 SF and 10,500 SF. This request is for site plan the first phase.

Use and Parking – The use of offices is permitted by Special Use in TNB districts. A Special Use application has been received by staff.

Parking is calculated for office uses at 1 space for every 300 sf of gross floor area. This phase will require 21 spaces and up to 27. The applicant received a Special Exception in April 2024 (Case #3066) for a phased parking plan to build 57 spaces to accommodate the second phase.

Building Height – Building in the TNB districts are required to have a second story of at least 51% functional floor area of the first floor. The applicant received a Special Exception in April 2024 (Case #3066) so that the second floor could be less than 51% of the first.

Other Elements

- Access and Sidewalks – This property will take its primary access from Bolt Boulevard. Cross access has been provided for the property to the north. Sidewalks are provided along the right-of-way that will eventually allow this property to be connected to the rest of the wider sidewalk network.
- Landscaping and Buffers – A landscaping package has been provided that indicates street trees, foundation plantings, parking lot trees and screening plantings that all comply with the requirements of the LDC. Additional landscape screening is needed for the buffer at the rear of the property to provide year-round visual screening for the blue-line stream.
- Building Materials – The materials for the building are primarily a brick veneer with split face block and cast stone accents.
- Signage - A separate approval will be required to ensure compliance with the signage requirements of the Land Development Code.

Engineering Comments: This site plan consists of a tract of land located on the west side of Bolt Boulevard.

Water and Sewer

An eight-inch-diameter water main runs along the west side of Bolt Boulevard. An eight-inch-diameter water line is proposed to be added on the north side of the property, terminating at a fire hydrant. The water line and fire hydrant will be City-owned and located within an easement. Two water service lines a proposed along the south side of the property. The water service lines will be privately owned.

Sewerage will tie to existing to an existing sewer manhole on Bolt Boulevard. The sewer line

outside the dedicated right-of-way for Bolt Boulevard shall be privately owned.

Traffic/Access

Two curb openings are proposed along Bolt Boulevard's frontage. A stub out is proposed on the north side of the parking lot to allow for future cross-access to the adjoining lot.

Sidewalks

The site plan proposes a sidewalk within and along the east property line. The sidewalk should be moved to within the right-of-way of Bolt Blvd or a pedestrian easement given in favor of the City of Oxford.

Stormwater Management

The site plan proposes that stormwater management will be accomplished by a stormwater management facility consisting of inlets that capture runoff in the parking lot and convey it through drain pipes to an aboveground detention basin on the site's west side. The detention basin will discharge to a ditch that parallels the west property line.

The engineering department has not yet approved the Stormwater Management Plan for this project. The engineering staff does not foresee any issues with the proposed design that would prevent approval.

Recommendation: Staff recommends approval of the requested Site Plan for 'Lot 1-2 MSL Oxford Subdivision – Phase 1' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee. (Planning)
2. An updated landscaping plan indicating appropriate buffer planting shall be provided to Planning Staff for approval prior to permitting. (Planning)
3. The sidewalk along the road frontage should be moved to within the right-of-way of Bolt Blvd or a pedestrian easement executed to the City of Oxford. (Engineering)
4. Acceptance and approval of the Stormwater Management Plan before issuing any permits. (Engineering)

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Milam made a motion to approve subject to staff conditions. Commissioner Spragins seconded. All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

2. Public Hearing for Case #3092 – The Grove on North Lamar, LLC (Jay Evans) has filed a request for Site Plan Amendment for 'Savannah Square' for property located at 1000 North Lamar (PPIN #5122)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 9:20-11:40) Commissioner Alexander was recused.

Planning Comments: The subject property measures +/- 2.51 acres and is located at the intersection of North Lamar Boulevard and Pleasant Drive. The site previously house Local Color and two detached dwellings, and is now a part of the Savannah Square Development.

The applicant received a Special Exception at the February, 2024 meeting of the Planning Commission to locate residential units on the ground floor of Building A. The Site Plan amendment reflects the changes associated with the use of those residential units. The previous Site Plan Amendment for Savannah Square was approved in March, 2023. The original site plan was

approved in May of 2018. The property is zoned TNB (Traditional Neighborhood Business)

The applicant proposes a 3-story building with 3,821 SF of retail/office space and 51 residential units comprised of 1, 2, and 3-bedroom units.

The applicant proposes to amend the site plan to modify the floor plans and parking due to the new use of ground-floor space as residential units. More parking was added to the rear of Building A to accommodate the change—89 spaces will park Buildings A and B, which contain the retail space and 36 proposed residential units.

Engineering Comments: This is a site plan amendment to update the previously approved site plan after a special exception for ground floor residential units was granted for Building “A” by Case #3045 in February 2024.

Water and Sewer

A master 6-inch- water meter is proposed on the north side of the Building “A”. The meter needs to be placed as close to the right-of-way of North Lamar as possible. The water main used as fire protection will remain private.

A meter bank consisting of twelve $\frac{3}{4}$ inch meters is proposed for Building “B” as well as a 8 inch water main for fire protection. The water main will be public to the right-of-way but will become private thereafter. An indemnity agreement in favor of the City of Oxford is required for access to the fire hydrant on the north side of Building “B”. All water service lines will be private.

Sewer from the proposed buildings will be conveyed to existing City of Oxford manholes in North Lamar and Pleasant Drive. All sewer service lines will be private.

Traffic/Access

As with the previously approved site plans, the project proposes to stripe a new left turn lane from North Lamar into the development on Pleasant Drive. This modification to North Lamar must be completed before a final CO for the development is issued.

Sidewalks

Sidewalk located within the rights-of-way of North Lamar and Pleasant Drive will be public while all other sidewalk will be private. Sidewalks within the city rights-of-way will be ADA compliant.

Stormwater Management

The stormwater management plan for this project remains under review but is anticipated to be approved soon.

Recommendation: Staff recommends approval for the requested Site Plan Amendment for ‘Savannah Square’ with the following conditions:

1. Approval is for the plan as submitted. (Planning)
2. Prior to the issuance of any permits the applicant shall file a Special Use for a Mixed-Use Common Interest Development. (Planning)
3. The proposed 6-inch master meter at Building “A” must be relocated to the right-of-way line of North Lamar. (Engineering)
4. An indemnity agreement in favor of the city of Oxford is required for access to the fire hydrant on the north side of Building “B” prior to the issuance of the final certificate of occupancy. (Engineering)
5. Proposed modifications to striping on North Lamar must be implemented prior to the issuance of the final certificate of occupancy. (Engineering)
6. Final approval of the stormwater management plan must be received before permits are issued. The stormwater management facility must be certified before issuing a Certificate of Occupancy.

(Engineering)

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Spragins made a motion to approve subject to staff conditions. Commissioner Smith seconded. All in favor.

Move: David Spragins Second: Erin Smith Status: Passed

3. Public Hearing for Case #3093 – Church Hill MS Division (Matthew Baker) has filed for a Variance from Section 3.2.18.2 Retaining Wall Height for property located at 3688 South Lamar (PPIN #25141)

Kate Kenwright, Planner II presented on behalf of the city. (YouTube video begins at 11:50 -16:02)

Planning Comments: The subject property measures +/- 5.49 acres and is located at the intersection of S Lamar Boulevard and Pea Ridge Road, with the Shackelford Road intersection on the east side of the property. The Site Plan for this property is the subject of Case #3094.

The applicant seeks a 5' variance from section 3.2.18.2 of the Land Development Code regarding retaining wall height. The applicant states in the application (included with this report) that due to topography in the southeast corner of the property, and the location of City utilities and easements, that a strict application of this portion of the Code would restrict the property owner from developing a large portion of the property. The applicant also notes that the retaining wall portion visible from South Lamar will be 4' in height (in line with the requirements of the code) and the taller portion, which will not front S Lamar, will be concealed by vegetation.

Staff finds that due to the topography of the site, literal interpretation of this provision of the ordinance would limit the owner's right to develop this property as enjoyed by other properties under this same zoning, which is not the fault of the applicant.

Recommendation: Staff recommends approval of the variance request with the condition that:

1. Approval is for the plan as submitted (Planning).

Summary of discussion: Commissioner Murphy asked about the ordinance requirements which were discussed and clarified by Mr. Jeff Williams who represented the applicant. With no questions or comments from the commission or audience a motion was made.

Commissioner Milam made a motion to approve subject to staff condition. Commissioner Murphy seconded. All in favor.

Move: Kirk Milam Second: Joseph Murphy Status: Passed

4. Public Hearing for Case #3094 – Church Hill MS Division (Matthew Baker) has filed a request for Site Plan Approval for 'The Southern' for property located at 3688 South Lamar (PPIN #25141)

Kate Kenwright, Planner II, presented on behalf of the city. (YouTube video begins at 16:05 -19:30)

Planning Comments: The subject property measures +/- 5.49 acres and is located at the intersection of S Lamar Boulevard and Pea Ridge Road, with the Shackelford Road intersection on the east side of the property. The property is zoned NR (Neighborhood Residential). A retaining wall variance for this property is the subject of Case #3093.

Use and Parking Requirements

Quadplexes are approved as a Special Use in this zoning district. That application has been received and will be approved once the Site Plan is approved by the Planning Commission.

For the detached dwellings, parking is calculated at two spaces per unit for dwellings of up to three bedrooms, one space per bedroom for dwellings for four bedrooms, and one guest parking space for every three dwelling units. The site plan shows 80 spaces to comply with this requirement.

Coverage, Height, and Setbacks

Coverage in NR districts is allowed up to 60%. The proposed plan shows coverage up to 40.8%. Structure height is limited to 38 feet and not more than 2 stories. While one floor plan currently shows a 3rd story (Les Bon Temps) the applicant has committed to revising those floor plans to eliminate the 3rd story.

Other Elements

- Architecture and Building Materials— The proposed materials—siding, wood porches, asphalt shingle roof, etc—meet the requirements of the Land Development Code.
- Landscaping and Tree Mitigation—The landscaping plan provided meets the requirements of the Land Development Code, including the retaining wall that requires screening as it measures over 6’.
- Sidewalks and Connectivity—5’ sidewalks are provided on the Pea Ridge and South Lamar portions of the site, as well as throughout the development.

Engineering Comments:

Recommendation: Staff recommends approval of the requested Site Plan with the following conditions:

1. Approval is for the plan as submitted subject to the necessary revisions as needed by the Site Plan Review Committee (Planning).
2. The necessary retaining wall variance is approved by the Planning Commission (Planning).
3. Floor plans are revised to ensure that no buildings exceed the 2-story requirement (Planning).

Summary of discussion: Chairman Rigby asked Mr. Jeff Williams, present on behalf of the applicant, about the drainage on site during construction. Mr. Williams stated they will install a silt basin to catch run off storm water during building. With no further questions or comments from the commission or audience a motion was made.

Commissioner Alexander made a motion to approve subject to staff conditions. Commissioner Milam seconded. All in favor.

Move: Harry Alexander Second: Kirk Milam Status: Passed

5. Public Hearing for Case #3095 – Devcor, LLC (Andy Fornea) has requested a Special Exception as provided in Section 3.5.1.2.c Dwellings – Detached, Districts Permitted, NR 4-BR for property located at 1219 Ivy Rd (PPIN #17952)

Robert Baxter, Senior Planner, presented on behalf of the city (YouTube video begins at 19:33 - 22:07) Commissioner Alexander is recused.

Planning Comments: The subject property is +/- 3.10 acres located at the end of Ivy Rd just north of the Savannah Square development. The applicant proposes to construct 18, 4-BR detached dwellings in an RCID development. This request is to facilitate that proposal.

The property is located in Neighborhood Residential and in NR districts, detached units of more than 4 bedrooms are Special Exceptions. The applicant is proposing that all 18 units to be 4-BR units.

The applicant contends that there is major growth pressure with the enrollment increases and that additional bedrooms would be beneficial to the city.

In the direct vicinity there are not any 4-BR units. Savannah Square is a combination of 2-BR and 3-BR units, Ivy Place is 3-BR townhomes, and Ivy Hill is also 3-BR units. This proposal could provide a product that is not currently available in the direct vicinity. There is some stand-alone guest parking provided as well as garages for most of the units, so excess parking should not be a

problem. There are also two points of egress, one along Ivy and the other through Savannah Square on a private drive that connects to Pleasant Drive, so access to Lamar should not be a problem.

Recommendation: For these reasons, Staff believes the addition of 18, 4-BR units will not be detrimental to the surrounding neighborhood and recommends approval of the requested Special Exception with the following conditions:

1. Approval is for the plan as submitted.

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Smith made a motion to approve subject to staff condition. Commissioner Milam seconded. All in favor.

Move: Erin Smith Second: Kirk Milam Status: Passed

6. Public Hearing for Case #3096 – Devcor, LLC (Andy Fornea) has requested Site Plan Approval for 'The Ivy' for property located at 1219 Ivy Rd (PPIN #17952)

Robert Baxter, Senior Planner, presented on behalf of the city. (YouTube video begins at 22:09 - 24:55) Commissioner Alexander was recused.

Planning Comments: The subject property is +/- 3.10 acres located at the end of Ivy Rd just north of the Savannah Square development. The applicant proposes to construct 18, 4-BR detached dwellings in an RCID development.

Use and Parking – TNR districts allow up to 5.8 units per acre (1 unit per 7,500 sf). For the 135,036 sf of property area, 18 units could be constructed and 18 units are proposed. 4-BR detached dwellings are a Special Exception in TNR. The applicant has requested this SE in Case #3095.

Parking for 4-BR detached units is calculated at 1 space per bedroom plus one space for every three units. 72 spaces for the units and 6 guest spaces are required and 82 spaces are provided.

Coverage – Coverage for TNR is allowed up to 60%; 55.8% is proposed.

Other Elements

- Landscaping and Mitigation – A landscaping package has been provided that indicates street trees, parking lot trees, foundation plantings and screening that all meet LDC standards. Mitigation is required for 4 significant trees that are being removed. 12, 2" caliper willow oaks will be planted on site which will fully mitigate what is being removed.

- Building Materials – The applicant has provided two alternate elevations for the same floor plan. Both feature cementitious siding with some painted brick veneer elements and architectural shingles.

Engineering Comments: This site plan consists of a tract of land located along Ivy Road and surrounds the cul-de-sac at its end.

Water and Sewer

An eight-inch-diameter water main runs along the south side of Ivy Road. The site plan proposes connecting this water main with a two-inch-diameter water line, which would loop through the site. This water line will be City-owned and located within an easement. Water service lines are proposed for each unit and will connect to the 2-inch water line. The water service lines will be privately owned.

Sewerage will tie to an existing sewer manhole within the right-of-way for Ivy Road. Waste water

will flow by gravity through a force main connected to a small-capacity lift station. The sewer lines outside the right-of-way for Ivy Road will be privately owned.

Traffic/Access

The project proposes three points of access: a curb opening on the north side of Ivy Road, creating a four-way intersection with Ivy Road and Pleasant Drive. Two additional curb openings will be located on the north and south sides, respectively, of the cul-de-sac at the end of Ivy Road. All drives located within the project site will be privately owned.

Sidewalks

The site plan proposes a sidewalk along Ivy Road's frontage. The proposed sidewalk is located within the right-of-way for Ivy Road.

Stormwater Management

The site plan proposes that stormwater management be accomplished by a facility consisting of inlets that capture runoff in the parking lot and convey it through drain pipes to an aboveground detention basin in the site's southwest corner. The detention basin will discharge at the southeast corner of the site.

The engineering department has not yet approved the Stormwater Management Plan for this project. The engineering staff does not foresee any issues with the proposed design that would prevent approval.

Recommendation: Staff recommends approval of the requested Site Plan for 'Foxwood' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee. (Planning)
2. Approval is contingent on approval of the Special Exception presented in Case #3095. (Planning)
3. All Engineering Department comments on the site plan must be addressed and approved before permits are issued. (Engineering)
4. Acceptance and approval of the Stormwater Management Plan before issuing any permits. (Engineering)
5. The stormwater management facility must be certified before issuing a Certificate of Occupancy. (Engineering)

Summary of discussion: Commissioner Milam asked about the water drainage from this site. Mr. Joey Moore present on behalf of the applicant responded it will drain southeast. With no further questions or comments from the commission or audience a motion was made.

Commissioner Milam made a motion to approve subject to staff condition. Commissioner Spragins seconded. All in favor.

Move: Kirk Milam Second: David Spragins Status: Passed

7. Public Hearing for Case #3097 – BCS Development, LLC (Brandon Crumpler) has requested Site Plan Approval for 'The Meadows at South Lamar' for property located at 4853 South Lamar Boulevard (PPIN #11004)

Benjamin Requet, Planning Director, presented on behalf of the city. (YouTube video begins at 25:33-28:05)

Planning Comments: The subject property is +/- 4.50 acres located on the east side of South Lamar Boulevard. The applicant proposes to construct 16, 3- & 4-bedroom detached dwellings in an RCID development.

Use and Parking – The applicant is proposing 12 – 3-bedroom and 4 – 4-bedroom homes on the site, which is below the maximum density for this site. A Residential Common Interest Development is allowed by Special Use at this location. The applicant has provided an application; however, the submittal did not provide a copy of the covenants. Staff will need a copy of the covenants to review before the RCID is able to be approved. A condition of approval is included for this element of the proposal.

Units 1-12 propose two car garages with the ability to park two cars in the driveway in front of the garage. Units 13-16 propose three car garages with the ability to park two cars in the driveway in front of the garage. The proposal sufficiently meets the parking requirements.

Coverage – Coverage for SR is allowed up to 60%; 54.4% is proposed.

Other Elements

- Landscaping and Mitigation – A landscaping package has been provided that indicates street trees, foundation plantings and screening that all meet LDC standards. The proposal does indicate oak trees that are to be planted in the right of way between the sidewalk and South Lamar. In this instance, Staff will approve the location of these trees as long as they are large canopy trees as proposed. There is no mitigation required for this site.
- Fencing – A 6' fence is proposed around the stormwater detention area but a portion of the fence extends into the front yard setback. When located in a front yard, a fence is limited to 4' in height. This is a condition of approval.
- Building Height & Materials – The applicant has provided three elevations and floor plans for the development. All three feature cementitious siding with brick elements. The proposal complies with the requirements.

Engineering Comments:

Water and Sewer

A 12-inch-diameter water main runs along the west side of South Lamar Boulevard. The site plan proposes connecting this water main with an eight-inch-diameter water line, which would loop through the site. This water line will be City-owned and located within an easement. Water service lines are proposed for each unit and will connect to the eight-inch water line. The water service lines will be privately owned.

For Sewerage, the project proposes an eight-inch gravity line that will be bored under South Lamar Boulevard and then extended across private properties to an existing City of Oxford sewer main. This proposed sewer line would be city-owned and located within a sewer easement. Sewer easements for all the properties the sewer line will cross must be provided to the City.

Traffic/Access

The project proposes two curb openings on the east side of South Lamar Boulevard, creating a privately owned loop through the project site.

Sidewalks

The site plan proposes a sidewalk along South Lamar Boulevard's frontage and both sides of the loop. The sidewalk located within the right-of-way for South Lamar Boulevard will be owned by the city, while the sidewalk located within the boundaries of the project site will be privately owned.

Stormwater Management

The site plan proposes that stormwater management be accomplished by a facility consisting of inlets that capture runoff in the parking lot and convey it through drain pipes to an aboveground detention basin in the site's southwest corner. The detention basin will discharge at the east side of the project site near an existing cross drain under South Lamar Boulevard.

The engineering department has not yet approved the Stormwater Management Plan for this project. The engineering staff does not foresee any issues with the proposed design that would prevent approval.

Recommendation: Staff recommends approval of the site plan approval for 'The Meadows at South Lamar' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee. (Planning)
2. Prior to the issuance of any permits, the applicant's special use for a RCID shall be approved. The applicant shall provide a copy of the covenants for review and approval of the RCID. (Planning)
3. The portion of the proposed fence around the stormwater detention that is located in the front yard, shall be reduced to 4' in height, and a fence permit is required. (Planning)
4. Prior to the issuance of any permits, all Engineering Department comments on the site plan shall be addressed and approved. (Engineering)
5. Sewer easements from all property owners that the proposed sewer line crosses, shall be provided to the City of Oxford. (Engineering)
6. Acceptance and approval of the Stormwater Management Plan before issuing any permits. (Engineering)
7. The stormwater management facility must be certified before issuing a Certificate of Occupancy. (Engineering)

Summary of discussion: With no questions or comments from the commission or audience a motion was made.

Commissioner Smith made a motion to approve subject to staff conditions. Commissioner Logan seconded. All in favor.

Move: Erin Smith Second: Yolanda Logan Status: Passed

8. Public Hearing for Case #3098 – The City of Oxford has filed a request for modifications to the Land Development Code.

Benjamin Requet, Planning Director, presented on behalf of the city. (YouTube video begins at 28:12 -53:46)

Planning Comments: For nearly three decades, the City of Oxford has faced growth pressures. In recent years, the pressure has intensified as enrollment at The University of Mississippi has steadily increased, including record freshman enrollment for the last 3 school years. According to the latest (2023) United States Census estimates, the City of Oxford population is approximately 27,000 residents.

That is a population increase of nearly 42% since 2010, and nearly 7% since 2020. These totals do not even consider the quantity of second homeowners that regularly spend time in Oxford. On a typical day, Oxford's population is likely around 60,000-75,000 people when school is in session. We anticipate these trends to continue, and according to the population projections of the

Vision 2037 Comprehensive Plan, the City's population already surpasses the anticipated projection thresholds for 2025. Growth pressures present the need for additional infrastructure such as roads, utility capacity, etc., parks, schools, and especially, housing. Oxford is in need of more housing opportunities in the community. These housing needs include multi-family rentals, detached & attached units, and especially single-family homes that are in more affordable price ranges.

The City of Oxford Affordable Housing Commission continues to be committed to addressing the affordable housing challenges in the Oxford community. During the last fiscal year, the Commission has continued the goals to 1) Establish a Housing Trust Fund, 2) Propose Ordinance Revisions, and 3) provide Community Outreach and Engagement. (Access the Affordable Housing Commission Annual Report [here](#).) While this policy is not a part of the AHC effort, Planning Staff believes that this compliments and enhances the work of the Commission and is another effort to

provide more housing supply to Oxford.

The intent of this proposed amendment to the zoning ordinance is to add a new zoning overlay district, the Housing Accelerator Overlay District (HAO). This proposed overlay will facilitate a dense, single-family residential neighborhood with lots that range in size from 2,000 sf to slightly under 5,000 sf. It is our desire that with the small nature of the lots and the increased density within the HAO, these neighborhoods will potentially offer a more affordable price point. A variety of standards are included that help facilitate the design of the neighborhoods. The review standards for the HAO include a range of limits that are crafted to provide the structure and flexibility for a densely constructed single family neighborhood.

The primary elements include:

- Minimum and maximum lot area.
- Minimum and maximum dwelling unit density.
- Maximum impervious coverage.
- Minimum lot width standards.
- Minimum and maximum for frontages and setbacks.
- Minimum and maximum height limitations.
- Standards for review of the unit type and mix.
- Standards for review of the architecture of the proposed homes.
- Standards for review of the parking, road and pedestrian infrastructure.
- Standards for review of the landscaping and common amenity areas.

Recommendation: This new overlay district will be the first of its kind aimed at creating more single-family housing supply in Oxford. It sets patterns for creating small lot single-family neighborhoods that incorporate common amenity areas. This overlay will allow some of Oxford's forward-thinking developers to begin working on this type of single-family neighborhood that doesn't exist in other areas of Oxford. Staff recommends approval of this overlay district.

Summary of discussion: Chairman Rigby asked if the common areas had a specific or standard amount of space. Mr. Requet stated it was at the discretion of the commission and developer during site plan review as to the appropriate size and scale of development. It was suggested that the required 15% of green space be an added condition that it be a functional common area. Commissioner Milam asked how this could help provide affordability. Mr. Requet said that this will allow for more homes to be built with a higher density on individual lots. Commissioner Alexander asked if the property owners are aware of this overlay, to which Mr. Requet responded that the underlying zoning can still be used, this overlay is an option for future developers. Commissioner Murphy asked how this area was chosen. Mr. Requet said this is an area that can be denser, there are no residential neighborhoods around it and this tract was a larger area. Commissioner Logan asked how much of this land would be for commercial use? Mr. Requet replied this would be for single family homes with no commercial space. With no further questions or comments from the commission or audience a motion to recommend approval was made.

Commissioner Milam made a motion to recommend approval to the MBoA. Commission Smith seconded. All in favor.

Move: Kirk Milam Second: Erin Smith Status: Passed

9. Public Hearing for Case #3099 – The City of Oxford has filed a request for a Zoning Map Amendment for the Housing Accelerator Overlay District (HAO) for property west of George G 'Pat' Patterson Parkway. (PPINs #39161, #39159, #15716, #39160, #2877 & #14847)

Benjamin Requet, Planning Director, presented on behalf of the city.

Planning Comments: The subject property associated with the proposed Housing Supply Accelerator Overlay is located on George G. Pat Patterson Parkway. The majority of the property to be included in the overlay is located on the west side of the parkway, but a small portion of property is located to the east of the road. The zoning of all the property to be included in the overlay district is currently zoned Suburban Residential. This request is to establish the overlay district for the properties included within the boundary area of the proposed overlay as indicated in the exhibit

included with this report. It is important to note that should a property owner wish to develop their property to the underlying zoning requirements of Suburban Residential, it is allowed.

As stated in Case #3098 the intent of this proposed amendment to the zoning ordinance is to add a new zoning overlay district, the Housing Accelerator Overlay District (HAO). This proposed overlay will facilitate a dense, single-family residential neighborhood with lots that range in size from 2,000 sf to slightly under 5,000 sf. It is our desire that with the small nature of the lots and the increased density within the HAO, these neighborhoods will offer a more affordable price point. A variety of standards are included that help facilitate the design of neighborhoods. The review standards for the HAO include a range of limits that are crafted to provide the structure and flexibility for a densely constructed single family neighborhood.

State Requirements for Rezoning: The criteria to rezone property are cited in a number of Mississippi cases and are as follows:

“Before a zoning board reclassifies property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.” (Burdine v. City of Greenville, 1999).

In another case, the court stated: “Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning and that public need existed for rezoning”. (City of Biloxi v. Hilbert, 1992)

Finally, Fondren North Renaissance v. Mayor and City Council of City of Jackson, 1999, stated: “Under the “change and mistake “ rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.

Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

Mistake: There is no mistake in this instance.

Change and Need:

As stated in Case #3098, for nearly three decades, the City of Oxford has faced growth pressures. In recent years, the pressure has intensified as enrollment at The University of Mississippi has steadily increased, including record freshman enrollment for the last 3 school years. According to the latest (2023) United States Census estimates, the City of Oxford population is approximately 27,000 residents. That is a population increase of nearly 42% since 2010, and nearly 7% since 2020.

These totals do not even consider the quantity of second homeowners that regularly spend time in Oxford. On a typical day, Oxford’s population is likely around 60,000-75,000 people when school is in session. We anticipate these trends to continue, and according to the population projections of the Vision 2037 Comprehensive Plan, the City’s population already surpasses the anticipated projection thresholds for 2025.

Growth pressures present the need for additional infrastructure such as roads, utility capacity, etc., parks, schools, and especially, housing. Oxford is in need of more housing opportunities in the community. These housing needs include multi-family rentals, detached & attached units, and especially single-family homes that are in more affordable price ranges. As of the writing of this report, only 52 single-family homes are listed on the MLS within the City Limits. Of those homes listed, only 1 is listed below \$300,000.

The character of the area along George G. Pat Patterson is also beginning to change. In 2022, approximately 22 acres adjacent to the proposed overlay was rezoned to a Planned Unit

Development, which provided for more commercial and residential development potential along George G. Pat Patterson Parkway. In May 2024, Lafayette County accept a bid for the final phase of the extension of the parkway from College Hill Road to Industrial Park Road, which connects to College Hill Road.

Recommendation: Staff believes that the creation of the Housing Accelerator Overlay District is important in providing more single-family housing supply in Oxford. Staff also believes that sufficient change and need exist to justify the creation of this overlay. The overlay is only applicable to the properties indicated inside the boundary area. Staff recommends approval of the proposed rezoning to establish the Housing Accelerator Overlay District.

Summary of discussion: See previous case for discussion.

Commissioner Spragins made a motion to recommend approval to MBoA. Commissioner Alexander seconded. All in favor.

Move: David Spragins Second: Harry Alexander Status: Passed

10. Adjourn

All in favor.

Move: Kirk Milam Second: Joseph Murphy Status: Passed

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. (662) 232-2453 (Voice) or (662) 232-2300 (Voice/TTY)