

OXFORD PLANNING COMMISSION

Minutes – August 12, 2014

MEMBERS: Mike Ready, Chair; Jonathan Eady, Vice-Chair, Penny England, and Ron Manson. Shawn Gaither and Vivian Harris were absent.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: John Parish, Emmett Hughes, Timothy Hughes, Mike McQuaide, Cindy Moon, Jerry Durkett, Karen Lundy, and Daniel Parson and Kendra Mayfield with Oxford College.

OPENING: Mr. Ready called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Manson, seconded by Ms. England, the minutes for the meeting of July 8, 2014 were approved.

EMMETT HUGHES, REQUEST FOR APPROVAL OF MINOR SUBDIVISION PLAT: Mr. Parish, surveyor, presented the request of Mr. Hughes for a subdivision of his property. Mr. Parish explained that there are three parties involved in the transaction. Mr. Hughes would sell tract five to Mr. Michael McQuaide and sell tract six to Mr. Michael Besaw. Mr. Eady raised the question of access and frontage on a dedicated street for the house occupied by Mr. Besaw on tract two. Mr. Parish replied that there was a 30 foot ingress and egress easement on tract three that served as access for Mr. Besaw. After reviewing §30–115 (3) of the subdivision ordinance, Mr. Eady read that: “Each lot must front for at least 40 feet upon an approved street or road.” Mr. Besaw’s lot has an easement for ingress and egress, but it clearly does not front on an approved street or road. After further discussion, the members of the Planning Commission determined to delay any decision on Mr. Besaw’s lot as part of the subdivision requested by Mr. Hughes and this portion of the request was tabled.

The Planning Commission then reviewed the request to subdivide a portion of Mr. Hughes lot and combine it with Mr. McQuaide’s lot.

Upon motion of Mr. Eady, seconded by Mr. Manson the subdivision of tract five (Mr. Hughes’ lot), and the combination with tract four (Mr. McQuaide’s lot) was approved for recommendation to City Council. All members voted in favor.

KAREN LUNDY DEVELOPMENT APPLICATION: Karen Lundy, 109 West Bonnell St., appeared before the Planning Commission to discuss her request to replace an old utility shed with a new utility shed in her backyard. The new shed will be 12’ x 16’. The Planning Commission discussed the setbacks for both the side yard and the rear yard and determined that they were sufficient. The new shed will be placed on blocks like the old shed and will be approximately half the size of the old shed.

Upon motion of Mr. Manson, seconded by Mr. Eady, the request of Karen Lundy for a development permit for a new shed was approved per her application. All members voted in favor.

OXFORD COLLEGE ORGANIC FARM DEVELOPMENT APPLICATION FOR A WELL HOUSE: Daniel Parson explained that the college would like to construct a small 4' x 4' x 4' shelter for the necessary equipment for the well. They had drilled on three sites on the property looking for water. They had not found sufficient water at the first two wells. This third well was toward the front of the property. The Planning Commission reviewed the setback requirements and the proposed appearance for the well house.

Upon motion of Ms. England, seconded by Mr. Manson, the request from Oxford College for the location of an accessory building (well house) was approved. All members voted in favor.

OXFORD COLLEGE PRE-APPLICATION FOR A NEW DINING HALL: Kendra Mayfield, presented three drawings showing the prospective location for a new dining Hall for Oxford College. It is on a lot bounded by Asbury on the east, Pierce on the south, and Wesley on the west. The college has determined that it needs an approximately 20,000 ft.² building. It is difficult to site this building using the current setback requirements. Ms. Mayfield discussed the possibility of a variance for several of the setback requirements. The Planning Commission discussed several other issues, including access to the dining hall by delivery trucks, the possibility of additional parking, and the buffer between this site and the neighbors to the north. Ms. Mayfield took all of this under advisement and will return to the Planning Commission as the project develops further.

ADJOURNMENT: Mr. Ready adjourned the meeting at 8:51 PM.

Submitted by:

Bob Schwartz, zoning administrator and city manager