

OXFORD PLANNING COMMISSION

Minutes – April 14, 2020

MEMBERS: Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike McQuaide, and Mike Ready. Kibbie Hatfield was absent.

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Terry Clayton; Art Vinson; Adam Borsch, PE with AECOM.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Ready, seconded by Ms. Carson, the minutes for the meeting of March 10, 2020 were adopted. The vote was 5-0.

ART AND LAURIE VINSON DEVELOPMENT PERMIT APPLICATION (903 Asbury Street): The Commission reviewed the development permit application to make the following improvements to the accessory structure: repair the siding along the bottom of the building, add new steps leading to the front door, replace the windows and door. During the review, the Commission determined that the scope of work detailed in the development permit application is within the limits provided by the city's code for a non-conforming use.

Regarding the Commission's previous discussion about the accessory structure, Mr. Vinson reported that a property near his home is in the process of being sold. Once the sale is complete, he will talk with the new owner about an endorsement for the location of the accessory structure. He will then return to the Commission with a petition for a variance on the setbacks.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to make the improvements described in the scope of work to the accessory building located at 903 Asbury Street. The vote was 5-0.

TERRY CLAYTON DEVELOPMENT PERMIT APPLICATION (1207 Asbury Street) The Commission reviewed the development permit application to demolish the existing home and build a new home on the lot located at 1207 Asbury Street. The Commission confirmed that the new home would be built within the setbacks and meets the minimum square footage required for a home located within the R-30 zoning designation. Mr. Clayton shared that the new home would be wood framed with Hardiplank siding mixed with some stone and a roof similar to cedar shake. Although the plans submitted reference a basement, the Commission confirmed with Mr. Clayton that the new home will be built with a slab on grade without the basement. The Commission further stated that the building permits issued by the city's building inspector must reflect the actual plans. Mr. Clayton expects to start the work as soon as the building permits are issued.

Upon motion of Mr. May, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to demolish the existing home and build a new home (excluding the plan's reference to the basement) on the lot located at 1207 Asbury Street. The vote was 5-0.

UNITED STATES POSTAL SERVICE DEVELOPMENT PERMIT APPLICATION (907 Emory Street): The Commission reviewed the development permit application to install a concrete parking lot and driveway behind the post office and make improvements to the existing parking lots. The Commission confirmed that the proposed concrete work will be completed within the property leased by the United States Postal Service. The Commission also discussed the materials that will be used for the repaving work completed on the existing sections of the parking lot. In addition, the Commission sought confirmation

from Mr. Borsch that the owner of the property approved the paving work. Mr. Borsch will provide the confirmation to Mr. Pepper. In addition, Mr. Pepper will add the zoning data on the application.

Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to install a concrete parking lot and driveway behind the post office and make improvements to the existing parking lots conditional upon confirmation of the property owner. The vote was 5-0.

OTHER BUSINESS: The Commission did not discuss any items related other business.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:33 PM.

Submitted by:

Juanita Carson, Secretary