

# OXFORD PLANNING COMMISSION

Minutes – June 23, 2020

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

**STAFF:** Matthew Pepper, city manager and zoning administrator. Melissa Pratt, associate clerk.

**GUESTS:** Laura McCanless, Oxford Councilmember; Scott White; Brittany Wilson; Ryan Murphy; Anthony Ellis; Chad Nye; David Thacker, Iron Horse Development; James Johnson, University Landscape Architect with Emory University; Randy Simon, Director of Facilities Planning and Operations with Oxford College.

**OPENING:** At 7:03 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** The minutes for the meeting held on June 9, 2020 were not reviewed. The Commission will review the June 9<sup>th</sup> minutes at the July meeting.

**FORREST AND LAURA MCCANLESS DEVELOPMENT PERMIT APPLICATION (1003 Wesley Street):** The Commission reviewed the development permit application to replace the damaged roof, ceiling, and windows at the house located at 1003 Wesley Street. The damage was caused by a storm. During the review, Ms. McCanless explained that strong wind gusts caused a large tree to break and fall on the home's sunroom resulting in four (4) broken windows and damage to the sheetrock and roof. Ms. McCanless further explained that the tree did not cause any structural damage to the sunroom. She stated that her plan is to reconstruct the sunroom as it was before the damage. The Commission stated that the project may require a general repair building permit pending a damage assessment from the city's building inspector.

*Upon motion of Ms. Carson, seconded by Mr. May, the Planning Commission approved the development permit application to replace the damaged roof, ceiling, and windows at the house located at 1003 Wesley Street. The vote was 5-0.*

**ANAU, LLC DEVELOPMENT PERMIT APPLICATION (203 Emory Way):** The Commission reviewed the development permit application to make repairs to the roof, sheetrock, and floor coverings to the house located at 203 Emory Way. The damage was caused by a storm. During the review, Mr. White explained that strong wind gusts caused a large tree to break and fall on the house resulting in about 15 broken rafters, 20 broken ceiling joists, and significant damage to the sheetrock. The city's building inspector met with Mr. White to assess the damage caused to the house. They have begun to work on the repairs while applying for the requisite development and building permits.

*Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to make repairs to the roof, sheetrock, and floor coverings to the house located at 203 Emory Way. The vote was 5-0.*

**BRITTANY WILSON AND RYAN MURPHY DEVELOPMENT PERMIT APPLICATION (1006 Asbury Street):** The Commission reviewed the development permit application to install 40 feet of black powder-coated chain link fence at 1006 Asbury Street. The fence would be four (4) feet tall. Ms. Wilson explained that the fence would extend from both sides of the house towards existing fencing on the north and the city's brick wall on the south. During the discussion, the Commission shared that the city's brick wall is behind the property line. Consequently, the Commission cannot approve the installation of a section of the fence on city property. As an alternative, the Commission recommended that Ms. Wilson connect it to the existing section of wooden fence that is located within the city's brick wall. The wooden section extends to the property line. Ms. Wilson and Mr. Murphy agreed to the Commission's alternative.

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to install 40 feet of fencing in the rear yard of the property located at 1006 Asbury Street, with the south section of the fence connecting to the existing section of wooden fence that is located within the city's brick wall. The vote was 5-0.*

**ANTHONY ELLIS DEVELOPMENT PERMIT APPLICATION (1006 Asbury Street):** The Commission reviewed the development permit application to complete the following work at 1006 Asbury Street: install a carport behind the house; pour a driveway behind the home to connect to the carport; demolish two existing sheds located in the rear of the property; complete renovations on the front porch of the house; replace the windows and roof, if necessary; and paint the exterior of the house. The Commission amended the scope of work to include the driveway behind the home. In addition, the Commission confirmed that the two existing sheds are located on the property. Mr. Ellis confirmed that, at this time, he was not contemplating any interior renovations to the existing home.

*Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete the renovation work on the house, install the carport, demolish the two existing sheds, and pour the driveway behind the home. The vote was 5-0.*

**CHAD NYE DEVELOPMENT PERMIT APPLICATION (202 W. Wade Street):** The Commission reviewed the development permit application to install a 14' x 26' workshop/storage shed in the rear yard of the property located at 202 W. Wade Street. Mr. Nye explained that the structure will be made of wood with shingles and built on a concrete slab. He further explained that he will run power underground from the house to the shed. In addition, Mr. Nye stated that he also plans to pour a driveway addition. The Commission confirmed that the structure meets the side and rear setback requirements and the materials are consistent for similar structures in the city. As part of the discussion, the Commission amended the scope of work on Mr. Nye's development permit application to include pouring the concrete for both the slab for the workshop/storage shed and the driveway addition. In addition, Mr. Nye will provide Mr. Pepper with an amended drawing depicting where the driveway addition will be located.

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the amended development permit application to install a 14' x 26' workshop/storage shed in the rear yard and pour a driveway addition on the property on the located at 202 W. Wade Street. The vote was 5-0.*

**IRON HORSE DEVELOPMENT PERMIT APPLICATION (309 Emory Street):** The Commission reviewed the development permit application to construct an addition to the existing dwelling located at 309 Emory Street. During the review, the Commission found no setback issues. With the addition, the existing house will now meet the minimum square footage requirements of 1,800 square feet for principal dwellings located on lots zoned R-20. As for materials, Mr. Thacker explained that he will install Hardiplank siding and re-roof the house to match the existing exterior.

*Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission approved the development permit application to construct an addition to the existing dwelling located at 309 Emory Street. The vote was 5-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (808 Wesley Street):** The Commission reviewed the development permit application to complete interior and exterior renovation work on the existing building located at 808 Wesley Street. As part of the discussion, Mr. Simons explained that the scope of work includes the following: replacing the windows, the screening around the porch, and some sections of drywall; repairing sections of the floor; replacing the refrigerator, stove, and dishwasher; replacing the rotted wood on the shed that is behind the house. The Commission asked for the projected cost of the proposed repairs and the purchase price for the property. They explained that the city's zoning ordinances do not allow for repairs to be made to a non-conforming structure that exceed

50% of the value of the home. Mr. Simons did not know the dollar amounts for the proposed repairs and the purchase price, but he felt confident that the cost of the repairs fell below the 50% threshold.

In addition, the Commission explained that, per the survey, the porch that is connected to the house encroaches by 1.5 feet onto the city's right-of-way (ROW). The Commission further explained that the college had two ways to remedy the encroachment issue: 1. remove the section of the porch that encroaches; 2. request the city's permission to encroach. Mr. Simons stated that the college will remove the section of porch that is encroaching on the ROW. In response, the Commission stated they would approve the development permit application conditional upon the removal of the portion of the porch that encroaches on the city's ROW.

*Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete interior and exterior renovation work to the dwelling and shed located at 808 Wesley Street conditional upon the removal of the portion of the existing porch that encroaches on the city's right-of-way. The vote was 4-0 with Mr. Eady abstaining.*

**OTHER BUSINESS:** The Commission discussed rescheduling the July meeting from Tuesday, July 14<sup>th</sup> to Monday, July 13<sup>th</sup> to accommodate

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission rescheduled the July Meeting from Tuesday, July 14<sup>th</sup> to Monday, July 13<sup>th</sup>. The vote was 5-0.*

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:15 PM.

Submitted by:

Juanita Carson, Secretary