

OXFORD PLANNING COMMISSION

Minutes – January 12, 2021

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

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: David Huber; Brian Barnard.

OPENING: At 7:04 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 December 8, 2020 were adopted as amended. The vote was 5-0.

ELECTIONS: This is the first meeting of 2021, so it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary.

Upon motion of Mr. McQuaide, seconded by Mr. Ready, Mr. Eady was elected as Chair, Mr. May was elected as Vice-Chair, and Ms. Carson was elected as Secretary. The vote was 5-0.

BRIAN BARNARD DEVELOPMENT PERMIT APPLICATION (1112 Asbury Street): The Commission reviewed the development permit application to include interior renovation work to the kitchen. The work includes new cabinets, an island and pantry, and new flooring. Mr. Barnard confirmed that he will not modify any mechanical services as part of the kitchen renovation. It will be a part of the renovation work on the home located at 1112 Asbury Street that was approved by the Planning Commission in November 2020.

Upon motion of Mr. McQuaide, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete interior renovation work on the kitchen as described above. The vote was 5-0.

DAVID HUBER AND DANA PAYNE DEVELOPMENT PERMIT APPLICATION (1102 Emory Street): The Commission reviewed the development permit application to include the following work to the property located at 1102 Emory Street: the construction of a 6' tall wrought iron fence in the backyard; the completion of an outdoor shower; and the laying of a brick paver apron surrounding a shallow fishpond on the east side of the back patio. The Commission confirmed that the proposed fencing would be contained on Mr. Huber's property.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to include the work at 1102 Emory Street as described above. The vote was 5-0.

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission continued their discussion on the amendments to Chapter 40 Zoning, specifically Sections 40-575, 40-712, 40-713, 40-841, 40-842, and Division 16 – Residential Infill Overlay District. Prior to the meeting, Mr. Eady shared a summary of the proposed amendments with the Commission. Mr. Eady asked that the Commission review the summary and provide any feedback on the proposed amendments. The Commission will then review the feedback at the February meeting.

The Commission discussed the relationship between the city's development and building permits. They discussed amending Section 40-842 to include specific permits for structures like pools, decks, and fences. Prior to the February meeting, Mr. Pepper will send the Commission a list of permits that the city approved when it contracted for third-party building inspection and permitting services.

In addition, the Commission discussed making minor amendments to Division 16. – Residential Infill Overlay district to reduce the designation’s flexibility. For instance, the district contemplates that a north/south artery on the east side of Emory Street/SR 81 should be included in subdivision plans. This would be difficult to implement given the size of existing lots and available space to build.

The Commission will continue their discussion on amendments to Chapter 40 during future meetings. They will share their recommendations with the Mayor and Council.

OTHER BUSINESS: Mr. Pepper reported to the Commission that the Mayor and City Council approved Mr. Ellis’s minor subdivision request at the January Regular Session Meeting. In addition, he reported that the city is still working on filling the vacant seat on the Commission.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:03 PM.

Submitted by:

Juanita Carson, Secretary