

# OXFORD PLANNING COMMISSION

Minutes – January 8, 2019

**MEMBERS:** Jonathan Eady, Chair; Laura McCanless, Secretary; Zach May, Mike Besaw, and Mike McQuaide. Juanita Carson was absent.

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Art and Laurie Vinson.

**OPENING:** At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MEMBERSHIP:** Mr. Eady announced that he and Ms. Carson have been reappointed for a three-year term ending in December 2021. In addition, Mr. Eady announced that Mr. McQuaide has been appointed to finish the term of Aaron Robinson. Mr. McQuaide's term will end in December 2019.

**MINUTES:** Upon motion of Ms. McCanless, seconded by Mr. Besaw, the minutes for the meeting of December 11, 2018 were adopted. The vote was 5-0.

**ELECTIONS:** This is the first meeting in 2019 so it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary.

*Upon motion of Ms. McCanless, seconded by Mr. Besaw, Mr. Eady was nominated for Chair. The vote was 5-0.*

*Upon motion of Mr. May, seconded by Mr. Eady, Ms. McCanless was nominated for Vice-Chair. The vote was 5-0.*

*Upon motion of Ms. McCanless, seconded by Mr. Eady, Mr. May was nominated for Secretary. The vote was 5-0.*

**ART AND LAURIE VINSON:** The Planning Commission members discussed that the proposed location of the garage in relation to the existing home as depicted in the site plan is non-compliant with the design criterion outlined in Table 4.3. It states that a garage must be located to the rear or side of the dwelling it serves. The applicants will return to the Commission with a site plan depicting the location of the garage to the rear or side of the house as measured by the edge of the front porch of the house to the property line. In addition, the Commission members reviewed Sec. 40-524. regarding the details for an accessory building. Lastly, they shared the process to apply and receive a variance with the applicants.

**MICHAEL MCQUAIDE DEVELOPMENT PERMIT APPLICATION (1026 Emory Street):** The Commission members discussed the 15' side and 30' rear setbacks in relation to the proposed location of the replacement deck. In addition, the Committee members discussed the railing requirements for the deck. Mr. Pepper will confirm the requirements for railing with the city building inspector and report them to Mr. McQuaide.

*Upon motion of Mr. Besaw, seconded by Ms. McCanless, the Planning Commission approved the development permit application to replace the existing wooden deck with a new 16' X 16' wooden deck. The vote was four in favor, with Mr. McQuaide abstaining.*

**JONATHAN AND TERESA EADY DEVELOPMENT PERMIT APPLICATION (1216 Wesley Street):** The Commission members discussed the location of the proposed portico, its materials, and the project schedule.

*Upon motion of Mr. Besaw, seconded by Mr. May, the Planning Commission approved the development permit application to construct a 10' X 8' addition to the portico at the side entrance of the house. The vote was four in favor, with Mr. Eady abstaining.*

**TRAINING:** The Commission members reviewed the purpose, date, time, and location of the planning and zoning training. Mr. Besaw expressed interest in attending the training in April.

**OTHER BUSINESS:** The Commission members discussed whether progress has been made on the two projects presented by Mr. Gilkey and Mr. Crider during the December 2018 meeting. Mr. Pepper will follow up with Mr. Gilkey. As the agenda permits, Mr. Eady recommended that in the coming year the Commission members review the following code sections: Sec. 40-614 (Powers and Duties of the Planning Commission); Sec. 40-814 (Design Review); and Sec. 40-841 (Development Permit). Mr. Pepper will keep a list of potential code sections for the Commission members to discuss at future meetings.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:25 PM.

Approved by:

Zach May, Secretary