

OXFORD PLANNING COMMISSION

Minutes – March 10, 2020

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

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Terry and Calvin Clayton; Nathan Bruot, Emory University; Randy Simon and Danielle Miller, Oxford College.

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 February 11, 2020 were adopted as amended. The vote was 6-0.

TERRY CLAYTON DEVELOPMENT PERMIT APPLICATION (1406 Emory Street): The Commission reviewed the development permit application to pave an existing drive with millings similar to asphalt. The Commission confirmed that the paving would take place in the same location as the existing unpaved driveway.

In addition, Mr. Clayton requested an opportunity to discuss a proposed full renovation of the existing dwelling located at 1207 Asbury Street. Mr. Clayton explained that the scope of work would include a 500 square foot addition, and improvements to the windows, roof, siding, doors, HVAC, plumbing, and electrical systems. With the 500 square foot addition, the dwelling would be approximately 1,300 square feet. During the discussion, the Commission explained that the minimum floor area per dwelling unit for the R-30 zoning district is 2,000 square feet. Given that the renovation would significantly improve a non-conforming dwelling, the Commission explained that Mr. Clayton would need to request a variance on the minimum square footage. In addition, the Commission explained the variance procedure as outlined in Article VIII (Oxford, Georgia, Municipal Code).

Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to pave the existing driveway with millings similar to asphalt. The vote was 6-0.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (2): The Commission reviewed the development permit application to install a building identification sign in front of the office located at 602 Emory Street. During the discussion, the Commission confirmed that the proposed sign is a freestanding post sign as identified in Section 40-933 (Oxford, Georgia, Municipal Code). In addition, the Commission confirmed that the sign would be below the 15 square feet threshold as stated in Section 40-933. They further confirmed that the sign would be unlighted and installed on the college's property and not on the state right-of-way. The Commission amended the development permit application to include information pertaining to the size, location, and lighting of the sign.

The Commission reviewed the development permit application to complete a full renovation of the existing guest house located at 1205 Wesley Street. Mr. Simon explained the scope of work for the project, which includes repairs to the roof, siding, and other exterior features and a full replacement of the building's mechanical, electrical, and plumbing systems. Furthermore, Mr. Simon explained that the proposed brick pavers and patio are not included in the scope of work contemplated in the development permit application. They are an add alternate option. The Commission also reviewed the plans and specifications for the renovation provided by Oxford College. In addition, the Commission

amended the development permit application to clarify the type of structure that will undergo the renovation and the information pertaining to the zoning district and side and rear setbacks.

Upon motion of Mr. Ready, seconded by Ms. Carson, the Planning Commission approved the development permit application to install a building identification sign in front of the office located at 602 Emory Street conditional upon the sign being located on college property. The vote was 5-0 with Mr. Eady abstaining.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete a full renovation of the existing guest house located at 1205 Wesley Street. The vote was 5-0 with Mr. Eady abstaining.

OTHER BUSINESS: Mr. Pepper shared with the Commission the city's plans to construct a welcome sign on the city-owned property located at 6153 Emory Street.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:37 PM.

Submitted by:

Juanita Carson, Secretary