

# OXFORD PLANNING COMMISSION

Minutes – October 9, 2018

**MEMBERS:** Jonathan Eady, Chair; Aaron Robinson, Vice Chair; Juanita Carson, and Mike Besaw. Laura McCanless and Zach May were absent.

**STAFF:** Hal Chitwood, building inspector with Bureau Veritas; Jody Reid, utility superintendent; Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Jane Fadeley; Norma Jones; Danielle Miller, Laura Gafnea, and Randy Simon with Oxford College.

**OPENING:** At 6:59 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Robinson, seconded by Ms. McCanless, the minutes for the meeting of September 11, 2018 were adopted as amended. The vote was 4-0.

**JANE FADELEY DEVELOPMENT PERMIT APPLICATION (401 Queen Ann):** The Planning Commission members discussed the 10' side and rear setbacks in relation to the proposed location of the shed. Ms. Fadeley asked if she could place the shed 2-4' from the side and rear property lines. The Commission members discussed the variance process with Ms. Fadeley. Ultimately, she agreed to place the shed within the setback limits.

*Upon motion of Ms. Carson, seconded by Mr. Robinson, the Planning Commission approved the development permit application to place a 12' X 24' shed in the backyard. The vote was 4-0.*

**NORMA JONES DEVELOPMENT PERMIT APPLICATION (702A Emory St.):** The Planning Commission members confirmed that Ms. Jones will not seek to build a replacement structure after the demolition of the house. In addition, the Commission members confirmed that Ms. Jones was taking the necessary steps to cut the utilities to the house before demolition.

*Upon motion of Mr. Besaw, seconded by Ms. Carson, the Planning Commission approved the development permit application to demolish the house located at 702A Emory Street. The vote was 4-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (CAMPUS LIFE CENTER):** The Planning Commission members discussed the interim development permit application submitted by Oxford College to start the site, shell, and core construction activities for the new Campus Life Center. The approval for the development permit will be conditional upon Council granting the variance at the called meeting on Monday, October 15<sup>th</sup>. The Commission members explained that the site work and hardscapes within the city's right-of-way does not require a variance, but rather direct approval from Council. The Commission members discussed the college's plans for stormwater detention, tree removal, staging of equipment, and vehicular traffic flow on Wesley Street and Pierce Street. Prior to the meeting, Mr. Chitwood and Mr. Reid reviewed the plans and found no issues with them.

*Upon motion of Mr. Robinson, seconded by Ms. Carson, the Planning Commission approved the development permit application to begin the site, shell, and core construction activities to the Old Dining Hall conditional upon Council granting the variance. The vote was three in favor, with Mr. Eady abstaining.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (PERMANENT GREENHOUSE):** The Planning Commission members continued last month's discussion on the proposed location of the permanent greenhouse in relation to the setbacks, and the two hoop houses, and the fence currently located on the property. In addition, the Commission members discussed the college's plan for water and electricity

utilities for the permanent greenhouse. Also, the Commission members confirmed that once the permanent greenhouse is erected, the college will remove the adjacent, temporary hoop house. In addition, the Planning Commission members discussed the college's plan for a vegetative buffer to mask the sight of the new greenhouse. Lastly, the Commission members confirmed that the college can build the permanent greenhouse and remain under the 15% building coverage limit for lots zoned Rural Residential.

*Upon motion of Mr. Robinson, seconded by Ms. Carson, the Planning Commission approved the development permit application to erect a 35' X 60' permanent greenhouse at the college's organic farm. The vote was three in favor, with Mr. Eady abstaining.*

**CITY REPORT:** Mr. Pepper updated the Commission members on the repair work being done on the Yarborough House (107 W. Clark Street).

**OTHER BUSINESS:** The Commission members discussed under what circumstances it would be appropriate to ask an applicant to obtain a building permit in addition to a development permit.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:33 PM.

Approved by:

Laura McCanless, Secretary