

# OXFORD PLANNING COMMISSION

Minutes – September 10, 2019

**MEMBERS:** Jonathan Eady, Chair; Zach May, Secretary; Kibbie Hatfield, Mike McQuaide, Avis Williams, and Juanita Carson.

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

**GUESTS:** Joyce Vodar; Danielle Miller, Randy Simon, and Daniel Parson, Oxford College.

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MEMBERSHIP:** Mr. Eady welcomed Kibbie Hatfield as the newest member of the Planning Commission.

**MINUTES:** Upon motion of Ms. Williams, seconded by Ms. Carson, the minutes for the meeting of August 13, 2019 were adopted. The vote was 6-0.

**ELECTION:** The following members were nominated for offices within the Commission.

*Upon motion of Mr. McQuaide, seconded by Ms. Williams, Mr. May was nominated for Vice-Chair. The vote was 6-0.*

*Upon motion of Mr. May, seconded by Ms. Hatfield, Ms. Carson was nominated for Secretary. The vote was 6-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS (3):** The Commission reviewed the three development permit applications presented by Oxford College.

Regarding the application for the office trailer, the Commission shared that Section 40-537 of the city's code states that a structure that can be categorized as a mobile or manufactured home is not permissible in any zoning district. The Commission further explained that they have approved similar office trailers in the past with the understanding that the trailers were necessary to support specific construction projects on campus. However, it was unclear from the development permit application that the proposed office trailer is directly connected to any specific construction project and therefore seems to be permanent. Oxford College explained that they currently need to provide office space for their staff working out of the maintenance building. They explained that it is cost prohibitive to repair the existing building. The college has plans to renovate the house located at 102 Pierce Street and use it for office space. The college expects to complete the project within the next two years. The two groups agreed that the two existing office trailers and the proposed trailer will be removed within two years as the renovation project is completed. The Commission amended the development permit application to include language that states that the proposed office trailer is temporary and will be removed within two years and that the existing office trailers will also be removed within the same two-year period.

*Upon motion of Ms. Carson, seconded by Ms. Hatfield, the Planning Commission approved the development permit application to replace an existing office trailer. The vote was 5-0 with Mr. Eady abstaining.*

During a brief discussion, the Commission found no issues with the development permit application to remove the wood-framed outdoor storage unit located at 102 George Street.

*Upon motion of Mr. May, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to remove the wood-framed outdoor storage unit. The vote was 5-0 with Mr. Eady abstaining.*

Regarding the application for the hoop houses, the Commission stated that the hoop houses are permissible in the zoning designation (Rural Residential) assigned to the Organic Farm. During the discussion, the Commission reviewed the following code sections: 40-524, 40-812, 40-814. Section 50-524 provides the requirements for accessory structures, while Sections 40-812 and 40-814 explain the aesthetics requirements for structures. The Commission agreed that the proposed hoop houses met the requirements listed in those code sections. In addition, the Commission confirmed that the proposed hoop houses will not be located in close proximity to any existing houses. Further, the Commission confirmed that the proposed hoop houses meet the side and rear setbacks and will be located behind the existing dwelling. The college stated that all four hoop houses may not be installed at one time, but they will be before the development permit is no longer valid.

*Upon motion of Mr. May, seconded by Ms. Williams, the Planning Commission approved the development permit application to add four hoop houses to the southeast side of the Organic Farm. The vote was 5-0 with Mr. Eady abstaining.*

**DISCUSSION ON ADMINISTRATIVE VARIANCE ORDINANCE:** The Commission discussed preparing an amendment to the city's zoning code to delegate authority to the Zoning Administrator to review and approve development permit applications where the proposed scope of work is objective does not require an in-depth review of aesthetics, property lines, etc. In addition, the Commission discussed preparing an amendment to allow the Commission to review and adjudicate on minor variance issues without involving the City Council through the public hearing process.

**REQUIREMENTS FOR THE PLANNING COMMISSION:** Mr. Pepper shared with the Commission that the Mayor and City Council are implementing an attendance policy for the Commission wherein each member is required to attend at least 2/3 of the meetings in a calendar year. In addition, the Mayor and Council will vote to amend the city's ethics code to include all appointed and elected officials.

**OTHER BUSINESS:** The Commission did not discuss any items pertaining to other business.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:11 PM.

Approved by:

Juanita Carson, Secretary