

OXFORD PLANNING COMMISSION

Minutes – December 8, 2020

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

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: Lynn Bohanan; Anthony Ellis.

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

MINUTES: Upon motion of Ms. Hatfield, seconded by Mr. Ready, the minutes for the meeting of November 10, 2020 were adopted as amended. The vote was 4-0.

LYNN BOHANAN DEVELOPMENT PERMIT APPLICATION (202 Fletcher Street): The Commission reviewed the development permit application to remove an existing storage shed on her property located at 202 Fletcher Street. It sits on a concrete slab. Ms. Bohanan confirmed that the concrete slab will remain on the property.

Upon motion of Mr. May, seconded by Ms. Hatfield, the Planning Commission approved the development permit application to remove an existing storage shed on her property located at 202 Fletcher Street. The vote was 4-0.

ANTHONY ELLIS MINOR SUBDIVISION REQUEST: The Commission reviewed Mr. Ellis's request for the review and recommendation for approval of a plat for a minor subdivision. During the discussion, the Commission reviewed the "final plat procedure" and "final plat specifications" as listed in Sec. 30-50 and 30-51 of the Oxford Zoning Code, respectively. In addition, the Commission discussed potential sewer access for Lots 1, 3, 4, and 5. Mr. Ellis confirmed that Lot 2 has sewer service, but the remaining four lots have septic systems. Mr. Ellis further confirmed that the topography falls from Emory Street east towards the sewer main located in Dried Indian Creek. The Commission advised Mr. Ellis that the final plat would need to include a sewer easement to serve the four lots.

The Commission agreed to recommend approval of the final plat to the Mayor and City Council subject to Mr. Ellis completing the following modifications:

- Indicate the building setbacks on each lot.
- Shade the driveways that serve the individual lots so that they can be distinguished from the dwellings and/or accessory structures.
- Remove the reference to lots 2B & 2C on the final plat and vicinity map.
- Identify potential sewer easement to serve Lots 1, 3, 4, and 5.

Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission recommended approval of the final subdivision to the Mayor and City Council subject to the modifications discussed. The vote was 4-0.

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission continued their discussion on the amendments to specific sections of Chapter 40 Zoning:

- Section 40-575 (Nonconforming Use): The Commission reviewed the repair criteria for a nonconforming structure from their September 8th discussion. The criteria included the following three categories:

- Repair from Casualty: significant repair work caused by a natural disaster or an act of God.
- Repairs and Maintenance: minor repairs caused by natural wear and tear.
- Significant Modifications and Improvements: major interior and/or exterior renovations.

During the discussion, the Commission agreed that significant improvements could be made to a nonconforming structure if the total cost of the improvements did not exceed 50% of the fair market value of the structure. In addition, the Commission agreed that normal wear and tear of a structure would not implicate the significant modifications and improvements provision. They discussed some exemptions including floor covering, windows, and other minor repairs.

- Section 40-841 (Development Permit): The Commission discussed the breadth of the type of development activity that requires a development permit. They discussed amending Section 40-841 to provide exceptions for minor work including painting, repairing a roof, replacing a few boards of siding.
- Section 40-842 (Building Permit): The Commission concluded that Section 40-842 of the Oxford Zoning Code should clearly state the relationship between the development permit and building permit. The Commission also considered recommending an exception for trade permits (plumbing, power, natural gas, and HVAC) for applicants replacing or making significant repairs to utilities and appliances.
- Minor Variance Amendment: Earlier in the year, the Commission recommended to the Mayor and Council to approve the inclusion of a minor variance ordinance. The Council did not approve the amendment. The Commission agreed to propose the amendment for a second time as part of this more comprehensive review of Chapter 40.
- Final Plat Specifications: Upon preparing for the discussion on Mr. Ellis’s minor subdivision request, Mr. Eady noted that the graphic scale required for the final plat is one-inch equals 200’ or larger. He recommended that the requirement should read that the graphic scale should equal no more than 200’.

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: The Commission did not discuss items related to other business.

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

Submitted by:

Juanita Carson, Secretary