

OXFORD PLANNING COMMISSION

Called Meeting Minutes – September 1, 2020

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

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: No guests were in attendance.

OPENING: At 7:05 PM, Mr. Eady called the meeting to order.

MINUTES: The minutes for the meeting held on August 11, 2020 were not reviewed. The Commission will review the August 11th minutes at its regular September meeting.

RECOMMENDATION ON REZONING PARCELS: The Commission discussed a recommendation to rezone seven parcels located along the eastside of Emory Street/SR 81 and E. Clark Street. The parcels are currently zoned as Town Center. The parcels are as follows: 814 Emory Street; 904 Emory Street; 908 Emory Street; 912 Emory Street; 1002 Emory Street; 116 E. Clark Street; 118 E. Clark Street. During the discussion, the Commission agreed to not submit the official recommendation to the Mayor and City Council until they are able to speak with each affected property owner. Mr. Pepper will invite each property owner to attend the Commission's October meeting.

The Commission reviewed Section 40-638, which details the process to rezone a parcel. During the review of 40-638 (g), the Commission concluded that rezoning the seven lots to either R-7.5, R-15, or R-20 complied with the criteria listed. The Commission acknowledged, however, that after a review of the city's Future Development Map detailed in the 2018 Comprehensive Plan that the proposed rezoning would not be consistent with the plan (Item 5 under 40-638 (g)).

The Commission also discussed the rezoning in the context of the Downtown Development Authority's work to build a town center development. The Commission agreed that the town center development is more appropriately located on the city-owned greenspace adjacent to Emory Street/SR 81. The Commission also agreed that the town center development, at some future date, may incorporate some of the parcels discussed. If that is the case, the Commission concluded that the parcels could be rezoned to support the town center.

In addition, the Commission discussed the appropriate zoning designation for the parcels. During the discussion, the Commission considered what level of residential density is the most appropriate for this area of the city. The Commission reached a consensus that medium density housing would be desirable appropriate. The city's zoning designation that correlates with medium density housing is R-20. The Commission also concluded that the input from the affected property owners will provide further clarity to their recommendation.

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission discussed possible amendments to the following sections of Chapter 40 (Zoning):

- Section 40-575 (Nonconforming Use) – The Commission discussed the repair criteria for a nonconforming structure. They agreed that this section could be amended to include three types of repair work:
 - Repair from Casualty: significant repair work caused by a natural disaster or an act of God.
 - Customary Repairs and Maintenance: minor repairs caused by natural wear and tear.
 - Significant Modifications: major interior and/or exterior renovations.

The Commission also discussed the threshold for the different categories of repair work for nonconforming structures.

- 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. In addition, the Commission discussed whether installing a fence in the rear yard should require a development permit. They also discussed the role of the Zoning Administrator approving development permit applications for minor development activities. The Commission also discussed whether two post signs should require a development permit.
- Section 40-842 (Building Permit) – The Commission agreed that, as currently written, there is no development-related activity that should receive a building permit without first receiving a development permit. Consequently, the Commission concluded that Section 40-842 should clearly state the relationship between the two permits. 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.
- Division 16 (Residential Infill Overlay District) – Mr. Eady encouraged the other Commission members to review the section discussing the city’s Residential Infill Overlay District. He questioned whether this type of district is currently necessary. Mr. Pepper will send a PDF copy of the section to each member of the Commission.

The Commission agreed to continue their discussion on possible amendments to Chapter 40 at future meetings.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:39 PM.

Submitted by:

Juanita Carson, Secretary