

# OXFORD PLANNING COMMISSION

Minutes – September 8, 2020

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

**STAFF:** Matthew Pepper, City Manager and Zoning Administrator.

**GUESTS:** Norman Pitts; Samantha Lunsford; Tony Ellis.

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

**MINUTES:** Upon motion of Mr. Ready, seconded by Mr. May, the minutes for the meeting of August 11, 2020 were adopted. The vote was 5-0.

**NORMAN PITTS DEVELOPMENT PERMIT APPLICATION (120 Longstreet Circle):** The Commission reviewed the development permit application to construct a 12 x 12 x 12 open deck next to the existing car porch located at 120 Longstreet Circle. During the review, the Commission confirmed that the proposed deck met the side and rear setback requirements. The Commission amended the development permit application to change the rear setback to 25 feet. The Commission explained to Mr. Pitts that he will need to obtain a building permit to ensure that the deck will meet building code standards.

*Upon motion of Ms. Carson, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to construct a 12 x 12 x 12 open deck next to the existing car porch located at 120 Longstreet Circle. The vote was 5-0.*

**BILL AND TERESA MARTIN DEVELOPMENT PERMIT APPLICATION (112 Oxford North Road):** Mr. and Mrs. Martin were not available to submit in person their development permit application to construct a garage on the property located at 112 Oxford North Road and discuss the project with the Commission. The Commission wanted to confirm that the proposed garage met the side and rear setbacks. Consequently, the Commission deferred action on the development permit application. Mr. Pepper will place the application on the agenda for the October meeting.

**CHRIS LUNSFORD DEVELOPMENT PERMIT APPLICATION (904 Emory Street):** The Commission reviewed the development permit application to complete renovation and repair work to the existing house and remove a dilapidated barn at 904 Emory Street. During the discussion, the Commission confirmed that the existing house met the side and rear setback requirements for the Town Center zoning designation. In addition, they confirmed that the proposed improvements (install new doors) to the existing jailhouse (calaboose) did not exceed the threshold of permitted repair work to a non-conforming structure. The Commission amended the scope of work on the development permit application to include the following: renovating the kitchen; installing a new HVAC system; painting the exterior brick; and replacing two exterior doors.

*Upon motion of Mr. May, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to complete renovation and repair work to the existing house and remove a dilapidated barn at 904 Emory Street. The vote was 5-0.*

**ANTHONY ELLIS DEVELOPMENT PERMIT APPLICATION (808 Emory Street):** The Commission reviewed the development permit application to complete additional renovations on the existing house located at 808 Emory Street. Mr. Ellis explained to the Commission that he is seeking an additional development permit because the renovation work originally approved in June has now expanded to include several tasks that need to be completed in the interior of the house. The proposed renovation work includes some of the following items: replacing old outlets and old fuse subpanel with a new breaker box in the kitchen and living room; installing shiplap on interior walls and repairing sheetrock in the old kitchen and

one of the bedrooms; installing a new ceiling in the hall; and moving the hot water heater. In addition, Mr. Ellis requested permission to pour the driveway from the southside of the street with a connection to E. George Street. The Commission amended the scope of work in the development permit application to include the change to the driveway and to change the rear setback to 20 feet. Mr. Ellis will obtain the requisite trade permits (electric, plumbing, and HVAC) before beginning any utility work.

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete additional renovations, as listed in the scope of work, to the existing house located at 808 Emory Street. The vote was 5-0.*

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission did not discuss any items related to possible amendments of Chapter 40. They will continue the discussion at future meetings.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:41 PM.

Submitted by:

Juanita Carson, Secretary