OXFORD PLANNING COMMISSION

Minutes – May 14, 2019

MEMBERS: Jonathan Eady, Chair; Laura McCanless, Vice-Chair; Juanita Carson and Mike McQuaide. Zach May was absent.

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Troy and Brenda Willis; Steve and Susan Roan; Art and Laurie Vinson; Randy Simon, Oxford College; Aaron Scranton, Alternative Energy Southeast.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. McQuaide, seconded by Ms. McCanless, the minutes for the meeting of April 9, 2019 were adopted. The vote was 4-0.

TROY AND BRENDA WILLIS DEVELOPMENT PERMIT APPLICATION (1306 Emory Street): The Commission reviewed the development permit application to remove the existing small-frame, dilapidated house and outdoor shed located on the property. The Commission affirmed that the city's building inspector will confirm that the water line and gas line serving the property has been properly disconnected before the demolition takes place.

Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission approved the development permit application to remove the existing small-frame, dilapidated house and outdoor shed. The vote was 4-0.

STEVE ROAN DEVELOPMENT PERMIT APPLICATION (712 Emory Street): The Commission reviewed the development permit application to make interior renovations to the existing house located on the property. During the discussion, the Commission stated that upon reviewing the tax assessor's map of the property, it appears that the garage is located beyond the footprint of the existing lot. Mr. Roan provided the Commission with a survey of the property; however, the garage was not depicted. The Commission reasoned that the garage was most likely built after the survey was completed. The Commission explained that, per city code, they are not authorized to approve additional improvements to a structure that extends beyond the footprint of the existing lot. Therefore, the Commission recommended that Mr. Roan work with his neighbor to the north (714 Emory Street) to correct the property line convey via deed. Doing so would eliminate the problems with the garage being partially located off the existing lot as indicated on the tax assessor's map. Once this is complete, Mr. Roan may have a new survey completed showing where the new property lines are located. The Commission took no action on the development permit application.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS (4): The Commission reviewed the four development permit applications presented by Oxford College. Regarding the application for the Thompson Lab, Oxford College reported that the plan as presented would not undergo any significant changes before the final design. In addition, the Commission reminded Oxford College that they must submit additional documentation (full plans and specifications) to the city's building inspector for each project before a building permit could be issued.

Upon motion of Mr. McQuaide, seconded by Ms. McCanless, the Planning Commission approved the development permit application to reconfigure the interior administrative areas of the Dean and Academic Affairs office spaces located in Seney Hall. The vote was 3-0 with Mr. Eady abstaining.

Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission approved the development permit application to replace all exterior windows and glazing at the Jolley Residential Center. The vote was 3-0 with Mr. Eady abstaining.

Upon motion of Ms. McCanless, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to reconfigure the lighting, mechanical exhaust, and finishes in the Thompson Lab (Room 105) in Pierce Hall. The vote was 3-0 with Mr. Eady abstaining.

Upon motion of Mr. McQuaide, seconded by Ms. Carson, the Planning Commission approved the development permit application to upgrade the HVAC system in the Williams Gym Training room. The vote was 3-0 with Mr. Eady abstaining.

JUANITA CARSON DEVELOPMENT PERMIT APPLICATION: The Commission reviewed the development permit application to install a solar array to the west-facing roof of the residence and install the appropriate electrical interface. In addition, the Commission reminded Ms. Carson and Mr. Scranton that they must provide the city's building inspector with the specifications for the electrical connection to obtain the requisite building permit.

Upon motion of Ms. McCanless, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to install a solar array to the west-facing roof of the residence with the accompanying electrical interface. The vote was 3-0, with Ms. Carson abstaining.

ART AND LAURIE VINSON (903 Asbury Street): Mr. Vinson explained that moving an existing, nonconforming outbuilding is problematic because the structure would need to be set on pilings and moving it could negatively impact a nearby pecan tree. Mr. Vinson further explained that the structure was built in 1996. He asked for confirmation on whether the setback requirements outlined in the city's zoning ordinances in 1996 differed from what is currently stated. If so, he asked whether the setback requirements from the 1996 edition could be applied so that the existing structure could stay in its current location. The Commission stated that they would review the setback requirements outlined in the 1996 edition of the city's zoning ordinance. In turn, the Commission recommended that Mr. Vinson review the city's current nonconformities ordinance (Sec. 40-573).

OTHER BUSINESS: The Commission discussed possible candidates to serve the remainder of Mr. Besaw's term with the Planning Commission. Within the next week, the Commission will send any recommendations to Mr. Pepper who, in turn, will send them to Council for consideration. In addition, Mr. Pepper updated the Commission on the status of the situation with Mr. Gilkey (15 Wentworth) and the Milligan Family (106 W. Bonnell).

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:30 PM.

Approved by:

Zach May, Secretary