

OXFORD PLANNING COMMISSION

Minutes – July 13, 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; Melissa Pratt, Associate Clerk; Johnny Lyons, Building Inspector with Bureau Veritas.

GUESTS: Helen Griffin; Kendra Mayfield; Art Vinson; Joseph and Cheryl Budd; Randy Simon, Director of Facilities Planning and Operations with Oxford College.

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 June 9, 2020 and June 23, 2020 were adopted. The vote was 5-0.

HELEN GRIFFIN DEVELOPMENT PERMIT APPLICATION (103 E. Watson): The Commission reviewed the development permit application to complete interior and exterior renovations to the existing dwelling located at 103 E. Watson Street. After a review of the materials submitted with the application, the Commission could not confirm that the existing house meets the setback requirements. The Commission recommended that Ms. Griffin obtain a survey of the property that shows the location of the existing home on the lot. The Commission explained that this information is necessary to determine whether the house conforms with the city's current zoning ordinances. If it does not conform, the house would be considered a permitted nonconforming use, which limits the scope of renovation work permissible under the city's current zoning ordinances. It may also implicate the city's variance process.

The Commission requested that Ms. Griffin provide additional information regarding the existing home including its present value and proposed and current square footage. Ms. Griffin will submit the requested information for review at the Commission's August meeting. In addition, the Commission recommended that Mr. Lyons perform a service assessment inspection to determine the amount of investment required to bring the existing home into compliance with the city's building code. The Commission took no action on the development permit application.

ART AND LAURIE VINSON DEVELOPMENT PERMIT APPLICATION (903 Asbury): The Commission reviewed the development permit application to add a porch with a roof to the front of an accessory building located at 903 Asbury Street. During the review, Mr. Eady reported that the Mayor and City Council did approve the Vinson's variance request on the minimum side setback. The Commission confirmed the side and rear setbacks. The Commission amended the development permit application to characterize the type of work as an "Addition".

Upon motion of Ms. Carson, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to add a porch with a roof to the front of an accessory building located at 903 Asbury Street. The vote was 5-0.

KENDRA MAYFIELD DEVELOPMENT PERMIT APPLICATION (316 Stone Street): The Commission reviewed the development permit application to complete interior and exterior renovations to the existing home located at 316 Stone Street. During the review, the Commission confirmed the rear and side setbacks. The Commission amended the development permit application to include the setback requirements.

Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission approved the development permit application to complete interior and exterior renovations to the existing home located 316 Stone Street. The vote was 5-0.

TROY AND BRENDA WILLIS DEVELOPMENT PERMIT APPLICATION (1306 Emory Street): Mr. and Mrs. Willis were not available to submit in person their development permit application to construct a home on the property located at 1306 Emory Street and discuss the project with the Commission. Consequently, the Commission deferred action on the development permit application.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION: The Commission reviewed the development permit application to complete a full renovation of Humanities Hall. As part of the discussion, Mr. Simons explained that the scope of work includes improvements to its mechanical systems and bringing it into compliance with the requirements listed in the Americans with Disability Act (ADA). Mr. Simon also explained that the exterior of the building will remain the same. Mr. Lyons stated that the drawings must have stamps from both the architect and engineering firms before building permits could be issued. In addition, Mr. Lyons inquired if the college included information about asbestos and lead paint abatement in the full set of drawings. Mr. Simons stated that the asbestos and lead paint abatement process is listed in a separate plan. Mr. Simons also stated that he will deliver the stamped drawings and abatement plan to Bureau Veritas before applying for the requisite building permits.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete the full renovation of Humanities Hall. The vote was 4-0 with Mr. Eady abstaining.

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

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:51 PM.

Submitted by:

Juanita Carson, Secretary