

# OXFORD PLANNING COMMISSION

Minutes – February 12, 2019

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

**STAFF:** Matthew Pepper, city manager and zoning administrator.

**GUESTS:** Troy Willis; Scott Gilkey and Molly Loch; Charlene Bray; Karl and Megumi Todd; Gary and Kay Milligan; Art and Laurie Vinson.

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

**TROY AND BRENDA WILLIS DEVELOPMENT PERMIT APPLICATION (1306 Emory Street):** The Planning Commission members confirmed that Mr. Willis will be performing land disturbance work exclusively on his property. In addition, the Commission members confirmed that Mr. Willis will promptly remove any junk and/or debris that would be exposed as a result of the land disturbance work.

*Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission approved the development permit application to perform land disturbance work including removing overgrown brush and small trees in preparation to build a new home on the property. The vote was 4-0.*

**SCOTT GILKEY DEVELOPMENT PERMIT APPLICATION (15 Wentworth Drive):** The Commission members confirmed that Mr. Gilkey will move the existing shed to the proposed location indicated on his new development permit application. Mr. Gilkey will move the existing shed once his yard is dry. At that time, Mr. Pepper will put Mr. Gilkey in contact with the city's building inspector. The building inspector will confirm that both the concrete slab for the shed and the walking path leading to the shed are installed in accordance with city code.

*Upon motion of Mr. Besaw, seconded by Mr. McCanless, the Planning Commission approved the development permit application to construct a 25' X 26' X 9' storage in the side yard. The vote was 4-0.*

**NICHOLAS COLE DEVELOPMENT PERMIT APPLICATION (1104 Emory Street):** From Mr. Cole's drawings, the Commission members confirmed that the proposed location of the garden shed met the side and rear setback requirements. Since Mr. Cole did not attend the meeting, the Planning Commission members were unable to determine that the shed met the city's building materials and aesthetics criteria. They agreed to approve the development permit application contingent upon Mr. Pepper confirming that the shed met the city's requirements.

*Upon motion of Mr. Besaw, seconded by Mr. May, the Planning Commission approved the development permit application to construct a 12' X 16' garden shed in the backyard, conditional upon Mr. Pepper confirming that the shed meets the building materials and aesthetics criteria contained in the city's zoning ordinances. The vote was 4-0.*

**CHARLENE BRAY DEVELOPMENT PERMIT APPLICATION (506 Emory Street):** The Commission members explained to Ms. Bray that the information provided on her development permit application was insufficient to determine whether the proposed metal awning over her back door and patio met the setback requirements for a principle dwelling. The Commission members provided Ms. Bray with an example of a dimensioned drawing to submit with her next development permit application. The Commission members took no action on the development permit application.

**KARL TODD DEVELOPMENT PERMIT APPLICATION (314 Emory Street):** The Commission members confirmed that the proposed location of the 10' X 12' storage shed was in compliance with the city's 10' rear and side setback requirements.

*Upon motion of Mr. Besaw, seconded by Mr. Carson, the Planning Commission approved the development permit application to construct a 10' X 12' storage shed in the backyard. The vote was 4-0.*

**GARY MILLIGAN DEVELOPMENT PERMIT APPLICATION (106 W. Bonnell Street):** The Commission members explained to Mr. and Mrs. Milligan that the city's zoning ordinances do not allow for the installation of a carport in the front yard. The Commission members also explained that the carport did not meet the 10' side setback requirement on the west side of the property. In addition, they stated that the Planning Commission has asked several other residents to relocate their carports in the past. They suggested that Mr. and Mrs. Milligan relocate their carport to their backyard. Mr. and Mrs. Milligan replied that the carport is not useful in the backyard. They agreed to remove the carport from the property. Mr. Pepper will provide Mr. and Mrs. Milligan with a timetable to remove the carport.

**ART AND LAURIE VINSON (903 Asbury Street):** Mr. and Mrs. Vinson presented an alternative proposal to the Planning Commission regarding the proposed garage and guest house. The proposal included a plan to attach the garage to the principle dwelling unit while converting the existing, non-compliant 18' X 14' shed in the backyard into the guest house. The Commission members discussed if making improvements to an existing, non-compliant structure is permissible under city code. The Commission members concluded that if the shed was moved to a location on the property where it would meet the setback requirements, then Mr. and Mrs. Vinson could make the desired improvements to the shed. In addition, the Commission members explained that the two projects would require separate development and building permits.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:32 PM.

Approved by:

Zach May, Secretary