

OXFORD PLANNING COMMISSION

Minutes – July 11, 2017 (Amended)

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Ron Manson, and Aaron Robinson, Penny England. Vivian Harris was absent.

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

GUESTS: Karl Todd; Jerry & June Bray; Kendra Mayfield.

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

APPROVAL OF MINUTES: Upon motion of Mr. Manson, seconded by Mr. Wearing, the minutes for the meeting of June 13, 2017 were adopted as amended. The vote was 5-0.

KARL TODD DEVELOPMENT PERMIT: Karl Todd requested approval for an in ground pool. The Commission members had a discussion concerning the side and rear setback limits of 15 feet from the property line to the pool, and that the pool be enclosed by a fence between four to six feet in height.

Upon motion of Mr. Manson, seconded by Mr. Wearing, the Planning Commission approved the development permit on the condition that Mr. Pepper verify the side and rear setbacks of the proposed location of the pool, and the location of the proposed fence. The vote was 5 – 0.

ROBERTO SOTO DEVELOPMENT PERMIT: Roberto Soto requested approval for an above ground pool in the backyard. The property owners, Jerry & June Bray, attended the meeting. The property owners did not submit the development permit so they were unaware of the existing pool. Since the pool was in place prior to receiving a development permit, the Commission members had a discussion concerning the property line for the house, the side and rear setback for the pool, and the pool being enclosed by a fence.

Upon motion of Mr. Wearing, seconded by Ms. England, the Planning Commission denied the development permit as the application was not signed and submitted by the property owners, therefore it is incomplete. They may submit a new permit, if desired. Mr. Pepper will send a letter to Mr. Soto to make him aware of the denial of the application. The vote was 5 – 0.

OXFORD COLLEGE DEVELOPMENT PERMITS (3): On behalf of Oxford College, Kendra Mayfield requested approval for three development projects: 1. Place a temporary office for faculty behind two existing temporary offices; 2. Replace metal car port with a wooden structure with a shingled roof at the Oxford Organic Farm; 3. Design approval for a parking lot on north west side of Whatcoat Street.

1. The Committee members had a discussion concerning the proposed location of the temporary office in relation to the two existing temporary offices.

Upon Motion of Mr. Wearing, seconded by Mr. Robinson, the Planning Commission approved the development permit to place a temporary office behind two existing temporary offices. The vote was 4 in favor, with 1 abstention.

2. The Committee members had a discussion concerning the replacement of the metal car port with a shingled roof at the Oxford Organic Farm.

Upon motion of Ms. England, seconded by Mr. Manson, the Planning Commission approved the replacement of the metal car port with a shingled roof at the Oxford Organic Farm. The vote was 4 in favor, with 1 abstention.

3. The Committee members had a discussion concerning several aspects of the proposed design for the parking lot on the northwest side of Whatcoat Street as depicted on the planning development application. The discussion included pedestrian access, drainage, and handicapped parking.

Upon motion of Mr. Wearing, seconded by Ms. England, the Planning Commission approved the design approval for the parking lot on the northwest side of Whatcoat Street as depicted on the planning development application. The vote was 4 in favor, with 1 abstention.

CITY REPORT: Mr. Pepper reported on the progress of the E. Clark Extension project.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:05 PM.

Approved by:

Aaron Robinson, Secretary