

# OXFORD PLANNING COMMISSION

Minutes – March 11, 2014

**MEMBERS:** Mike Ready, Chair; Jonathan Eady, Vice-Chair; Shawn Gaither, Secretary; Penny England; Vivian Harris; and Ron Manson.

**STAFF:** Bob Schwartz, city manager and zoning administrator.

**GUESTS:** Charles Rossignol and Kendra Mayfield, Oxford College; and Jackie Ellis.

**OPENING:** Mr. Ready called the meeting to order and welcomed the guests.

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Mr. Eady the minutes for the meeting of February 18 were approved.

**Oxford College demolition request:** Charles Rossignol introduced the request from Oxford College to demolish the Branham and East dormitory complex. This is necessary before construction can begin on the new science building. Mr. Eady asked about the method of demolition. Mr. Rossignol said that first all the hazardous materials would be stabilized and removed. The demolition would be done by taking down the building using excavation equipment. The breezeway to the cafeteria will also be demolished. Mr. Manson asked about the route the trucks with the debris will take. After discussion it was determined that there really is no best route to take.

Commencement is May 10. The students will be out of the dorm by May 15. The college has to do some work on its Ethernet switch and then hazardous material abatement will begin in June. Demolition will be July through August 18. The demolition contractor will recycle up to 80% of the material removed. The commission made sure that Oxford College is aware that Cousins Middle School starts operating August 1. Since the demolition is scheduled July through August 18 this may cause some interference. The Planning Commission discussed several ways to make scheduling changes to avoid interference. Mr. Rossignol said he would see what he could work out with the contractor.

Mr. Eady asked about the plan for the protection and the restoration of the trees on the site. Mr. Rossignol reported that they were taking down a few trees but that all would be replaced as part of the construction for the science building. Mr. Rossignol reviewed the erosion control plan that will be in effect during demolition. There was also discussion of the stairs which serve as the exit for the dining hall. These will be preserved during demolition.

*Upon motion of Mr. Manson, seconded by Mr. Eady, the demolition request from Oxford College for the Branham East dormitory complex was approved.*

**Mike McCormick and Jackie Ellis Predevelopment Application:** This is for the addition of approximately 960 ft.<sup>2</sup> to an existing residence at 105 Stagecoach Road. The Planning

Commission discussed the proposed addition with Jackie Ellis. The plans presented were very clear.

*Upon motion of Mr. Eady, seconded by Ms. Gaither, the predevelopment application was approved.*

**Development Forms:** The Planning Commission discussed the development forms. After some discussion, the commission approved changes to the predevelopment approval form. The commission also determined to no longer use a separate demolition form but to use one form for both purposes. In addition, the commission discussed and agreed on several changes of policy. One would be to require a minimum of 14 days' notice in advance of the Planning Commission meeting for a request. A second policy change would be to require that the prospective builder stake the corners of the proposed construction along with flagging the property line. This will make it easier for Planning Commission members and city staff to review the proposed construction.

**Mae Stodghill, Sandra Stripling, and Chris Nolley Demolition Permit:** Mae Stodghill, Sandra Stripling, and Chris Nolley have submitted a request to demolish a dilapidated dwelling at 7126 Durden Circle. This home was previously owned by Sallie Mae Nolley who has passed away. The heirs are asking to demolish the property. The Planning Commission discussed the request and reviewed a photograph of the dwelling. The Planning Commission attached one condition to the permit that the footings be removed and filled to grade. This is in conformance with item 2 on the demolition permit which requires that all holes and depressions be filled.

*Upon motion of Mr. Manson, seconded by Ms. Harris the demolition permit was approved.*

**Introductions:** Mr. Ready concluded the meeting by asking each member of the Planning Commission to introduce themselves to the new members and asking the new members to introduce themselves to the Planning Commission.

**ADJOURNMENT:** Mike Ready adjourned the meeting at 8:35 PM.

Submitted by:

Shawn Gaither, Secretary