

# OXFORD PLANNING COMMISSION

DRAFT Minutes – December 8, 2015

**MEMBERS:** Jonathan Eady, Vice-Chair; Shawn Gaither, secretary; Penny England, and Ron Manson. Vivian Harris joined the meeting on the speaker phone.

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

**GUESTS:** Crystal Johnson, Michael Strange, Judy Carter, Chloe Carter, and Morgan Carter who were all present concerning the request on behalf of Joyce Sullivan.

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

**APPROVAL OF MINUTES:** Upon motion of Mr. Manson, seconded by Ms. England, the minutes for the meeting of September 15, 2015 were approved.

**JOYCE SULLIVAN DEVELOPMENT PERMIT APPLICATION:** Mr. Michael Strange, who is one of the tenants, spoke on behalf of the application. They are leasing the home for one year. The lease will be up in February. They would like to move the portable metal building into the backyard and they will take it with them when the lease is up. The portable building will be 10' x 16'.

Mr. Eady asked if it would have electricity and Mr. Strange said it would not. Mr. Eady and Mr. Schwartz noted that the setback requirements would be met. Mr. Schwartz and Jody Reid had been at the site earlier in the week and measured the setbacks for the proposed location for the portable building.

*Upon motion of Mr. Manson, seconded by Ms. Gaither the request for the development permit was approved as submitted. The vote was unanimous including Ms. Harris on the telephone.*

**DEVELOPMENT APPLICATION CHECKLIST:** Mr. Eady introduced the discussion of a checklist which would be given to applicants along with the development permit application. This is something that the Planning Commission had used several years ago. During the discussion the Planning Commission modified the checklist. Mr. Schwartz is going to make the changes and start using the checklist whenever anyone requests a development permit application.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:28 PM.

Submitted by:

Bob Schwartz, zoning administrator