

OXFORD PLANNING COMMISSION

Minutes – February 18, 2014

The February 11 meeting was postponed until February 18 because of inclement weather.

MEMBERS: Jim Patrick, Chair; Jonathan Eady, Vice-Chair; Patsy Burke, Secretary; Penny England; Vivian Harris; Ron Manson; and Mike Ready. Shawn Gaither was absent because she was in Macon for training connected to her job.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Mayor Jerry Roseberry and Mr. John Kottl.

OPENING: Jim Patrick, Chair, opened the meeting at 7 PM. The members welcomed Penny England who was just appointed to the Planning Commission. Bob Schwartz reported that Ms. England and Ms. Gaither had attended the planning commission training at the Vinson Institute at UGA last month.

Jim Patrick then recognized Mayor Roseberry who noted that the Planning Commission is one of the most important city bodies. Zoning is one of the last areas of local control and it is important that we follow and enforce our laws. He thanked Patsy Burke for serving on the Planning Commission and mentioned that he had presented her with a plaque at the last city council meeting. He presented Jim Patrick with a plaque celebrating his service both as a member of the Planning Commission and as chair for the last year. He said that he does not attend meetings of the Planning Commission since it is often an advisory body to city council and he does not want to influence its decisions.

ELECTIONS: Jim Patrick presided during the election of officers. Jim Patrick and Patsy Burke have completed their terms as members of the Planning Commission.

Upon motion of Vivian Harris, seconded by Ron Manson, Mike Ready was nominated for Chair. All voted in favor, with Mike Ready abstaining.

Upon motion of Mike Ready, seconded by Ron Manson, Jonathan Eady was nominated for Vice-Chair. All voted in favor.

Before the next motion, there was a discussion of possible candidates for Secretary. After the discussion, upon motion of Vivian Harris, seconded by Ron Manson, Shawn Gaither was elected Secretary. Bob Schwartz had noted that he would prepare the minutes for her review.

Jim Patrick passed the gavel to Mike Ready who presided over the rest of the meeting. Mr. Patrick stated that even though he would no longer be a member of the Planning Commission, he would be willing to help review some of the more complicated plans. Mr. Schwartz noted that Oxford College is planning to bring the new science building for a pre-application meeting in June and for review of the pre-development permit in July.

APPROVAL OF MINUTES: Upon motion of Jonathan Eady, seconded by Vivian Harris, the minutes for the meeting of November 12, 2013 were approved as submitted by Patsy Burke.

JOHN KOTTL: Mr. John Kottl had submitted an "Application for Pre-development Approval" to add on to the side of the shed in the rear of his property at 504 Emory Street. This application was received by the

City Clerk this afternoon (Tuesday, February 18). Several members asked Mr. Kottl questions about his request. Upon motion of Jonathan Eady, seconded by Ron Manson no action was taken at this meeting and it will be considered at the next meeting (March 11, 2014). The rear setback appeared to be three feet. Section 40-524 requires a ten foot setback with the possibility of a five foot setback for minor accessory structures. Mr. Eady asked Mr. Kottl to submit a more detailed drawing, perhaps on graph paper, before the next meeting.

FLOOD PREVENTION ORDINANCE: At the request of city council, the Planning Commission discussed the proposed amendments required by FEMA to the city's 1997 Flood Plain Ordinance. The commission reviewed the amendments and looked at the new maps dated March 17, 2014. The commission discussed the applicability of the ordinance to all property in the city and determined that it only applied to the land marked in blue in a flood hazard zone on the flood maps. The commission asked that the "Application for Pre-development Approval" be amended to include a statement by the applicant as to whether the development is in the flood hazard zone.

CITY CODE: Bob Schwartz reported that the city codification project was complete. He distributed copies of the code sections applying to the Planning Commission and reviewed the web site of the Municode Corporation where a copy of the city code was now available and fully searchable.

ADJOURNMENT: Mike Ready adjourned the meeting at 8:14 PM.

Submitted by:

Bob Schwartz, zoning administrator