

OXFORD PLANNING COMMISSION

Minutes – November 12, 2019

MEMBERS: Jonathan Eady, Chair; Juanita Carson, Secretary; Kibbie Hatfield, and Mike McQuaide. Zach May was absent.

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Debbie Ball.

OPENING: At 7:01 PM, Mr. Eady called the meeting to order and welcomed Ms. Ball.

MINUTES: Upon motion of Mr. McQuaide, seconded by Ms. Carson, the minutes for the meeting of October 8, 2019 were adopted. The vote was 4-0.

DEBBIE BALL DEVELOPMENT PERMIT APPLICATION: The Commission reviewed the development permit application to make repairs to the existing structure located at 503 B Emory Street. During the discussion, the Commission reiterated that making improvements to the structure is permissible as a non-conforming use. In addition, the Commission amended the development permit application to add the proper Zoning District (R-20) and setback information (Front – 50'; Side & Rear – 10') to reflect that the proposed repairs are intended for an accessory dwelling unit where the owner will not occupy either existing dwelling. Further, the Commission emphasized that if the structure was destroyed or removed, Ms. Ball would not be able to rebuild it under the city's current zoning ordinance. The Commission confirmed with Ms. Ball that the scope of work is reflected accurately in the development permit application. Mr. Pepper stated that the city's building inspector will contact Ms. Ball to discuss the building permitting process and required documents.

Upon motion of Ms. Hatfield, seconded by Ms. Carson, the Planning Commission approved the development permit application to complete the repair work detailed in the scope of work described in the application for the structure located at 503 B Emory Street. The vote was 4-0.

REVIEW MINOR VARIANCE ORDINANCE: The Commission reviewed the city's former minor variance ordinance. The Commission discussed the following modifications to the proposed minor variance ordinance:

Item 1: Reduce allowable variance for a minimum lot width at the building line from 20% to 10% of the minimum requirement.

Item 2: Remove the language in its entirety from the ordinance.

Item 3: Replace the allowable variance for a minimum side setback from a maximum of five (5) feet to 20% of the minimum requirement.

Item 4: Replace the allowable variance for a minimum rear setback from a maximum of five (5) feet to 20% of the minimum requirement.

Second Paragraph: Modify the language to allow for the Planning Commission to issue a minor variance without approval from the Mayor and City Council.

Final Paragraph: Remove the language in its entirety from the ordinance.

RECOMMENDATION FOR NEW PLANNING COMMISSION MEMBER: The Commission discussed their recommendations for who could serve on the Planning Commission.

OTHER BUSINESS: Mr. Pepper informed the Commission that the City Council had adopted a new ordinance to regulate the deployment of small cell technology within the city's right-of-way.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:54 PM.

Submitted by:

Juanita Carson, Secretary