

OXFORD PLANNING COMMISSION

Minutes – September 11, 2018

MEMBERS: Jonathan Eady, Chair; Aaron Robinson, Vice Chair; Laura McCanless, Secretary; Zach May, and Juanita Carson. Mike Besaw was absent.

STAFF: Matthew Pepper, city manager and zoning administrator.

GUESTS: Doug Hicks, Danielle Miller, James Johnson, Laura Gafnea, and Randy Simon with Oxford College.

OPENING: At 6:58 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Robinson, seconded by Mr. May, the minutes for the meeting of August 14, 2018 were adopted as amended. The vote was 5-0.

CAMPUS LIFE CENTER VARIANCE REQUEST: The Planning Commission members reviewed the formal variance letter submitted by Oxford College.

Upon motion of Mr. May, seconded by Ms. McCanless, the Planning Commission will make a recommendation to City Council to grant the requested variance. The vote was four in favor, with Mr. Eady abstaining.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS FOR CAMPUS LIFE CENTER: The Planning Commission members discussed that Oxford College must submit the complete set of building plans and specifications for the project to receive an approved development permit. However, given that Oxford College provided a copy of the Land Disturbance Permit application for the project, the Planning Commission members decided to issue a development permit to reflect the work supported by the permit, specifically interior demolition and grading. Before receiving the signed development permit, Mr. Simon will send a substitute page updating the permit application's scope of work to reflect the demolition and grading work to Mr. Pepper.

Upon motion of Mr. Robinson, seconded by Ms. Carson, the Planning Commission approved the development permit application, as modified, to begin interior demolition and grading as part of the initial construction of the new Campus Life Center. The vote was four in favor, with Mr. Eady abstaining.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATIONS (3): The Planning Commission members reviewed the following three development permit applications from Oxford College:

1. Entrance Gate – The Planning Commission members discussed the location of the entrance gate, the lighting for the gate, and the square footage of the signage area. The Planning Commission members asked that Oxford College include in the project's scope of work on the development permit application a statement regarding the plan to include external illumination lighting for the entrance gate.

Upon motion of Ms. McCanless, seconded by Mr. May, the Planning Commission approved the development permit application to build an entrance gate at the intersection of Emory Street (Hwy 81) and Pierce Street. The vote was four in favor, with Mr. Eady abstaining.

2. Basketball Court – The Planning Commission members had a discussion on Oxford College's proposal to construct a basketball court within the courtyard of the William's Gym Complex. The Planning Commission members discussed Oxford College's plan to provide physical barriers (e.g. – fencing, etc.) to the basketball court to ensure that is only used by students.

Upon motion of Ms. Carson, seconded by Mr. Robinson, the Planning Commission approved the development permit application to build a half size basketball court within the self-contained courtyard of the William's Gym Complex. The vote was four in favor, with Mr. Eady abstaining.

3. Permanent Greenhouse – The Planning Commission members had a discussion on the proposed location of the permanent greenhouse in relation to the setbacks, and the two hoop houses and the fence currently located on the property. Also, the Planning Commission discussed resident's concerns with the noise coming from the greenhouse equipment. In addition, the Planning Commission members discussed the 15% coverage limit for lots zoned Rural Residential. After the discussion, the Planning Commission members concluded that in order to approve the development permit application, Oxford College should provide them with a description of the materials used for the greenhouse, the greenhouse's dimensions, and the details on the utilities used by the greenhouse. Consequently, the Planning Commission member took no formal action on the development permit as presented.

CITY OF OXFORD REZONING REQUEST: The Planning Commission members had a discussion on the city's request to zone seven city-owned parcels from "R-20" to "Institutional" in preparation for the construction of a city park. The members discussed the best option to provide pedestrian access for residents living in neighborhoods located on the east side of Emory Street (Hwy 81). The members concluded that the intersection of Collingsworth Street and Emory Street would be the ideal location for a pedestrian crossing for the park.

Upon motion of Ms. Carson, seconded by Ms. McCanless, the Planning Commission makes a recommendation to City Council to approve the request from the city to rezone seven city-owned parcels from "R-20" to "Institutional" in preparation for the construction of a city park. The vote was 5-0.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:51 PM.

Approved by:

Laura McCanless, Secretary