

## **OXFORD PLANNING COMMISSION**

### **MINUTES**

**JUNE 8, 2021**

The regular monthly meeting of the Oxford Planning Commission was called to order by the Chairman, David Baker, on Tuesday, June 8, 2021, at 6:01 p.m., via "Zoom" due to the on-going pandemic of a virus known as Covid-19.

Other members participating in the virtual meeting included Edwin Miller and James Reed. Also in attendance was Town Manager Cheryl Lewis.

There were no building permits for review.

### **CONSULTATIONS**

A virtual consultation was held with Philip Layton and Dana Fitzsimmons, property owners at 508 E. Strand. Mr. Layton addressed the commission members explaining that he and Mr. Fitzsimmons had been considering making changes to their home since 2016. He explained that originally, they had thought of adding just a second floor to their home but are now also considering expanding the back of their living room over their existing patio. Elevations of the home, which the members received prior to the meeting, were referred to, which showed a new dining room expanding over the existing patio. New windows would be added to the dining room addition as well as a new kitchen window. The west and south elevations would remain the same. The north and east elevations showed how the addition would come out along with the three (3) additional windows. Mr. Layton also went over the plan/option to add a second floor over the main house. Everything else on the house would remain the same with the exception of a pergola which may be built to go over the doorway facing the Strand. Chairman Baker noted that the addition of the second floor would increase the height of the house to 26 ½' in height from ground to peak and would be in keeping with the Oxford Zoning Ordinance. Manager Lewis spoke adding that the property is out of the floodplain. Mr. Miller pointed out that there were no setback issues since they owners are keeping the same footprint. Mr. Reed agreed adding that nothing proposed would create a problem and that any decrease in coverage is favorable to the Planning Commission. Mr. Layton ended the discussion by stating that their purpose for meeting with the commission was only to get the Planning Commission member's comments and to make sure they were headed in the right direction.

A second consultation was held to discuss a lot line subdivision between neighbors Mr. and Mrs. Daniel Kordell, at 510 E. Strand and The Honorable and Mrs. Sidney Campen, Jr., at 506 E. Strand. The Kordells were virtually represented by Elizabeth Fink, surveyor with Fink and Whitten, LLC, along with Judge Campen. Judge Campen explained that Mr. Kordell had approached him explaining that he wanted to put in an elevator but did not have the previous coverage to allow it and that he (Judge Campen) had agreed to help him. Ms. Fink spoke stating that her firm had prepared a site survey of both properties and had noticed that the Kordells were over with their lot coverage prior to the line revision and that the proposed line revision would correct that along with giving the Kordells some extra previous land. Chairman Baker pointed out that the Campen property currently has 12,000+ sq. ft. of land and that the Kordell property currently has only 7,000 sq. ft. The change would decrease the Campen property, but it would still have

more than 10,000 sq. ft. and the Kordell property would be closer in coming into compliance with the 10,000 sq. ft. requirement. Mr. Miller pointed out that the request looked to be straight forward. Manager Lewis added that if the members were in agreement with the plat, they could move to approve the lot line revision and mylars and copies could come back to the town office for signatures later. Mr. Reed made a motion that the commission approve the lot line revision as submitted. The motion was seconded by Mr. Miller and unanimously carried without further discussion.

#### NEW BUSINESS

Manager Lewis reported that live meetings of the commissions and boards were expected to begin again in July.

Manager Lewis shared new information on The Mews building. Richard Leggett has agreed to rent and finish out the building and has hired local architect, Cameron MacTavish, to work with him. The plan is to add one, 2-story wing instead of adding on two wings to the building, as discussed in the past. The building will have an elevator and staircase to the top and bottom floors, and the outdoor HVAC units will be tucked into the building so as not to be highly visible from the street. There will be green space and a courtyard in the backyard along with an exterior entrance and 5 pervious paver parking areas. She added that the town still owns the land and will have a purview over the development. Mr. Miller asked if the permit would be coming back to the Planning Commission for review. Manager Lewis responded that the office does not always send permits to the Planning Commission if everything is being built to code unless the commission has a question. Mr. Miller responded that he understood. Manager Lewis continued stating that so far everything was good and being built to code but if any further changes were to be made, she would come back to the commission at their next month's meeting. Mr. Miller asked about the parking requirements as they applied to the additional retail spaces and residential units planned for the building. Manager Lewis stated that in the historic commercial district the town does not generally require increased parking mainly because there are no means to, that all the parking in this area is street parking, and that parking was being provided in the back of the building. She added, however, that she and the Commissioners were looking into alternatives for parking in general. Mr. Miller stated that there was some misinformation floating around town such as the first floor being turned into a food court instead of 3 commercial rental stores. Manager Lewis stated that it had yet to be determined what would be on the first floor and that the architect just drew in things as he saw it. Currently Mr. Leggett does not have any clients for the first floor. The lease allows Mr. Leggett to do certain things downstairs for public use and the Commissioners want to keep the commercial district alive. Mr. Miller asked if the town were able to pass on the type of tenants for the first floor. Manager Lewis responded that the answer was no but that any tenant for the first floor would have to fit in with the criteria as it appears in the contract. A study and recommendations have been done and there are some things they cannot do. Mr. Miller asked if the primary landlord (Mr. Leggett) would have the right to approve the type of subtenants. Manager Lewis replied that there is some expectation that there will be subtenants and that Mr. Leggett is allowed to have them but that the subtenants will have to meet the criteria that was given to Mr. Leggett, and that the criteria for the building use is fairly restrictive. She added that the Commissioners want things to be open to the public and that part of the criteria was to supply some rental property in town. Chairman Baker thanked Manager Lewis for bringing the commission up-to-date and added that he thought the plan looked good.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby

Administrative Assistant