

OXFORD PLANNING COMMISSION

AGENDA

September 14, 2021 – 7 PM

1. **Call to Order** – Jonathan Eady, Chair
2. ***Minutes** – The minutes for the July 13, 2021 meeting are attached.
3. ***Development Permit Application - Request for Rebranding of ATM on Emory Street** – Truist Bank requests approval to rebrand their existing ATM kiosk adjacent to the U.S. Post Office on Emory Street (currently branded as BB&T) to the Truist markings. Their development permit application and associated documents are attached.
4. ***Development Permit Application – Install utility shed at 1303 Asbury Street** – Dennis Lundy requests approval to install a 12' x 20' shed at 1303 Asbury Street. His development permit application and drawing are attached.
5. ***Development Permit Application – Install moveable metal from building at 104 Emory Way** – Kevin Simmons requests approval to install a 20' x 20' moveable metal frame building at 104 Emory Way. His development permit application and drawing are attached.
6. ***Conversation with Dexter Mitchell** – Mr. Mitchell has requested to discuss with the Planning Commission his plans to construct a church on Tax Parcel X007 025. A map of the parcel is attached.
7. ***Discussion on Amendments to Chapter 40** – The Planning Commission will continue their previous discussion regarding amendments to different sections of the city's zoning ordinances.
8. **Other Business**
9. **Adjournment**

* Attachments

MEMBERS OF THE PLANNING COMMISSION: Jonathan Eady, Chair; Zach May, Vice-Chair; Juanita Carson, Secretary; Mike McQuaide, Jeremy Baker, and Mike Ready.

OXFORD PLANNING COMMISSION

Minutes – July 13, 2021

MEMBERS: Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, and Jeremy Baker. Mike McQuaide was absent.

STAFF: None.

GUESTS: Terry Clayton; Carolyn King; Hugh Burnett and Josephine Kelly; Randy Simon, Director of Facilities Planning and Operations, Oxford College; Scott Daniell; unknown developer.

OPENING: At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. May, seconded by Mr. Ready, the minutes for the meeting of June 8, 2021 were adopted. The vote was 5-0.

TERRY CLAYTON DEVELOPMENT PERMIT APPLICATION (1406 Emory Street): The Commission reviewed the development permit application to replace the existing windows and siding on the front side of the house located at 1406 Emory Street. During the discussion, the Commission confirmed that Mr. Clayton would replace the existing siding with hardiplank.

Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission approved the development permit application to replace the existing windows and siding on the front side of the house located at 1406 Emory Street. The vote was 5-0.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION (1205 Wesley Street): The Commission reviewed the development permit application to replace the furnace in the house located at 1205 Wesley Street.

Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to replace the furnace in the house located at 1205 Wesley Street. The vote was 4-0 with Mr. Eady abstaining.

RENOVATION DISCUSSION WITH JOSEPHINE KELLY AND HUGH BURNETT (205 Fletcher Street): Ms. Kelly and Mr. Burnett requested an opportunity to discuss with the Planning Commission their plans to improve the existing house located at 205 Fletcher Street. During the discussion, Ms. Kelly and Mr. Burnett explained that they are considering converting the existing house from a duplex to a single-family home. As part of the renovation, they would enclose the garage and add gables to either side.

The Commission noted that the existing house does not meet the side setback requirements. Consequently, Ms. Kelly and Mr. Burnett must apply for a variance to make the desired improvements. The Commission took no action.

CAROLYN KING DEVELOPMENT PERMIT APPLICATION (128 Longstreet Circle): The Commission reviewed the development permit application to install a 6 x 6 storage shed in the rear yard of the property located at 128 Longstreet Circle. During the discussion, the Commission confirmed that the proposed location for the storage shed met the side and rear setbacks. In addition, the Commission amended the permit application's scope of work to include replacing the windows and installing a fence.

Upon motion of Mr. Ready, seconded by Mr. Baker, the Planning Commission approved the development permit application to replace the existing windows, and install a fence and a 6 x6 storage shed in the rear yard of the property located at 128 Longstreet Circle. The vote was 5-0.

OTHER BUSINESS: Scott Daniell and a developer inquired about the Commission's thoughts on a proposed retirement community in Oxford. They did not have a specific location for the project. They

also inquired about the city's zoning information and lot sizes. The Commission took no action on the inquiry.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:09 PM.

Submitted by:

Juanita Carson, Secretary



DEVELOPMENT PERMIT APPLICATION

This is NOT a Building Permit but, is a requirement for an application to the City of Oxford Building Inspector for the appropriate required Building Permit. All items must be completed, or marked N/A. See the attached Checklist. The completed form must be submitted 10 days before the next meeting of the Planning Commission.

GENERAL INFORMATION

Name of Applicant: JENNIFER WOLFE Date of Application: 08-23-2021

Address of Applicant: P.O. BOX 1156, CONYERS, GA 30012

Telephone # (s) of Applicant: 770-568-8867

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 907 EMORY STREET, OXFORD, GA

Owner of above location(s): _____

Name of General Contractor (if different from Applicant): SIGN CONTRACTOR:

Type of work: New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other

Type of dwelling: Single Family Multi-family Included Apartment Number of units:

Briefly describe the proposed work: REPLACEMENT OF GRAPHICS ON EXISTING ATM SURROUND ON FRONT AND REAR ELEVATIONS, REPLACEMENT OF INTERIOR SIGNAGE INSIDE ATM STATION ABOVE ATM, EXTERIOR BRANDED METAL WRAP ATTACHED TO EXISTING FRAME.

Does the proposed work change the footprint (ground outline) of any existing structures? YES NO

Does the proposed work add a structure(s)? YES NO

List additions to: Heated Sq.ft. N/A Unheated Sq.ft. _____ Garage Sq.ft. _____ New Sq.ft. _____

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
(Map available from City Clerk)

ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District _____

Setback Requirements:

Front setback _____ft. Side setback _____ft. Rear setback _____ft.

Minimum required lot width at building line _____ft.

MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change? Yes No City Sewer Septic If so, describe: _____

B) Water Supply: Is there a change? Yes No City Water Well If so, describe: _____

C) Number of Restrooms (Commercial): Is there a change? Yes No Full Half If so, describe: _____

D) Number of Baths (Residential): Is there a change? Yes No Full Half If so, describe: _____

E) Heating: Is there a change? Yes No Electric Gas Oil Propane Other If so, describe: _____

F) Electrical: number of outlets

STRUCTURAL INFORMATION

Type of Foundation: Moveable Pier & Footer Slab on grade Basement Other

Type of Construction: Frame Masonry Structural Insulated Panel Insulated Concrete Form
 Panelized Industrialized Manufactured

SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:
 - Width of lot at proposed work location ___ feet Width of new work ___ feet
 - Depth of lot at proposed work location ___ feet Length of new work ___ feet
 - Height of new work ___ feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.

 JW
Signature of Applicant

----- OFFICIAL USE ONLY -----
DEVELOPMENT PERMIT

Date Received by Zoning Administrator: 8/24/2021 mlb
Date Reviewed by the Planning Commission: _____

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: _____ Date: _____
 Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: _____ Date: _____
 Zoning Administrator

NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit. (Form October, 2018)

CITY OF OXFORD

Checklist Applying for a Development Permit

1. Obtain a Development Permit Application from the City Clerk's office.
2. Complete the Application and attach a site plan (either drawn by a professional or sketched on graph paper) with dimensions showing:
 - Shape, size and location of the lot.
 - Shape, size, height, use and location of the buildings to be erected, constructed, altered or moved, as well as any building(s) already existing on this building lot.
 - Indicate how many dwelling units the building(s) are designed to accommodate.
 - Setback lines from adjoining streets and lots.
3. Submit the completed Application to the City Clerk's office.
4. All corners of the lot and any proposed building must be clearly staked out on the ground.
5. The City Clerk will give the application to the Zoning Administrator to review and to schedule a review by the Planning Commission.
6. The regular meetings of the Planning Commission are on the second Tuesday of each month at 7 PM. The applicant will be notified when the application is scheduled for review. The Planning Commission will not review the application unless the applicant or a representative is present at the meeting. A picture or diagram of what is proposed will help the Planning Commission review the request.
7. If the application is approved, an approved copy will be given to the applicant by the Planning Commission.
8. The City of Oxford is responsible for issuing the Building Permit and collecting any required fees. A copy of the approved Development Permit is required before a Building Permit can be issued. The applicant should contact the city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

The foregoing checklist is a brief summary and does not modify or amend the Oxford Zoning Ordinance. See Section 40-841 of the Oxford Zoning Ordinance for a detailed description of the process for applying for a development permit and building permit.

Marcia Brooks

From: jw@itspermittable.com
Sent: Tuesday, August 24, 2021 5:48 PM
To: Marcia Brooks
Subject: RE: Truist- 907 Emory St.- Oxford, GA
Attachments: 155529_Truist_Emory Street_ExteriorBB_RevB_062921.pdf

Just the attached drawings. All the purple items are replacing existing. The structure is not changing its just the color scheme and verbiage content on the standalone ATM station.

From: Marcia Brooks <mbrooks@oxfordgeorgia.org>
Sent: Tuesday, August 24, 2021 5:45 PM
To: jw@itspermittable.com
Subject: RE: Truist- 907 Emory St.- Oxford, GA

Jennifer, do you have a mockup or artist's rendition of the new version? Is the only change making all references to "BB&T" now read "Truist" with the same materials and location?

From: jw@itspermittable.com <jw@itspermittable.com>
Sent: Tuesday, August 24, 2021 5:23 PM
To: Marcia Brooks <mbrooks@oxfordgeorgia.org>
Subject: RE: Truist- 907 Emory St.- Oxford, GA

Thank you so much.

Kindly,

Jennifer Wolfe
PERMIT EXPEDITOR
P.O. Box 1156
Conyers, GA 30012
770-568-8867



Minority Business Enterprise

From: Marcia Brooks <mbrooks@oxfordgeorgia.org>
Sent: Tuesday, August 24, 2021 5:00 PM

To: jw@itspermittable.com

Subject: RE: Truist- 907 Emory St.- Oxford, GA

Hi Jennifer,

Let me check with the Planning Commission – I think this will be adequate. I'll let you know what I find out.

*Marcia Brooks
City Clerk/Treasurer
City of Oxford
110 West Clark Street
Oxford, Georgia 30054
Phone: 770-786-7004
FAX: 770-786-2211*

From: jw@itspermittable.com <jw@itspermittable.com>

Sent: Monday, August 23, 2021 4:40 PM

To: Marcia Brooks <mbrooks@oxfordgeorgia.org>

Cc: jw@itspermittable.com

Subject: Truist- 907 Emory St.- Oxford, GA

Hi Marcia,

Just in case you accept the applications via email, please see attached.

If I need to submit this another way, please let me know.

Thanks so much for your help.

Kindly,

Jennifer Wolfe
PERMIT EXPEDITOR
P.O. Box 1156
Conyers, GA 30012
770-568-8867



Minority Business Enterprise



LOB/ Tier
Retail - Tier 1

Document Type
Exterior Recommendation Book

Building Type
ATM

Property ID
155529

Property Name
Emory Street

Property Address
907 Emory Street, Oxford, GA 30054

Project Manager
Debbie Sams

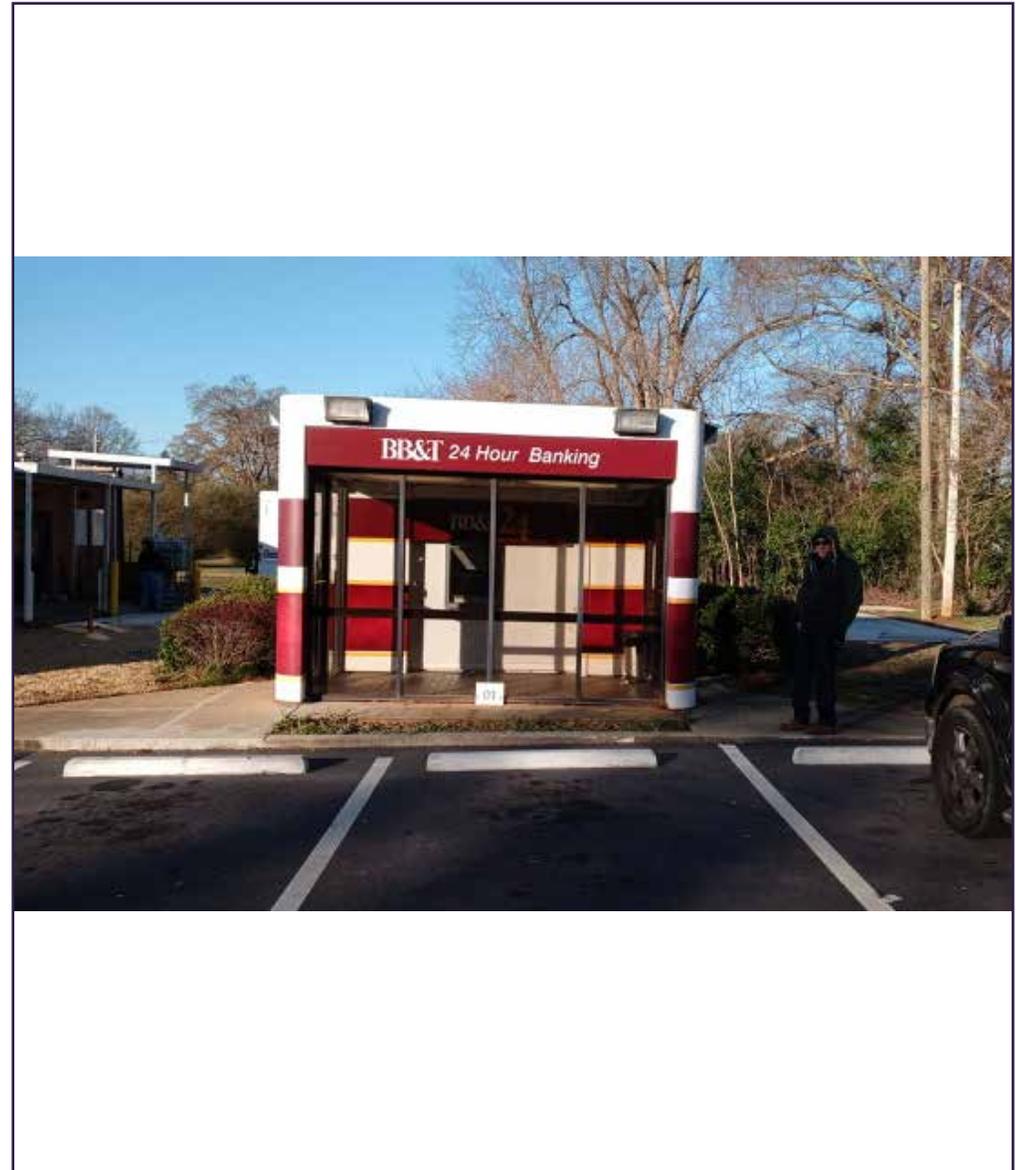
Bi-Lingual
No

Entry Control
No

Drawn By
Mark III Signs, Inc. -

Date
6/29/21

Revision
B



Signature of (Owner/Lessor/Mortgage or security interest holder)

Print Name

Date

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NOTE:

Supplier must validate via technical survey that the proposed sign fits the existing space, is depicted properly, and can be installed as shown in the rendering.



Site ID:	155529	Drawn By:	GM
Client:	Truist	Checked By:	-
Project:	Re-brand	Scale:	Proportional
Title:	907 Emory Street	Revision:	B
Date:	6/29/21	Page:	2

REVISION LOG

Date of Request	Requested By	Revision Request Comment	Revision Made	Made By
6/24/21	Debbie Sams	update tier based on closest branch; add page for interior branded metal	6/24/21	GM
6/29/21	Self	change E03 tenant panel from modified acrylic to aluminum with push/thru letters	6/29/21	GM

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			Client: Truist	Checked By: -
			Project: Re-brand	Scale: Proportional
			Title: 907 Emory Street	Revision: B
			Date: 6/29/21	Page: 3

CODE

GROUND SIGNS	ALLOWED BY CODE	CURRENTLY INSTALLED	PROPOSED	COMMENTS
HEIGHT (ft):	N/A	N/A	N/A	
NUMBER:	N/A	N/A	N/A	
SQ. FOOTAGE:	N/A	N/A	N/A	
WALL SIGNS	ALLOWED BY CODE	CURRENTLY INSTALLED	PROPOSED	COMMENTS
HEIGHT (ft):	Below Roof-line	Below Roof-line	Below Roof-line	-
NUMBER:	1	1	1	-
SQ. FOOTAGE:	not regulated	12 sf		-
DIRECTIONAL SIGNS	ALLOWED BY CODE	CURRENTLY INSTALLED	PROPOSED	COMMENTS
HEIGHT (ft):	N/A	N/A	N/A	
NUMBER:	N/A	N/A	N/A	
SQ. FOOTAGE:	N/A	N/A	N/A	
ATMS	ALLOWED BY CODE	CURRENTLY INSTALLED	PROPOSED	COMMENTS
HEIGHT (ft):	N/A	N/A	N/A	
NUMBER:	not restricted	not restricted	not restricted	
SQ. FOOTAGE:		10 sf		
TOTAL SIGNS	ALLOWED BY CODE	CURRENTLY INSTALLED	PROPOSED	COMMENTS
NUMBER:	1	1	1	-
SQ. FOOTAGE:	not regulated	not regulated	not regulated	-

ADDITIONAL INFORMATION						
WINDOW SIGN COUNT AGAINST SQ. FT.	YES/NO:	-	% OF WINDOW ALLOWED TO BE USED:	-		
SETBACK RESTRICTIONS:	PYLON:		DIRECTIONAL:			
PERMIT INFORMATION:	CONTACT:		AVERAGE PERMIT LEAD TIME:			
TEMPORARY SIGNAGE PERMIT INFORMATION:	PERMIT REQUIRED?		AVERAGE PERMIT LEAD TIME:		LENGTH OF TIME TEMPORARY SIGNAGE CAN BE INSTALLED	14 days 6x/year
OTHER	-					



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Title:	907 Emory Street	Revision:	B
Date:	6/29/21	Page:	4

LOCATION - E01
PROPOSED



TPRFALP16



Action:	Remove and replace
Sign Type:	TPRFALP16
Description:	Tenant Panel - Aluminum w/Push-thru - Illuminated
Repair Action:	Paint cabinet Truist Purple #1 2695 C, clean area
Signage Text:	Truist
Comments:	Match current construction and overall size.

EXISTING

Quantity:	1
-----------	---



Height:	1' - 0"	Available Height:	1' - 0"
Width:	12' - 0"	Available Width:	12' - 0"


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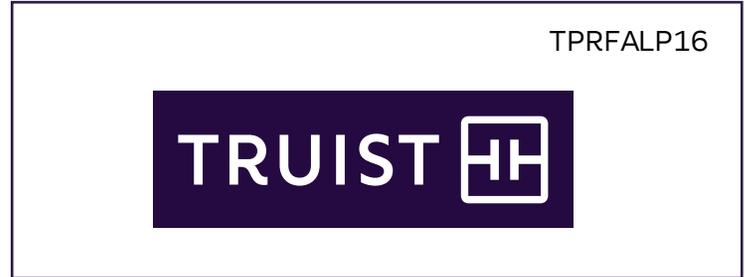
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Title:	907 Emory Street	Revision:	B
Date:	6/29/21	Page:	6

LOCATION - E02
PROPOSED



TPRFALP16

Action:	Remove and replace
Sign Type:	TPRFALP16
Description:	Tenant Panel - Aluminum w/Push-thru - Non-illuminated
Repair Action:	Paint cabinet Truist Purple #1 2695 C, clean area
Signage Text:	Truist
Comments:	Match current construction and overall size.

EXISTING	Quantity:	1
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Height:	1' - 0"	Available Height:	1' - 0"
Width:	12' - 0"	Available Width:	12' - 0"



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	Site ID:	155529	Drawn By:	GM
	Client:	Truist	Checked By:	-
	Project:	Re-brand	Scale:	Proportional
	Title:	907 Emory Street	Revision:	B
	Date:	6/29/21	Page:	7

LOCATION - E03
 PROPOSED



TPRFALP16

Action:	Remove and replace
Sign Type:	TPRFALP16
Description:	Tenant Panel - Aluminum w/Push-thru - illuminated
Repair Action:	Paint cabinet Truist Purple #1 2695 C, clean area
Signage Text:	Truist
Comments:	Match current construction and overall size.

EXISTING	Quantity:	1
----------	-----------	---



Height:	? - ?"	Available Height:	? - ?"
Width:	? - ?"	Available Width:	? - ?"


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LOCATION - E04
PROPOSED



INTERIOR BRANDED METAL- WRAP

Action:	Prepare and wrap
Sign Type:	Interior Branded Metal
Description:	Wrap with Truist purple vinyl
Repair Action:	Clean area
Signage Text:	N/A
Comments:	-



EXISTING	Quantity:	1
----------	-----------	---



Height:	N/A	Available Height:	N/A
Width:	N/A	Available Width:	N/A



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Date:	6/29/21	Page:	9

LOCATION - E05
PROPOSED



EXTERIOR BRANDED METAL- WRAP

Action:	Prepare and wrap
Sign Type:	Exterior Branded Metal
Description:	Wrap with Truist purple vinyl
Repair Action:	Clean area
Signage Text:	N/A
Comments:	-

EXISTING	Quantity:	1
----------	-----------	---



Height:	N/A	Available Height:	N/A
Width:	N/A	Available Width:	N/A

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ADDITIONAL PHOTOS




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Client:	Truist	Checked By:	-
Project:	Re-brand	Scale:	Proportional
Title:	907 Emory Street	Revision:	B
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Date: June 28, 2021

Re: Sign Authorization

To whom it may concern:

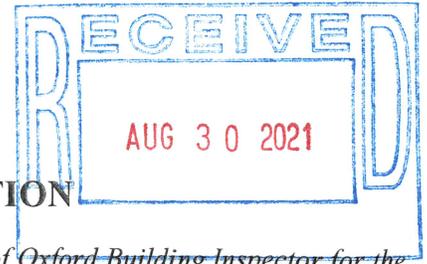
This letter, issued by Gossett Properties LLC, the owner of the property located at 907 Emory St., Oxford, GA 30054, hereby gives BB&T and SunTrust bank, now Truist authorization to complete the signage work per the approved Recommendation brand book.

Should you require any additional information, please contact our office at (770)787-1472.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert R. Fowler III". The signature is fluid and cursive, with a large, stylized initial "R" and "F".

Gossett Properties LLC
Robert R Fowler III



DEVELOPMENT PERMIT APPLICATION

This is NOT a Building Permit but, is a requirement for an application to the City of Oxford Building Inspector for the appropriate required Building Permit. All items must be completed, or marked N/A. See the attached Checklist. The completed form must be submitted 10 days before the next meeting of the Planning Commission.

GENERAL INFORMATION

Name of Applicant: Dennis Lundy Date of Application:
Address of Applicant: 1303 Asbury St Oxford Ga. 30054
Telephone # (s) of Applicant: 678-230-7629
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 1303 Asbury St
Owner of above location(s): Dennis Lundy
Name of General Contractor (if different from Applicant):

Type of work: [X] New building [] Addition [] Alteration [] Renovation [] Repair [] Moving
[] Land Disturbance [] Demolition [] Other

Type of dwelling: [] Single Family [] Multi-family [] Included Apartment Number of units: []

Briefly describe the proposed work: Installing utility shed. 12'x20'

Does the proposed work change the footprint (ground outline) of any existing structures? [] YES [X] NO

Does the proposed work add a structure(s)? [X] YES [] NO

List additions to: Heated Sq.ft. [] Unheated Sq.ft. [] Garage Sq.ft. [] New Sq.ft. 240'

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? [] Yes [X] No
(Map available from City Clerk)

ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District R-30

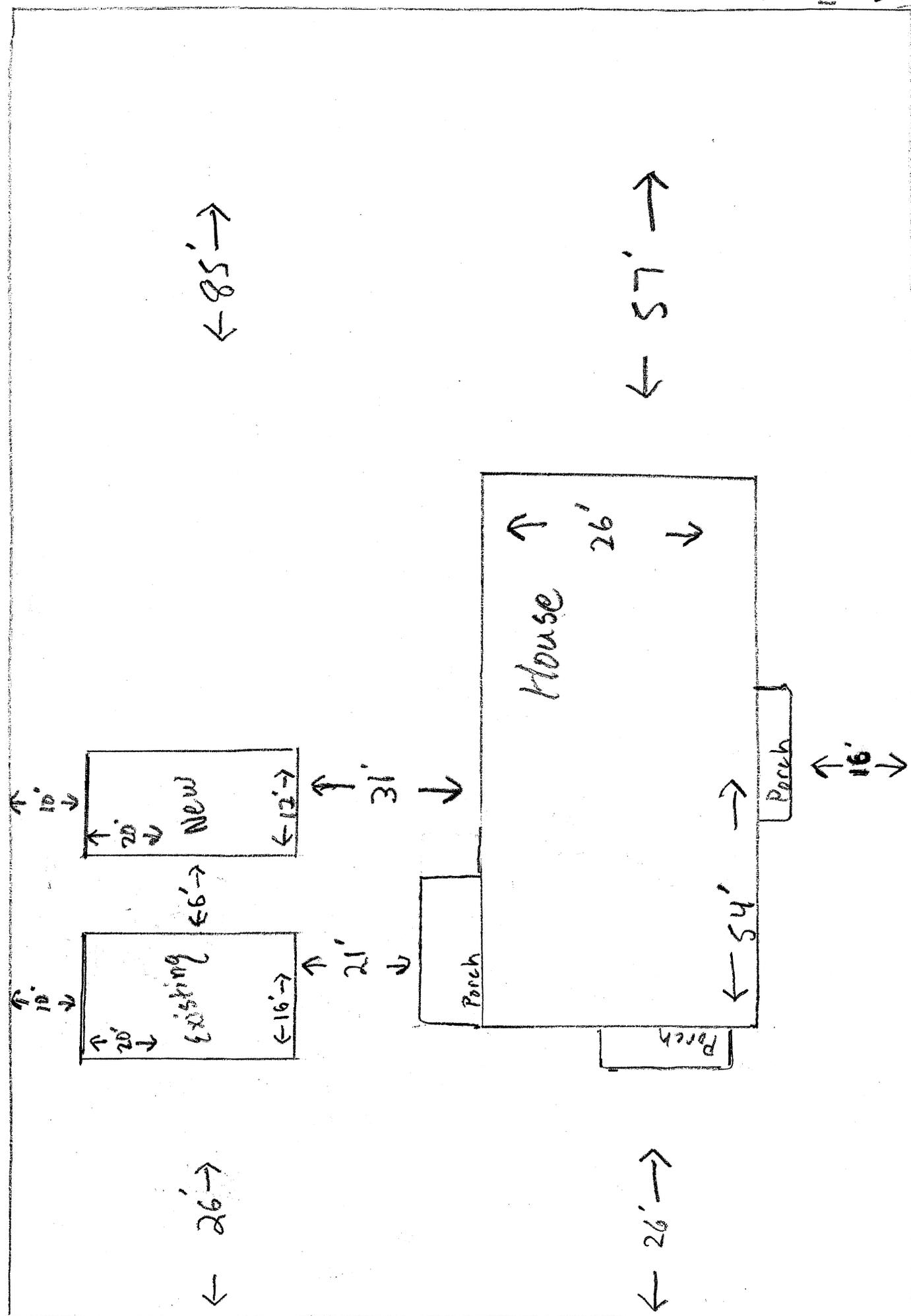
Setback Requirements:

Front setback NA ft. Side setback 10 ft. Rear setback 10 ft.

Minimum required lot width at building line [] ft.

MECHANICAL INFORMATION (if utility work is included in the proposed work)

- A) Sewerage: Is there a change? [] Yes [X] No [] City Sewer [] Septic If so, describe:
B) Water Supply: Is there a change? [] Yes [X] No [] City Water [] Well If so, describe:
C) Number of Restrooms (Commercial): Is there a change? [] Yes [X] No [] Full [] Half If so, describe:
D) Number of Baths (Residential): Is there a change? [] Yes [X] No [] Full [] Half If so, describe:
E) Heating: Is there a change? [] Yes [X] No [] Electric [] Gas [] Oil [] Propane [] Other If so, describe:
F) Electrical: [X] number of outlets



Zoning District
 R-30
 1303 Asbury St.
 ← 145' →
 54' city Property to street



conestogabuilders.com

INVOICE

Conestoga Builders, Inc.

1265 Access Road
Covington, GA 30014

Tel: 770-786-5711
Fax: 770-319-1922

Invoice: No RG-1506051

Invoice Date: June 5, 2015

Customer's Telephone Numbers:

Home (770) 786-0470

Work

Mobile

Fax

Sold To: Karen Lundy
109 West Bonnell St
Oxford GA Newton 30054
City State County Zip

Origination Approximate Week Scheduled to Build

Terms: CASH

Sales Lot 6/22/15 Deposit \$3,000.00 Balance \$2,199.00 Finance

Description of Services

Qty.	Price Ea.	Amount
1	5,199.00	\$5,199.00

Summerfield: 12'x20' Height with 8' Sidewalls with 10/12 roof pitch
 Metal Roof: Hawaiian Blue
 Roofing: 7/16" 4'x8' sheets of OSB 15# rolled felt
 Roof Rafters: 2"x6" on 24" centers
 4"x4" pressure treated beams on blocks (one cinder and one cap block)
 Floor Joists: Pressure treated 2"x6"
 Flooring: 3/4" PT plywood
 Louvered Gable Vents
 LP Smartside Siding, primed
 5' Double Barn Doors Woodlands design Exterior Hasp
 Single bottom plate, double top plates
 Wall Studs: SPF wood on 16" centers
 Eve Board: 2"x6" SPF wood front and sides, 2"x4" on back
 Trim Boards: 1"x4" primed wood Fascia Board: 1"x4" SPF all sides
 ramp 5x5
 18" work shelf

Email:

NOTE: Prices are TAX INCLUSIVE!

PAINTING: Caulking and painting are the responsibility of the customer, framing around barn door is unprimed.

Subtotal	5,199.00
TAX: 0%	0.00
Total	\$5,199.00

Conestoga Builders, Inc. appreciates your business!

SALE IS SUBJECT TO CORPORATE FINAL APPROVAL

Buyer agrees to pay the balance in full at the time of completion. By virtue of the buyer's signature, said buyer acknowledges and agrees to the terms set forth in the invoice, and/or the contract. Permits are customer responsibility. © 2013 Conestoga Builders Inc.

Signature

Date

X

6-5-15



DEVELOPMENT PERMIT APPLICATION

This is NOT a Building Permit but, is a requirement for an application to the City of Oxford Building Inspector for the appropriate required Building Permit. All items must be completed, or marked N/A. See the attached Checklist. The completed form must be submitted 10 days before the next meeting of the Planning Commission.

GENERAL INFORMATION

Name of Applicant: Kevin Simmons Date of Application: 8-16-21

Address of Applicant: 104 Emory Way Oxford GA 30054

Telephone # (s) of Applicant: 770.740.3758

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): _____

Owner of above location(s): _____

Name of General Contractor (if different from Applicant): _____

Type of work: New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other

Type of dwelling: Single Family Multi-family Included Apartment Number of units: _____

Briefly describe the proposed work: Moveable Metal Frame Building

Does the proposed work change the footprint (ground outline) of any existing structures? YES NO

Does the proposed work add a structure(s)? YES NO

List additions to: Heated Sq.ft. _____ Unheated Sq.ft. _____ Garage Sq.ft. _____ New Sq.ft. 20'x20'

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
(Map available from City Clerk)

ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District _____

Setback Requirements:

Front setback _____ ft. Side setback _____ ft. Rear setback _____ ft.

Minimum required lot width at building line _____ ft.

MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change? Yes No City Sewer Septic If so, describe: _____

B) Water Supply: Is there a change? Yes No City Water Well If so, describe: _____

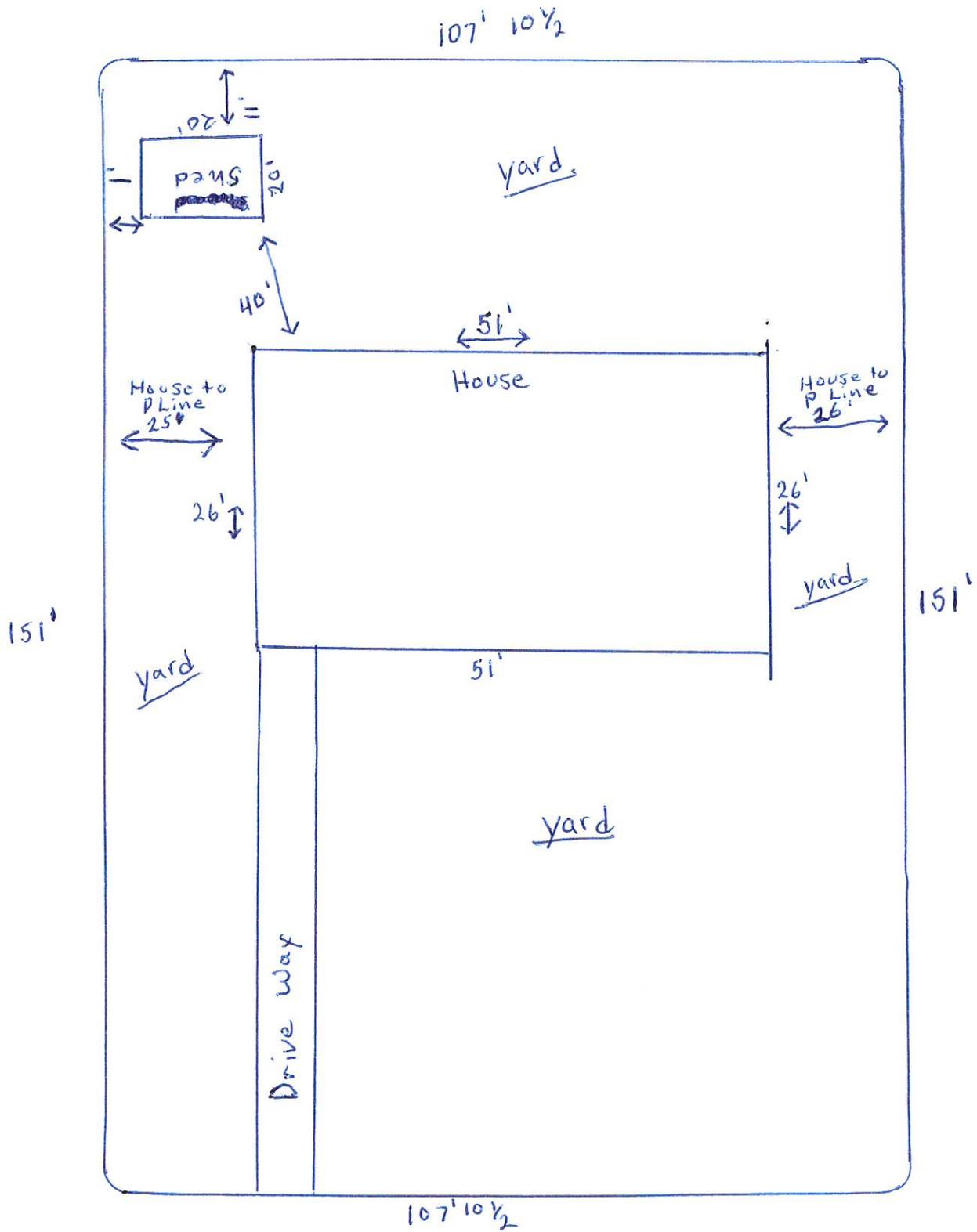
C) Number of Restrooms (Commercial): Is there a change? Yes No Full Half If so, describe: _____

D) Number of Baths (Residential): Is there a change? Yes No Full Half If so, describe: _____

E) Heating: Is there a change? Yes No Electric Gas Oil Propane Other If so, describe: _____

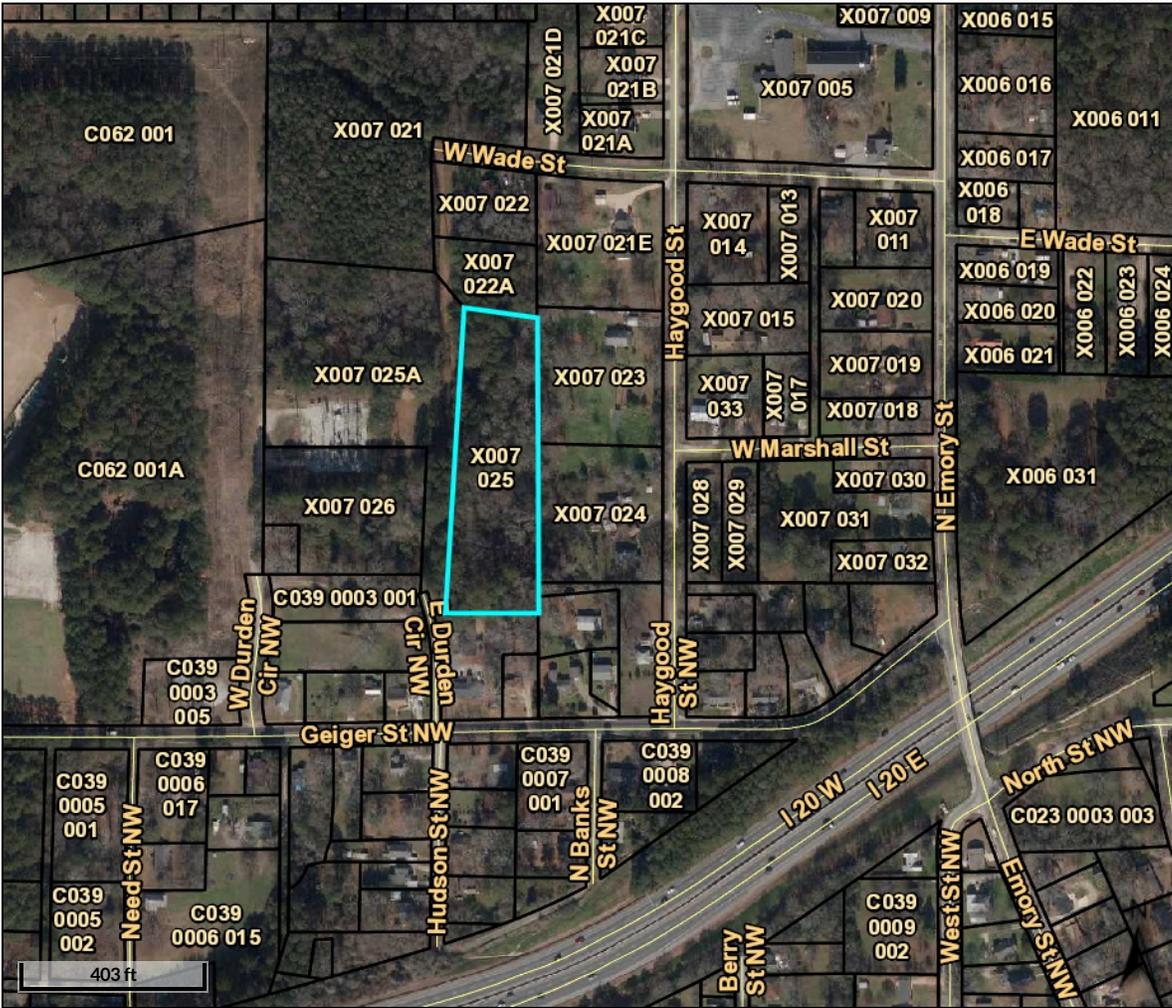
F) Electrical: NA number of outlets

Kevin Simmons



104

Emory Way



Overview



Legend

- Parcels
- Roads

Parcel ID	X00700000025000	Owner	AIKEN ANTHONY L	Last 2 Sales			
Class Code	Residential		7130 GEIGER ST	Date	Price	Reason	Qual
Taxing District	OXFORD		COVINGTON, GA 30014	9/19/2002	\$20000	FM	Q
	COVINGTON	Physical Address	DURDEN CIR	n/a	0	n/a	n/a
Acres	2.73	Assessed Value	Value \$19500				

(Note: Not to be used on legal documents)

Date created: 8/11/2021

Last Data Uploaded: 8/11/2021 4:34:55 AM

Developed by Schneider GEOSPATIAL

Sec. 40-575. Nonconforming use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which the use is located, except as otherwise provided in this section.

- (1) *Change of use.* A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
- (2) *Discontinuance or abandonment.* A nonconforming use shall not be re-established after discontinuance or abandonment for one year. Vacancy or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If a business registration is required for the nonconforming use and the business registration pertaining to the use has lapsed for more than six months, the lapse of business registration shall constitute discontinuance.
- (3) *Expansion.* A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, except for a use which complies with the zoning district in which the use is located.
- (4) *Repair.* A nonconforming use shall not be rebuilt, altered or repaired after damage exceeding 50 percent of its replacement cost at the time of damage as determined by the Building Inspector, except when following a casualty event or for a use which conforms with the zoning district in which the use is located, and provided such rebuilding, alteration or repair is completed within one year of such damage. Minor improvements to and repair of a nonconforming structure, as determined by the Zoning Administrator, are permitted. Refer to § 40-841 for minor improvement requirements and considerations.
- (5) Significant modification or improvement. When the cost of improvements and/or modifications to a nonconforming structure within a consecutive 12-month period will exceed 50% of the fair market value of the existing structure, the entire structure shall be brought into conformance. The 12-month period and cost thresholds shall be determined by the Zoning Administrator. Refer to § 40-578 for permitted exceptions.

(Code 1997, § 40-803; Ord. of 2-6-2012, § 1(40-803))

Sec. 40-841. Development permit.

- (a) *Required.* A development permit shall be required for any proposed use of lands or buildings, and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code. Such development activities include, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property.
- (b) *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
 - (1) Application on the form furnished by the Zoning Administrator.
 - (2) A fee as established by resolution of the City Council.
 - (3) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of chapter 36). Approval of a development permit containing information and requirements of article VI of chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of chapter 14). Approval of a development permit containing information and requirements of article II of chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of chapter 14) unless specifically exempted by the Zoning Administrator from the submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.
 - (8) Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of chapter 14).
 - (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter 38) as well as Tree Maintenance Guidelines and Standards as applicable.
 - (10) For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.

- (e) *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.
- (f) *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.
- (g) *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.
- (h) *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.
- (i) *Issuance.* All development permits shall be issued by the Planning Commission, except in the case of a minor improvement. ~~I who shall~~ in no case ~~grant~~ shall any development permit ~~be granted~~ for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission or Zoning Administrator.
- (1) Development permits for minor improvements, as determined by the Zoning Administrator, shall be issued by the Zoning Administrator. Examples of minor improvements include, but are not limited to: painting or roof replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); minor interior renovations or installations, e.g. replacing or installing new cabinets, countertops, appliances or floor coverings; existing driveway repair or resurfacing; installation or repair of backyard sheds (at least two (2) feet from the setback) or rear-yard fencing; temporary sign installation; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (j) *Denial.* If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.

(k) *Duration of validity.*

(1) A development permit shall expire two years after its issuance, subject to the following provisions:

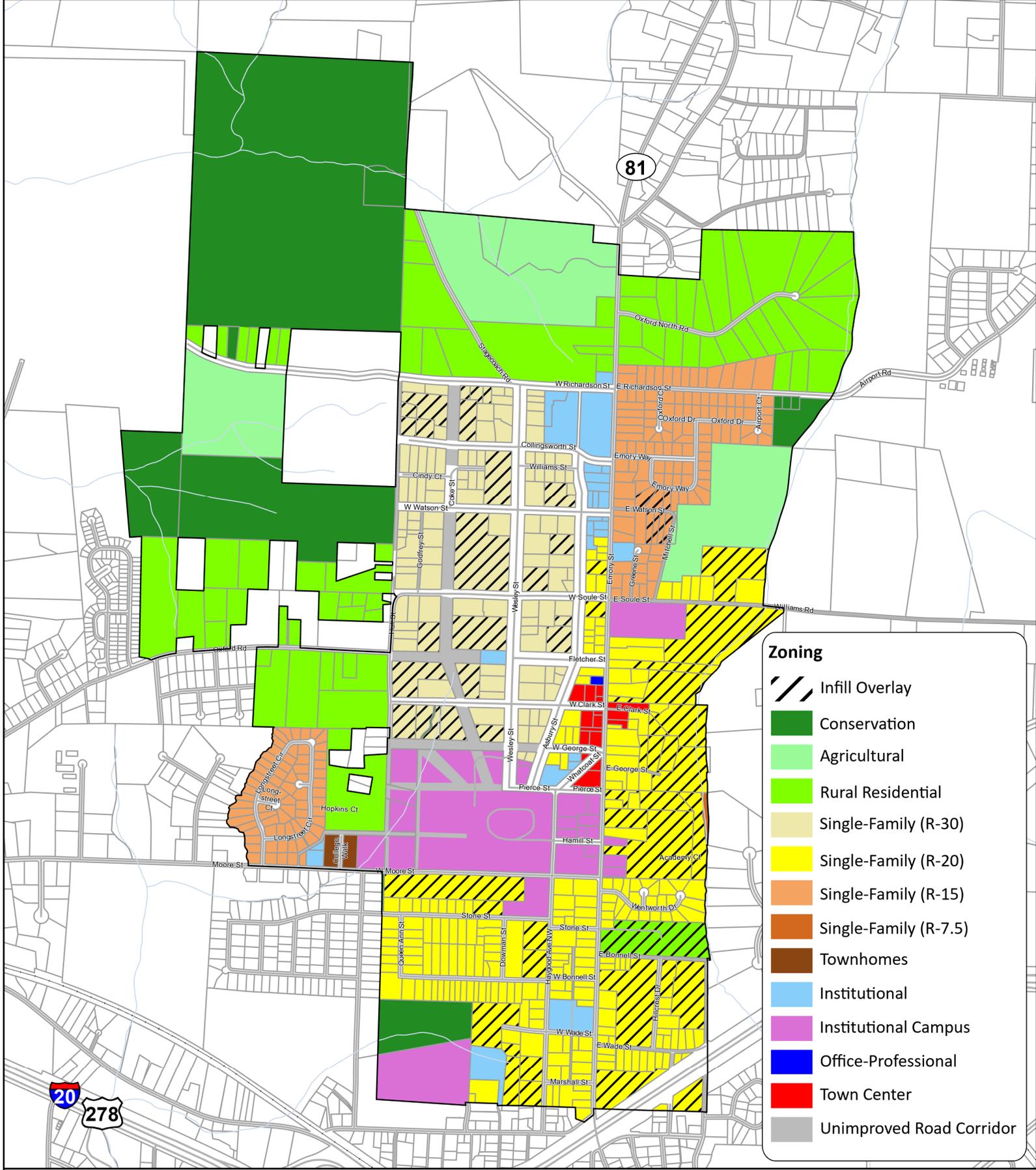
- a. If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
- b. If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.

(2) Application processes shall begin anew for any expired development permit.

(l) *Suspension or revocation.* The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

(Code 1997, § 40-1201; Ord. of 2-6-2012, § 1(40-1201))

Oxford, GA Zoning Map (Revised July 8, 2021)



Zoning

- Infill Overlay
- Conservation
- Agricultural
- Rural Residential
- Single-Family (R-30)
- Single-Family (R-20)
- Single-Family (R-15)
- Single-Family (R-7.5)
- Townhomes
- Institutional
- Institutional Campus
- Office-Professional
- Town Center
- Unimproved Road Corridor

- Streams
- Parcels
- Oxford City Limits

