

**OXFORD MAYOR AND COUNCIL
REGULAR SESSION
MARCH 3, 2025 – 7:00 P.M.
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
A G E N D A**

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the March 3, 2025 Mayor and Council Regular Meeting.**
3. **Consent Agenda:**
 - a. *Minutes of the Public Hearing on February 3, 2025
 - b. *Minutes of the City Council Regular Session on February 3, 2025
 - c. *Minutes of the Public Hearing at 10:00 a.m. February 17, 2025
 - d. *Minutes of the Public Hearing at 6:00 p.m. February 17, 2025
 - e. *Minutes of the City Council Special Called Regular Session on February 17, 2025
 - f. *Minutes of the City Council Work Session on February 17, 2025
4. **Mayor’s Report:** Please see memo regarding HB 581 changes to tax payer notification for millage rates.
5. **Citizen Concerns:**
6. ***Proposal from TSW for Planning Services:** During the Council Retreat the City Manager was directed to find a path to update the City’s Planning, Development, and Zoning Code to meet the likely development pressures along Oxford Road and Airport Road. Mr. Caleb Racicot and Ms. Allison Stewart-Harris (TSW) took the comments from the work session and have revised their proposal. They have refocused the first step to look at likely development outcomes under the current code at specific sites. These sites will be used as test cases to show where policy and code are currently lacking and would not lead to the development the community desires. Additionally, this exercise would provide alternatives development outcomes to consider and the policies and code necessary to allow for these more desired outcomes.
7. ***Approval of a Revised Resolution Pledging the Matching Funds for the 2025 CDBG Application for Water Line Replacement:** At our last Regular Meeting the Council approved the minimum required match for a \$750,000 grant application which is \$22,500. The City currently has \$250,000 set aside in the FY 2025 Capital Improvement Plan for water line replacement. Since that vote there have come to light two changes we need to consider. First, the project is now estimated to cost \$2,356,600. Therefore, the NEGRC is recommending we use our full \$250,000 as a match and submit this application with the understanding that to fund the full project, we would either need to commit more city funds, apply for a GEFA loan, or scale back the project.

8. ***Invoices:** Council will review the city's recently paid invoices over \$1,000.
9. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

10. Adjourn

*Attachments



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
OXFORD CITY HALL
MONDAY, FEBRUARY 3, 2025
PUBLIC HEARING
STATEWIDE ADJUSTED BASE YEAR AD VALOREM HOMESTEAD EXEMPTION
DRAFT

PRESENT: Mayor David Eady, Councilmembers Jim Windham, Mike Ready, Erik Oliver, City Attorney David Strickland, Deputy Clerk Stacey Mullen

OTHERS PRESENT: Jody Graichen, Northeast Georgia Regional Commission

The purpose of the public hearing was to obtain comments and questions regarding the City of Oxford's pending decision of whether to opt out of the statewide adjusted base ad valorem homestead exemption.

The public hearing was called to order at 6:30 pm by Mayor Eady. Mayor Eady called for written and oral comments from the public. Hearing none, he adjourned the meeting at 6:45 pm.

Respectfully Submitted,

Stacey Mullen
Deputy City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, FEBRUARY 3, 2025 – 7:00 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
Laura McCanless – Councilmember
Mike Ready – Councilmember
Erik Oliver – Councilmember
George Holt – Councilmember
Jim Windham – Councilmember

ELECTED OFFICIALS NOT PRESENT:

Jeff Wearing – Councilmember

APPOINTED/STAFF PRESENT:

Stacey Mullen – Deputy City Clerk
Jody Reid – Supervisor of Utilities/Maintenance
Mark Anglin – Police Chief
David Strickland – City Attorney

OTHERS PRESENT: Nick Cole, Kip Hart

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Erik Oliver made a motion to accept the agenda for the February 3, 2025 Mayor and Council Regular Meeting. Mike Ready seconded the motion. The motion was approved unanimously (6/0).** (Attachment A)
3. Laura McCanless was sworn in by Mayor Eady.
4. **Laura McCanless made a motion to approve the Consent Agenda. Mike Ready seconded the motion. The motion was approved unanimously (6/0)**
5. **Mayor's Report** – covered in agenda.
6. **Citizen Concerns**
Nick Cole complimented the City on the new tree plantings on the trails.
Erik Oliver announced the upcoming annual meeting of the Oxford Historical Society.

7. **Emory Street Stormwater Improvements (Attachment C)**

Laura McCanless made a motion to approve the plan submitted by Keck & Wood to address stormwater issues at the corner of E. Wade Street and Emory Street. Jim Windham seconded the motion. The motion was approved unanimously (6/0).

8. **Task Order for Pedestrian Lighting on Whatcoat Street (Attachment D)**

Mike Ready made a motion to approve the Task Order from AtkinsRealis. Erik Oliver seconded the motion.

Discussion:

Laura McCanless requested to amend the motion to put the lighting on the East side of Whatcoat Street to avoid destroying the trees on the West side. Erik Oliver stated the current lighting is on the other side of the sidewalk from where the trees are on the West side. Ms. McCanless agreed that putting the lighting in the same location would probably not destroy the trees. She asked that the requirements state that the trees would be protected. Erik Oliver suggested requiring boring rather than trenching for the work. Mayor Eady agreed to cover these requirements with Bill Andrew.

Mike Ready amended the motion to direct AtkinsRealis to include tree protection steps in their design, including boring instead of trenching to protect the root systems. Erik Oliver seconded the motion. The motion carried (5/1) with Jim Windham voting Nay.

9. **Underground Electric Service Line on E. Watson Street (Attachment E)**

Discussion:

George Holt asked what the cost of materials would be that would have to be paid by the City. Jody Reid indicated that about 80% of the materials are already in inventory. The additional materials required will cost about \$6,000. Mayor Eady added that the service line will serve multiple homes on E. Watson Street.

Erik Oliver made a motion to award the contract for completion of the work to Over and Under Contractors, Inc. for \$12,424.68. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

10. **2025 CDBG Application Resolution (Attachment F)**

Laura McCanless made a motion to approve the resolution pledging matching funds in the amount of \$22,500 for the 2025 CDBG application. Erik Oliver seconded the motion. The motion was approved unanimously (6/0).

11. **Invoices (Attachment I)**

The City Council reviewed invoices paid for \$1,000 or more in the month of January 2025.

12. **Executive Session**

None.

13. Adjourn

Jim Windham made a motion to adjourn at 7:30 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

Respectfully Submitted,

Stacey Mullen
Deputy City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
OXFORD CITY HALL
MONDAY, FEBUARY 17, 2025, 10:00 am
PUBLIC HEARING
STATEWIDE ADJUSTED BASE YEAR AD VALOREM HOMESTEAD EXEMPTION
DRAFT**

PRESENT: Councilmember Jeff Wearing, City Manager Bill Andrew

OTHERS PRESENT: None

The purpose of the public hearing was to obtain comments and questions regarding the City of Oxford's pending decision of whether to opt out of the statewide adjusted base ad valorem homestead exemption.

The public hearing was called to order at 10:00 am by Bill Andrew. Mr. Andrew reviewed the spreadsheets prepared by Newton County Chief Appraiser Martie Kinard to illustrate the potential impact of HB 581 to the City of Oxford's budget. Mr. Wearing and Mr. Andrew discussed this potential impact and the development patterns and real estate market in Newton County. No other comments or presentation were made and the Public Hearing was closed at 10:30 AM.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
OXFORD CITY HALL
MONDAY, FEBUARY 17, 2025, 6:00 pm
PUBLIC HEARING
STATEWIDE ADJUSTED BASE YEAR AD VALOREM HOMESTEAD EXEMPTION
DRAFT**

PRESENT: Mayor David Eady, Councilmembers George Holt, Jeff Wearing, Mike Ready, Laura McCanless, City Manager Bill Andrew, City Clerk/Treasurer Marcia Brooks, Police Chief Mark Anglin

OTHERS PRESENT: Art Vinson, Laurie Vinson, Nick Cole, Kate Verity (Covington News)

The purpose of the public hearing was to obtain comments and questions regarding the City of Oxford's pending decision of whether to opt out of the statewide adjusted base ad valorem homestead exemption.

The public hearing was called to order at 6:00 pm by Mayor David Eady. Mayor Eady and Bill Andrew summarized the issues and anticipated impacts. Mayor Eady asked if anyone attending had oral or written comments.

Comments:

Nick Cole – No one likes taxes, but he understands the City must pay the bills to maintain services.

Art Vinson – Asked for clarification on the FLOST penny tax for Newton County.

Kate Verity – Commented on rumors regarding Social Circle planning to opt out.

Councilmember Laura McCanless discussed the possible change to adopt a minimum of five acres in HB 92, which is being considered in the State legislature this year as a cleanup bill.

The Public Hearing was closed at 6:28 pm.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
SPECIAL CALLED MEETING
WEDNESDAY, FEBRUARY 17, 2025 – 6:30 PM
OXFORD CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady - Mayor
Jim Windham – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Erik Oliver – Councilmember
George Holt – Councilmember
Jeff Wearing – Councilmember

STAFF PRESENT:

Bill Andrew – City Manager
Marcia Brooks – City Clerk/Treasurer
Mark Anglin – Police Chief
David Strickland – City Attorney

OTHERS PRESENT: Mike Hopkins (NCWSA), Kate Verity (Covington News), Art Vinson, Laurie Vinson, Nick Cole.

Agenda (Attachment A)

1. The meeting was called to order by the Honorable David Eady, Mayor.
2. **Laura McCanless made a motion to accept the agenda for the February 17, 2025 Special Called Meeting. Mike Ready seconded the motion. The motion was approved unanimously (7/0).** (Attachment A)
3. **Mayor's Report**
None.
4. **Citizen Concerns**
None.
5. **House Bill 581 Resolution to Opt Out of the Statewide Floating Homestead Exemption** (Attachment B)
Mike Ready made a motion to approve the House Bill 581 Resolution to Opt Out of the Statewide Floating Homestead Exemption. Laura McCanless seconded the motion.

Discussion:

Erik Oliver asked Mayor Eady for his opinion. Mayor Eady stated that he believes in home rule and feels that the City should be able to manage its property tax revenue based on market factors. He also stated that the City can provide relief to citizens and incentivize home ownership while still maintaining its ability to meet its financial obligations. He is in favor of opting out.

George Holt stated that everything Mayor Eady said can be done if the City opts in. Mayor Eady stated that opting in would impose an artificial restriction on the City's ability to receive revenue through property taxes.

Laura McCanless understands why Covington and Porterdale feel comfortable considering opting in since they have many commercial properties to help buffer the effect. If the new legislation imposes a 5-acre minimum on properties, no one in Oxford would benefit from opting in.

Jim Windham stated that this law appears to be a return to the 1950s and 1960s when properties were taxed at the amount they were purchased for. He believes it is one more thing the State wants to take out of the control of the cities.

Jeff Wearing expressed his opposition to State control of cities.

Erik Oliver stated he feels ambivalent about the issue but will support his fellow Council members.

The motion carried (6/1) with George Holt voting Nay.

6. Other Business

None.

7. Executive Session

None

8. Adjourn

Jim Windham made a motion to adjourn at 6:38 p.m. Jeff Wearing seconded the motion. The motion was approved unanimously (7/0).

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 17, 2025 – 6:40 PM
CITY HALL
DRAFT**

ELECTED OFFICIALS PRESENT:

David Eady - Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Laura McCanless – Councilmember
Jeff Wearing – Councilmember
Mike Ready – Councilmember
Erik Oliver – Councilmember

STAFF PRESENT:

Marcia Brooks –City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief
David Strickland – City Attorney

OTHERS PRESENT: Mike Hopkins (NCWSA), Caleb Racicot (TSW), Nick Cole, Art Vinson, Laurie Vinson, Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

Mayor Eady announced the Arbor Day event scheduled for February 22, 2025 at City Hall. He also announced that former Oxford City Councilmember Terry Smith passed away on Sunday, February 9, 2025.

2. Mike Hopkins, Executive Director of NCWSA

Mr. Hopkins expressed his appreciation to the City Council for allowing Mr. Smith to continue his service to the NCWSA board through January of this year. He welcomed Mike Ready to the board.

3. Committee Reports

Mayor Eady asked if there was any opposition to foregoing Committee reports. He and Laura McCanless did provide an update regarding the TAG grants and the Georgia Releaf Grant. Funds are currently frozen with those grants due to the President’s Executive Orders. Laura McCanless and Jim Windham expressed concern about the projects the City currently has planned, and suggested looking closely at the City’s exposure. Mayor Eady stated that the only exposure the City currently has is about \$40,000 from the TAG and Releaf grants where money has

already been spent and is owed to the City. It is his understanding that all other grants the City has are still on track, but Bill Andrew will verify this on the next business day.

4. **Proposal from TSW** (Appendix B)

Caleb Racicot with TSW reviewed the company's proposal to the City of Oxford to update the City's Planning, Development, and Zoning Codes.

Mike Ready – when is the Planning Commission engaged?

Mr. Racicot – step 1.

Laura McCanless – what is the timeline for completion of the entire process?

Mr. Racicot - step 1 around four months. Code rewrite can start running concurrently with step 1 for urgent issues. Full completion around six-seven months. It depends partly on the complexity of the rewrites.

Ms. McCanless – Would like the Planning Commission involved in urgent rewrites because they are very familiar with the changes most needed.

Erik Oliver – There has been very little development in Oxford in the past twenty years other than on campus. However, external pressures are impacting Oxford more. He does not agree that Oxford lacks vision. The City Council has a good sense of Oxford's vision, individually and collectively. What is needed is a review of the subdivision ordinances. Another full charette is not needed.

Jeff Wearing – what are the company's plans for Oxford?

Mr. Racicot – focus on edge conditions, annexing requests and opportunities.

Jim Windham – is concerned about mitigating activities that negatively impact wildlife within the City. He has reservations about additional trails for this reason.

Jeff Wearing – does the company incorporate sustainability initiatives?

Mr. Racicot – they look at everything through a lens of sustainability. They would like more details before committing to specific aspects of sustainability. Laura McCanless emphasized that any efforts to update our code needs to have a serious emphasis on sustainability.

Mayor Eady stated there is not consensus even within the City Council on vision, so that needs to be worked on, and the first step in the proposal is a good way to do that. He also wants to start immediately on the urgent code change needs. This is also a good opportunity to engage Emory University about the properties they own in the City.

Bill Andrew will work with TSW to revise the proposal and get a contract drafted for the City Council's review. Funds will need to be identified to pay for this work, as it was not included in the FY 2025 budget.

5. **Arbor Day Proclamation for 2025** (Appendix C)

Mayor Eady will sign the proclamation for the event Saturday.

6. **Proposed Enhancements for Asbury Street Park** (Appendix D)

Erik Oliver presented his recommendations for Asbury Street Park enhancements for the playground area, benches/shade structures, and sound issues in the pavilion.

The City Council liked the plans for the playground area and recommended getting quotes for this work. He recommends working on the requirements for the shade additions and sound buffer for the pavilion during the remainder of FY 2025 and postponing the actual construction on them until FY 2026.

7. **Discussion of White Oaks** (Attachment E)

Shades of Green Permaculture asked the City Council to reconsider their decision not to have white oaks as part of the City Hall Landscape Plan because of the space they will eventually take up. Shades of Green has already purchased them, and they will be wasted if not used at Oxford.

Laura McCanless is not sure why they purchased them. She suggests tracing back through the communication to see where the miscommunication was. Several Councilmembers recalled specifically saying the plan should not include white oaks. However, it is not known if that was clearly communicated to them. If not, some alternate locations could be identified for the two trees.

8. **Review FY 2026 Budget Schedule** (Attachment F)

The City Council agreed to the dates listed in the FY 2026 Budget Schedule.

9. **Update on Old Church Facilities Improvements**

Jim Windham recommended going forward with a smart thermostat and locks, and possibly some cameras. Bill Andrew stated these items will require wi-fi connectivity.

Erik Oliver stated that someone needs to take on the responsibility for showing the space, maintaining a calendar, locking and unlocking the building, etc. If no third party is willing to do it, the responsibility will fall on staff. There was some discussion as to whether they should be paid as contractors or as employees, and what type of compensation would be available. Mayor Eady recommended that they work as employees so that they will be indemnified by the City.

The Councilmembers wanted to postpone any major expenditures on Old Church at least until FY 2026. Marcia Brooks and Bill Andrew will discuss the issues and share the opportunity with her staff.

10. **Other Business**

- a. July 4th parade – Mike Ready requested that the Mayor's comments at Asbury Street Park start earlier. There is currently too much down time between the end of the parade and the Mayor's comments.

11. Work Session Meeting Review

12. Executive Session

Jeff Wearing made a motion to enter Executive Session at 8:58 p.m. to discuss real estate matters. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

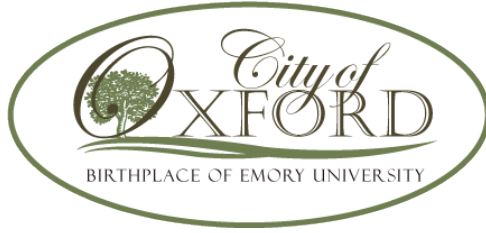
Jeff Wearing made a motion to exit Executive Session at 9:09 p.m. Laura McCanless seconded the motion. The motion was approved unanimously (7/0).

13. Adjourn

Mayor Eady adjourned the meeting at 9:09 p.m.

Respectfully Submitted,

Marcia Brooks
City Clerk/Treasurer



Memorandum

To: Mayor and City Council
From: Bill Andrew, City Manager
Date: February 27, 2025

RE: Millage Rate Notification – New Requirements from HB 581

Mrs. Martie Kinard, Newton County Chief Appraiser, recently met with all the local governments to explain that the County needs to know our intentions with the 2025 millage rate for FY 2026. Due to HB 581, the County is required to give earlier notice to taxpayers on the proposed millage rates for each taxing authority. The law now requires notice of an “estimated rollback rate” and it is required to be mailed out on the County’s annual assessment notice and is replacing the estimated taxes due that everyone has typically seen in the past.

Mrs. Kinard notes that she has a soft deadline for this information by March 14 and a hard deadline by March 30. By discussing this issue at our Regular Meeting on March 3rd, we can determine if we need to have a Special Called Meeting to vote at our Work Session on March 17. If the Council prefers to have an agreement by acclamation, that may also be acceptable. As this is an important issue, staff wanted to afford as much time as possible for consideration.

It is important to note the values listed in the attached spreadsheet are only an estimate. If we have a particular revenue target in mind, we may want to set the millage rate estimate higher and then adjust it lower as we receive more complete information. If we were to leave the millage rate at the current 5.444 mills, then the estimated tax increase would be 9.14%. The main concern would be if the estimate was lower than what was necessary to hit budget targets and required a higher millage rate, then the Tax Commissioner would have to put specific verbiage on the tax bill stating it was higher than what was stated on the annual assessment notice.

For reference, our audits indicate the following revenue from Property Taxes:

2025 – \$ 216,314 currently collected
2024 – \$ 184,657 estimate
2023 – \$ 146,154
2022 – \$ 123,184
2021 – \$ 135,958
2020 – \$ 119,511

For FY 2026, if we leave the millage at 5.444 you would generate approximately \$275,499. The rollback to 4.988 mills (less 9.14%) would generate approximately \$252,423.

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2025

COUNTY: **NEWTON** TAXING JURISDICTION: **ESTIMATED OXFORD 02-24-2025**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2024 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2025 DIGEST
REAL	49,172,428	4,240,608	405,230	53,818,266
PERSONAL	243,441		(33,069)	210,372
MOTOR VEHICLES	377,300		0	377,300
MOBILE HOMES	480		0	480
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	1,702		0	1,702
GROSS DIGEST	49,795,351	4,240,608	372,161	54,408,120
EXEMPTIONS	3,686,135		116,464	3,802,599
NET DIGEST	46,109,216	4,240,608	255,697	50,605,521
	(PYD)	(RVA)	(NAG)	(CYD)
2024 MILLAGE RATE:	5.444		2025 MILLAGE RATE:	5.444

CALCULATION OF ROLLBACK RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2024 Net Digest	PYD	46,109,216	
Net Value Added-Reassessment of Existing Real Property	RVA	4,240,608	
Other Net Changes to Taxable Digest	NAG	255,697	
2025 Net Digest	CYD	50,605,521	(PYD+RVA+NAG)
2024 Millage Rate	PYM	5.444	PYM
Millage Equivalent of Reassessed Value Added	ME	0.456	(RVA/CYD) * PYM
Rollback Millage Rate for 2025	RR - ROLLBACK RATE	4.988	PYM - ME

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2025 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	4.988
	2025 Millage Rate	5.444
	Percentage Tax Increase	9.14%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

 Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2025 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2025 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

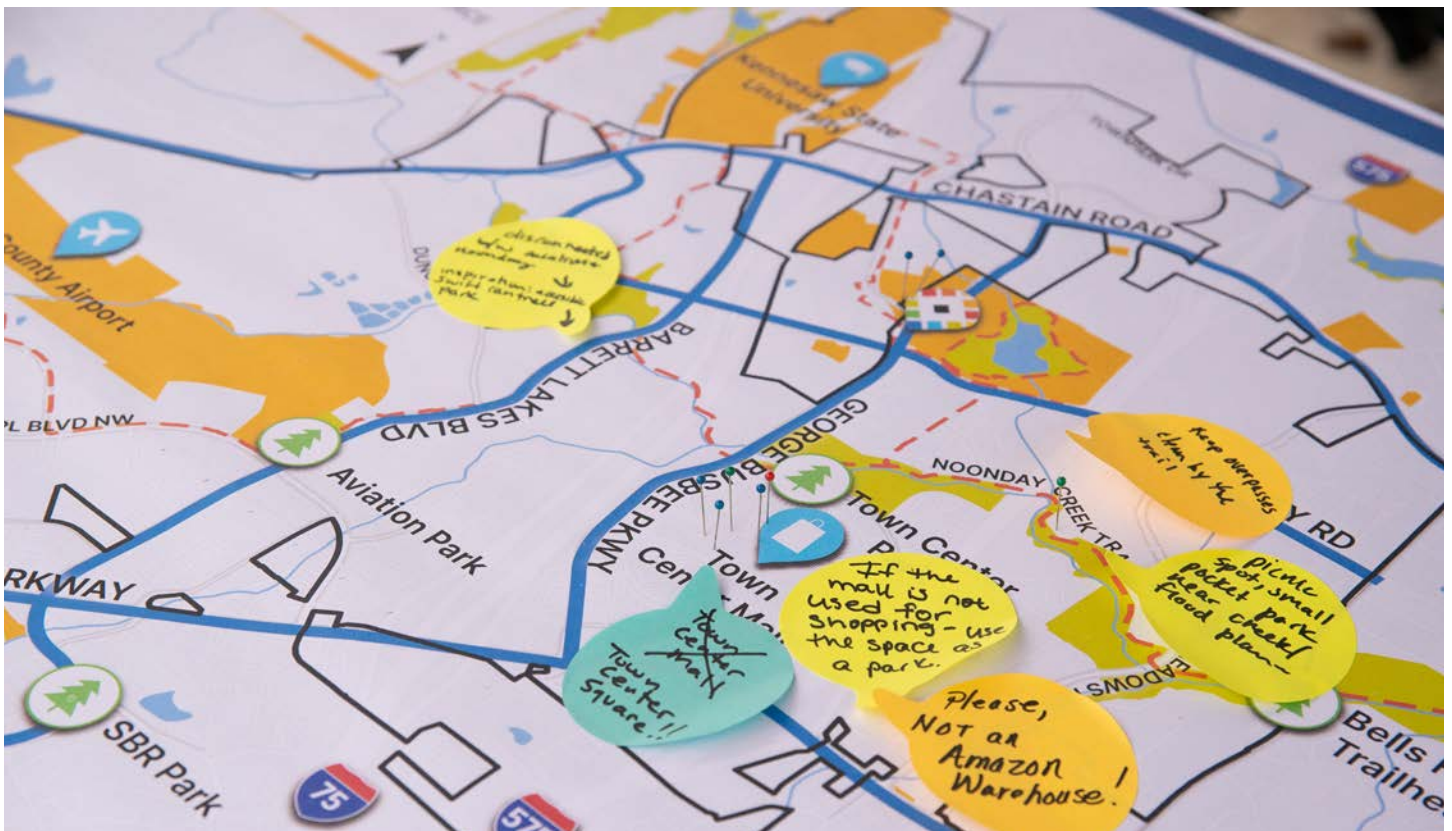
If the final millage rate set by the authority of the taxing jurisdiction for tax year 2025 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2025 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

 Responsible Party Title Date

REVISED PROPOSAL - February 2025

City of Oxford Planning Services



SUBMITTED BY:

TSW

Primary Contact: Allison Stewart-Harris, AICP

1447 Peachtree Street NE, Suite 850

Atlanta, GA 30309

Main: 404.873.6730

Direct: 470.751.2420

Email: astewart-harris@tsw-design.com

Web: www.tsw-design.com



February 27, 2025

Mr. Bill Andrew
City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

Dear Mr. Andrew:

Thank you for the opportunity to provide a revised proposal to the City of Oxford. We are pleased to offer our planning services to your community.

Enclosed you will find our recommended approach and cost proposal for working with the City to address its existing planning and development challenges, with a more focused look at the code and likely development outcomes.

If you have any questions, please do not hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allison Stewart-Harris".

Allison Stewart-Harris, AICP
Associate Principal

1. About Us

TSW

For over 30 years, we have been proud to create award-winning designs that embody the principles of livable communities: walkability, sense of place, compelling public spaces, human-scaled buildings, and connectivity. We are involved in all stages of placemaking, including outreach, visioning, coding, public and private planning, architecture, and streetscape design, and are gratified to see many of our projects move from concept to completion in a range of diverse locations throughout the Southeast, around the United States, and internationally.

TSW's personnel includes 48 full-time employees, several of whom work in multiple studios. Our staff members include:

- 22 planners (13 with AICP accreditation)
- 11 registered landscape architects
- 5 landscape designers
- 1 transportation engineer
- 4 registered architects
- 6 project architect designers
- 8 LEED Accredited Professionals
- 2 administrative employees

Croy Engineering

Croy is an award-winning, consulting firm based in Georgia. Croy offers a diversified range of capabilities in various fields, including planning, municipal utility design, transportation, traffic engineering, parks and recreation, and environmental services. Croy's more than 100-person firm is headquartered in Marietta, Ga. with additional offices in Chattanooga, Tenn. and Huntsville, Ala. TSW worked with Croy recently on the Henry County Comprehensive Plan, which linked future land use and development potential to wastewater capacity across the County's multiple basins.

Codes & Zoning Experience

TSW has completed dozens of coding efforts, including mixed-use codes, neighborhood codes, downtown district codes, project specific codes, and SmartCodes, working for a range of clients from local governments to private developers. Below is a list of TSW's recent code and comprehensive planning experience.

Zoning Ordinances & Unified Development Codes

- Atlanta Zoning Ordinance Rewrite: Atlanta, GA (ongoing)
- Berkeley Lake Unified Development Code: Berkeley Lake, GA (ongoing)
- Braselton Development Code Update: Braselton, GA
- Chattahoochee Hills Unified Development Code: Chattahoochee Hills, GA
- Decatur Unified Development Ordinance: Decatur, GA
- Dunwoody Unified Development Ordinance: Dunwoody, GA (ongoing)
- Gainesville Unified Land Development Code: Gainesville, GA
- Glynn County Zoning and Subdivision Ordinances: Glynn County, GA
- Hall County Unified Development Code: Hall County, GA
- Hampton Zoning Ordinance: Hampton, GA
- Henry Unified Development Ordinance: Henry County, GA (ongoing)
- Hochatown Zoning Ordinance: Hochatown, OK (ongoing)
- Milton Unified Development Code: Milton, GA
- Roswell Unified Development Code: Roswell, GA
- Snellville Unified Development Ordinance: Snellville, GA
- Statesboro Unified Development Code: Statesboro, GA

Specialized & Small Area Codes or Guidelines

- Creek Central Creek District Design Standards: Goose Creek, SC
- Downtown and Northpoint Codes: Alpharetta, GA
- Dunwoody Sign Ordinance: Dunwoody, GA
- Forsyth County Residential Design Standards: Forsyth County, GA
- Gwinnett Unified Development Ordinance Code Updates: Gwinnett County, GA
- Hapeville Urban Design Standards: Hapeville, GA
- Milton Historic Preservation Design Guidelines: Milton, GA
- Poncey-Highland Historic District: Atlanta, GA
- Regulatory Economic Development Audit and Updates: Barrow County, GA
- Sapulpa Code and Design Guidelines: Sapulpa, OK
- Tucker Sign Ordinance: Tucker, GA
- Urban Growth Master Plan Regulatory Updates: Lexington, KY

Comprehensive, Strategic, and Visioning Plans

- City of Buford Comprehensive Plan: Buford, GA
- City of Dunwoody Comprehensive Plan: Dunwoody, GA
- City of Brookhaven Comprehensive Plan: Brookhaven, GA
- City of Red Bank Comprehensive Plan: Red Bank, TN
- Barrow County Comprehensive Plan: Winder, GA
- Douglas County Comprehensive Plan: Douglasville, GA
- Gwinnett County Comprehensive Plan: Lawrenceville, GA
- Henry County Comprehensive Plan: McDonough, GA

Wastewater Capacity Planning (Croy Engineering)

- City of Smyrna 30-Year Capital Improvement Plan: Smyrna, GA
- City of Loretto Water and Sewer 2033 Ten-Year Capital Improvement Plan: Loretto, TN
- Bartow County Asset Management Plan: Bartow County, GA
- McDonald Farm Utility Planning: Hamilton, TN
- North West Utility District (NWUD) Five-Year Capital Improvement Plan, Soddy-Daisy, TN

TSW Team Organizational Chart

TSW TEAM MANAGEMENT:
Principal-in-Charge: Caleb Racicot
Project Manager/Senior Planner: Allison Stewart-Harris

PLANNING
Christopher Myers
Nick Johnson

ENGINEERING
Bert Kuyrkendall
Melanie Brueggemann



Caleb Racicot, AICP, LEED AP

Principal-in-Charge

Caleb, a Principal at TSW, is a community planner specializing in urban design, smart growth codes, community retail strategies, and the use of corridor studies as catalysts for community building. Caleb has worked in both the public and private sectors and led numerous community workshops. Caleb frequently speaks on coding implementation to municipalities, professional organizations, and neighborhood groups.

Education:

2001 Master of City Planning
Georgia Institute of Technology

1997 Bachelor of Science in Environmental Design
University of Massachusetts at Amherst

Professional Affiliations:

- American Planning Association
- American Institute of Certified Planners
- CNU

Awards:

- 2021 GPA Outstanding Planning Process for City of Decatur's Destination 2030
- 2017 VeloCity Award for Bike-Friendly Policy: Atlanta Zoning Update
- 2012 GPA Outstanding Plan Implementation: Crabapple SmartCode and TDR Ordinance

Representative Projects

Decatur Unified Development Ordinance (Decatur, GA) - Principal-in-Charge/Project Manager for developing a unified development code that supports the 2010 Decatur Strategic Plan.

City of Atlanta Zoning Ordinance Rewrite (Atlanta, GA) - Principal-in-Charge/Project Manager to conduct a general assessment and rewrite of the existing Zoning Ordinance, focusing on policy strengths and weaknesses and identification of other municipal zoning ordinance models/typologies that may be appropriate for the City and will work under State Zoning Statutes.

City of McDonough Unified Development Ordinance (McDonough, GA) - Principal-in-Charge for developing a unified development code.

City of Hampton Zoning Update (Hampton, GA) - Principal-in-Charge for comprehensive update of this small city's zoning and subdivision codes, including community engagement, code writing, and coordinating with subconsultant experts.

City of Milton Form-Based Codes (Milton, GA) - Principal-in-Charge for locally-calibrated SmartCode for the Crabapple and Deerfield (Highway 9 corridor) areas. Both codes included an extensive public participation process.

City of Snellville Towne Center Districts (Snellville, GA) - Principal-in-Charge for Towne Center Districts regulations to support the vision of the 2003 LCI, 2030 Comprehensive Plan, and Towne Center Master Plan.

Dunwoody Village Master Plan Update & Dunwoody Village District Regulations (Dunwoody, GA) - Principal-in-Charge for update to the 2011 Dunwoody Village Master Plan to include proposed street improvements and new district regulations that included general regulations, building types, and open space types.

Perimeter Community Improvement Districts Planning Services (Fulton and DeKalb Counties, GA) - Principal-in-Charge for various planning services, including an LCI update, code updates, and public place standards.

Creek Central Creek District Design Standards (Goose Creek, SC) - Principal-in-Charge for development of zoning code best practices and design standards for the city's Central Creek District that focus on supporting the Comprehensive Plan and encouraging quality incremental development over time. The standards include guidelines on site planning, buildings, lighting, site furniture, and landscaping.





Allison Stewart-Harris, AICP

Project Manager/Senior Planner

Allison joined TSW in 2022 as a Senior Associate to lead the Planning Studio. She has a broad range of experience in developing livable, memorable places throughout the southeast, with a special focus on comprehensive planning, open space planning, and the connection between land use and transportation.

Representative Projects:

Education:

2006 MCRP, City and Regional Planning
University of Pennsylvania

2006 Historic Preservation Certificate
University of Pennsylvania

2004 BA, History
Rice University

Professional Status:

- American Institute of Certified Planners

City of Porterdale Planning Services (Porterdale, GA) – Project Manager for a high-level review of the City’s code and identification of options for comprehensive planning and code updates.

Barrow County Comprehensive Plan (Winder, GA) – Project Manager for the update of Barrow County’s Comprehensive Plan, currently underway. This plan will be focused on developed comprehensive strategies for seven major issues and opportunities in the county, particularly around the interaction between land use, transportation, and wastewater infrastructure, and how to manage high demand for housing at a range of price points.

Henry County Comprehensive Plan Update (Henry County, GA) – Project Manager and Senior Planner for the County’s update to the comprehensive plan. Provided project leadership and developed an innovative strategy to land use policy that balances flexibility with predictability.

Paulding County Comprehensive Plan (Paulding County, GA) – Project Manager for development of Paulding County’s update to its comprehensive plan that was developed in coordination with the County’s Comprehensive Transportation Plan. Building off the strong existing plan already in place, the update focused on defining policies for community crossroads and special areas particularly around how to preserve rural character in the face of oncoming growth.

Douglas County Comprehensive Plan and Small Area Updates (Douglasville, GA) – Project Director for the update to Douglas County’s Comprehensive Plan and small area studies for the Winston and Lithia Springs areas. Currently underway, the update is taking a closer look at future land use, refining character areas, and providing more detailed guidance to areas that have suffered neglect and disinvestment over the past 20 years.

Coweta County Comprehensive Plan and Comprehensive Transportation Plan Update (Coweta County, GA) – Senior Land Use Planner. Coweta County is a fast-growing county south of Atlanta and is currently transforming from a largely rural place to a suburban/urbanizing community. The County undertook much of the Comprehensive Plan update internally with direction from the consultant team; Allison led the land use planning components of the plan, including establishing growth tiers to help better define areas where growth is desired versus those where new growth should be limited. Completed during the COVID-19 epidemic, the project included a series of online engagement events and close coordination with the Comprehensive Transportation Plan.





Christopher Myers

Historic Preservation Specialist and Project Manager

Christopher, an Associate at TSW, has more than 10 years of experience as a planner and historic preservationist, administering design guidelines, developing historic preservation plans, reviewing site development plans, completing environmental reviews, and conducting site and literature research. He has extensive experience supporting the work of historic preservation commissions and preparing context-based analyses of proposed changes to properties and sites. Christopher previously served as president of Preserve Greater Indy, a volunteer group of young and young-at-heart professionals with an interest in programming and community building in the preservation field.

Education:

2014 Master of Science in Historic Preservation
Ball State University

2013 Bachelor of Urban Planning and Development
Ball State University

Professional Status:

- Professional Qualification Standards (36 CFR Part 61): IN, KY

Professional Affiliations:

- American Planning Association

Awards:

- 2024 Cincinnati Preservation Association Award of Preservation Excellence in Education for Covington Academy of Heritage Trades
- 2024 Kentucky Heritage Council Award of Service to Preservation for Covington Academy of Heritage Trades

Work Experience:

Prior to joining TSW, Christopher was a project manager and code specialist with ZoneCo, a zoning and historic preservation administrator with the City of Covington, KY, and a senior planner and preservation planner with the City of Indianapolis, IN.

Representative Projects:

Statesboro Unified Development Ordinance* (Statesboro, GA) - Lead code writer with a subconsultant team to create a unified set of development standards that supports historic preservation through zoning incentives, among other objectives from the City's Comprehensive Plan. This project included in-depth draft reviews with the client's code administrators.

Covington Academy of Heritage Trades* (Covington, KY) - Lead organizer, cheerleader, and pivot manager for the creation of the Covington Academy of Heritage Trades; a trades training program focused on increasing our skilled trades labor force. Utilizing a data-driven approach, our collaborative team identified accessible trades training as the missing link to address high unemployment, a severe shortage of skilled workers, and prolonged wait times for services catering to historic properties.

Fox Lake National Register Expansion* (Fox Lake/Angola, IN) - Project manager for preparing the National Register of Historic Places expansion for Fox Lake, a historic and one-of-a-kind community in Indiana with rich history that is owned, developed, and maintained by Black families and their descendants. This project included extensive archival research and on-the-ground analysis of existing conditions.

Historic Covington Design Guidelines* (Covington, KY) - Preservation specialist responsible for updating the City's design guidelines, modernizing graphics, and turning the document into a resource guide for historic property owners. This project involved refreshing the resource appendix, adding clarity around the review of wood window reparability, simplifying review standards and procedures (to allow staff to handle more reviews with clarity and consistency), and embedding sensible flexibility that meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

* Completed while with another firm





Bert Kuyrkendall, PE, AICP

Senior Associate / Transportation Engineer and Planner

Bert, a Senior Associate at TSW, has more than 25 years of experience as a Transportation Planner and Engineer. Bert’s planning work focuses on helping cities and towns become more sustainable, just, and livable places. He has led and collaborated on numerous transportation plans, comprehensive plans, corridor studies, bike/ped network plans, and Complete Streets design projects. As an engineer and planner, Bert is able to bring a balanced approach to transportation planning and implementation. He has extensive experience in street and multimodal facility design, with a firm grasp on state and city/county design standards, including the ability to modify and draft new transportation standards. He has shepherded many projects from concept design and public input, to estimating and budgeting, grant application, schematic and engineering design, bidding, construction oversight, and maintenance.

Education:

1995 Bachelor of Science in Civil Engineering
Mississippi State University

1993 Bachelor of Arts in Mathematics
Belhaven University

Professional Status:

- Registered Engineer: AL, GA, MS, TN, KY
- American Institute of Certified Planners

Professional Affiliations:

- APA
- CNU (Accredited)
- Bike Walk Tennessee, Board Member
- Association of Pedestrian and Bicycle Professionals

WORK EXPERIENCE:

Prior to joining TSW, Bert was a Transportation Planner and Engineer with Orion Planning + Design, and served as City Transportation Engineer for the City of Chattanooga.

Representative Projects:

Natchez Downtown Transportation and Parking Plan (Natchez, MS) – Project Manager for Downtown Transportation Plan that focuses on converting one-way streets to two-way, traffic analysis, and developing an area-wide parking plan that takes into account current conditions and future development, with specific surface and structured parking lot recommendations and design.

City of Maryville Downtown Master Plan (Maryville, TN) – Mobility Lead for Downtown Master Plan. The goal of the mobility sector of the plan is to create a more walkable town center, recommending streetscapes which accent and serve existing and new development, facilitate walking and biking connections from neighborhoods, and propose street sections which promote traffic calming, add on-street parking and provide multimodal facilities.

Madison Transportation Plan (Madison, GA) – Project Manager for the citywide transportation plan, which will serve as the foundation for all transportation-related capital project decisions, guide departmental implementation strategies, and address transportation aspects of land development throughout the city. The plan encompasses traffic volume assessments and level of service analysis for major streets and intersections, level of comfort evaluations for walking and bicycling, in-depth vehicle speed and safety analysis, and connectivity assessments across all modes of transportation.

City of Atlanta Complete Street Projects* (Atlanta, GA) – Project Lead for conversion of two roads, North Avenue and JE Lowery Boulevard, to Complete Streets to promote safer neighborhoods and corridors. The North Avenue projects included resurfacing, sidewalk repair, landscaping, curbing, ADA-compliant crosswalks and ramps, lighting, and traffic calming devices from Beltline East to Moreland Ave. The design also includes bicycle infrastructure improvements at the BeltLine access point.

* Completed while with another firm





Nick Johnson, AICP

Community Planner / Community Engagement Specialist

Nick joined the TSW Planning Studio in 2023. Within community and land use planning projects, he specializes in finding common ground between environmental sustainability and economic growth and revitalization. He has experience working across Georgia in rural, suburban, and urban contexts, and is passionate about identifying a community's unique traits and under-appreciated assets.

Prior to joining TSW, Nick was a Senior Planner at Georgia Conservancy for five years.

Representative Projects:

Gwinnett County 2045 Unified Plan (Gwinnett County, GA) - Deputy Project Manager for development of Gwinnett County's 2045 Unified Plan, which focuses on designing a typology of Gwinnett's "daily communities" and provides recommendations for strategic redevelopment that fits within the County's suburban and diverse community context.

Henry County Comprehensive Plan Update (Henry County, GA) - Community Planner for the County's update to the comprehensive plan. Provided technical support evaluating changing land use patterns and land development trends.

Covington Corridors: Housing and Land Use Study* (Covington, GA) - Community Planner for a corridor study focused on alignment of multi-family and mixed-use project development with key growth corridors. Provided technical analysis on land uses along corridors and presented text amendments to municipal zoning categories.

Villa Rica Downtown Placemaking & Alley Activation Study* (Villa Rica, GA) - Project Manager for a Community Development Assistance Program project exploring placemaking, community development, and economic development policies and projects for underutilized spaces in downtown Villa Rica.

Douglas County Comprehensive Plan Update and Small Area Studies* (Douglas County, GA) - Community Planner leading land use analysis for Douglas County's update to its comprehensive plan. Provided in-depth land use analysis for the Winston neighborhood as part of associated Small Area Study.

NPU-G Community Master Plan Update* (Atlanta, GA) - Community Planner for neighborhood master plan project for 13 neighborhoods, which was adopted as an amendment to the City of Atlanta's Comprehensive Development Plan. The plan focused on issues pertaining to connectivity, redevelopment, and stewardship of natural resources.

Newton County Housing Study* (Newton County, GA) - Project Manager for a housing study for Newton County and its five cities. Included a housing and urban design vision which analyzed sites in Covington for strategic redevelopment.

* Completed while with the Georgia Conservancy

Education:

2019 Master of City and Regional Planning
Georgia Institute of Technology

2013 Bachelor of Arts in Global Studies and Spanish
University of North Carolina at Chapel Hill

Professional Status:

- American Institute of Certified Planners





Melanie Brueggemann, PE

Utilities Design Lead

Melanie has more than a decade of utility design experience and leads Croy's Municipal Utilities Department at the firm's Georgia headquarters location. She brings project management and communications skills to our team, as well as a wide range of technical skills in design for water, sewer, and stormwater infrastructure. Her experience spans projects across the South – from Georgia to Texas. In recognition of her contributions to the industry, Melanie has been named to Engineering Georgia Magazine's lists of "35 Under 35 Women to Know" in both 2024 and 2023, as well as the publication's "50 Women in the Know" in 2021. In addition, she was recognized as a "Rising Star in the A/E/C Industry" by the Zweig Group in 2022 and as the Jack C. Dozier Emerging Leader Award recipient by the Georgia Association of Water Professionals (GAWP) in 2019. Select project experiences are profiled below..

Education:

Bachelor of Science in Civil Engineering, Auburn University

Professional Status:

- Professional Engineer: Georgia, Alabama, Tennessee
- GSWCC Level II Certified Design Professional in Erosion/Sedimentation Control

Representative Projects:

MCDONALD FARM SEWER PLANNING | HAMILTON COUNTY, TN

As project manager, Brueggemann led the efforts to provide the County with a preliminary plan to provide sewer services for a 2,000-acre farm in north Hamilton County, Tenn. Melanie worked as the lead designer to model the future sewer system, including 36,000 linear feet of new gravity sewer, a regional pump station, two intermediate pump stations, 43,000 linear feet of force main, and upgrades to 15,000 linear feet of existing sewer. She also provided a report including alternatives for the design, cost estimates, phasing of the project, and a project work schedule.

CITY OF LORETTO WATER AND SEWER 10-YEAR CAPITAL IMPROVEMENT PLAN | LORETTO, TN

Melanie led a team to complete the Loretto Water and Sewer 10-Year Capital Improvement Plan. A review of the water system, including the water treatment plant, storage tanks, booster pumps and distribution piping, was completed, as well as the sewer system, including the sewer treatment plant, gravity sewer system, and sewer pump stations.

NORTH WEST UTILITY DISTRICT FIVE-YEAR CAPITAL IMPROVEMENT PLAN | SODDY DAISY, TN

Brueggemann worked with North West Utility District (NWUD) to provide a five-year capital improvement plan for the water system in efforts to receive upcoming funding for needed projects. Melanie reviewed all existing data including pipe sizes, as-built mapping, service areas, break history, and installation date of piping. To better understand the system, she created a water model to depict the system and calibrated it by performing fire flow testing throughout the system. The goal of the project was to assess, plan, and upgrade facilities to account for both population growth and maintain facility quality.



2. References

Milton Unified Development Code

Robyn MacDonald, Zoning Manager
2006 Heritage Walk
Milton, GA 30004
Gainesville, GA 30503
678.242.2540
robyn.macdonald@miltonga.gov

Hall County Unified Development Code

Beth Garmon, Director of Planning and Development
2875 Browns Bridge Road
Gainesville, GA 30503
770.297.6295
robyn.macdonald@miltonga.gov

Chattahoochee Hills Unified Development Code

Mayor Tom Reed
6505 Rico Road
Chattahoochee Hills, GA 30268
678.561.0011
tom.reed@chatthillsga.us

Statesboro Unified Development Code

Kathy Field, Director of Planning and Development
50 E. Main Street
Statesboro, GA 30458
912.764.0630
kathy.field@statesboroga.gov

3. Project Scope + Fees

Project Understanding

The City of Oxford is a unique jurisdiction. It is a small community with a significant institution at its heart, Oxford College of Emory University. Beyond the College, the vast majority of Oxford is single-family residential, public facilities, and undeveloped land. There are very few commercial properties, and because the College is a non-profit, the tax base is limited. The City's primary revenue source is its provision of electric, water, and wastewater utilities.

Despite notable growth in Newton County, Oxford has seen very little growth and development in recent decades. Nearby industrial growth is expected to spur potential growth pressure on Oxford's east side, and there are several large (over 5 acres) privately held parcels that could develop in the future. There are indications that growth is on the way, but Oxford's current policies and code are not currently aligned with the type of development the community desires. A moratorium on growth in the Turkey Creek sewer basin is likely to be lifted in 2025, and some pent-up demand for developed in this area is anticipated. The current Comprehensive Plan was not fully updated since 2018 (completed by NEGRC); although the plan is well done and meets state standards, it does not communicate a clear vision for Oxford, nor does it address the nuanced challenges the City is facing now. Further hamstringing the City's abilities to move forward is its zoning code, which dates to 1997. The code is outdated, confusing, difficult to administer, and sparks as many questions as it has answers.

To address these challenges, TSW recommends the following two-step approach:

Step 1: Create development "test cases" of five sites in/near Oxford to illustrate how current policy and zoning are likely to play out, and provide alternatives

Step 2: Update the code to steer development in a more desirable direction

Revised Scope of Work

Step 1: Development Test Cases

Task 1.1. Kick-Off and Tour

The TSW team will come to the City of Oxford for a kick-off meeting and tour. At the kick-off meeting, the team and City staff will review the project goals, scope, and schedule. Following the meeting, City representatives will take the team on a tour of up to ten (10) potential sites for more focused study.

Task 1.2 Site Identification + "As Is" Development Outcomes

Following the tour, TSW will work with the City to select up to five (5) sites to use as test cases for policy and zoning changes. These sites will be selected based off of multiple factors, but primarily the propensity for the site to develop in the next five to ten years, and the potential impacts of that development on the city.

For each of the six sites, TSW will do the following:

- Create a basemap
- Determine the range of potential development outcomes based on current policy and regulations
- Identify a most likely development outcome based on current policy/regulations/general market conditions. TSW will create a visual representation of this likely development outcome, as well as a high-level assessment of likely infrastructure impacts (water, wastewater, transportation).

SECTION 3: PROJECT UNDERSTANDING & APPROACH

Task 1.3 Stakeholder Review

TSW will facilitate up to eight (8) hours of stakeholder review sessions to discuss the five sites and their “as is” outcomes. The City of Oxford will be responsible for identifying the stakeholders and scheduling these sessions; the sessions can occur in-person during a single day, or in blocks of 2 hours virtually (or some combination thereof). At these sessions, the TSW team will share how the current regulations would likely “behave” on each site, and discuss possible alternative outcomes if policies and regulations were revised. Stakeholders will have an opportunity to learn more about the current code and its anticipated impacts, and share their vision for alternative development outcomes.

Task 1.4 Development Alternatives

Based on stakeholder input and direction from the City, TSW will create up to two (2) reality-based alternatives for each site if policy and regulations were changed, supported by character imagery and a high-level discussion of infrastructure impacts.

Task 1.5 Public Input

TSW will create and facilitate an engagement opportunity for residents and other stakeholders to learn about each of the five sites, their most likely “as is” development outcomes, and the potential alternatives. The public will have the opportunity to provide input on which development outcomes/alternatives they prefer, and why. This engagement exercise can occur as an online exercise or as an in-person meeting.

Task 1.6 Summary Document

TSW will create a succinct report summarizing tasks 1.2 through 1.5, including preliminary recommendations for policy and regulatory changes.

Task 1.7 Presentation to City Council and Revised Summary Document

TSW will present the summary document content to City Council for discussion and feedback. Based off feedback and comments from City Council, TSW will revise the Summary Document.

Fee for Tasks 1.1 - 1.7: hourly, not to exceed \$38,000

Anticipated Timeline: 3-4 months

Step 2. Code Revisions

Task 2.1 Draft Coding Memo

Towards the end of Step 1, TSW will prepare a draft Coding Memo. The memo will confirm the specific zoning updates to be made before actually starting the coding process. Experience has shown that this is the best use of public resources because it allows local governments to confirm what will and won't change before any text is written.

Recommendations will be based on:

- Comments received during stakeholder interviews.
- An evaluation of the effectiveness of current zoning and the Official Zoning Map to implement the vision emerging from Step 2. This will include identifying deficiencies and potential “hot button” items.
- An quick evaluation of the clarity, consistency, and usability of the zoning ordinance.

Task 2.2 Draft Coding Memo Review

Provide time for City review of the draft Coding Memo, then:

- Meet virtually with City staff to discuss the outline and necessary modifications.
- Facilitate a City Council work session to present and review the draft Coding Memo.

SECTION 3: PROJECT UNDERSTANDING & APPROACH

Based on the direction provided by City Council, TSW will finalize the memo and proposed fee for Tasks 2.3 through 2.8.

Task 2.3 Draft Zoning Updates – Discussion Draft

Prepare draft zoning text amendments for City staff review and comment. Once the code writing process begins, TSW often identifies additional items that need confirmation from the City. These will be identified in this Task and discussed in Task 2.4.

Task 2.4 Draft Zoning Updates V0 Review

After allowing adequate time to review the draft, TSW will meet with City staff to discuss comments and revisions. After staff review, Steering Committee Meeting #3 will be held to review it.

Task 2.5: Draft Zoning Updates V1

The draft zoning text amendments will be updated in response to comments received in Task 2.4.

Task 2.6: Public Review

After delivery of the Draft Zoning Updates V1, and after allowing adequate time for distribution and review, TSW will facilitate a Public Open House to present the draft and solicit input.

Task 2.7. Draft Zoning Updates V2

Revisions based on comments from the City and the public will be made. Draft Zoning Updates V2 (a public hearing draft, ready for the formal public hearing process) will be provided.

Task 2.7. Public Adoption Hearings

TSW will present Draft Zoning Updates V2 at up to four public hearings, including the Planning Commission and City Council meetings. Updates will be incorporated into the up to three draft revisions, as needed.

Task 2.8. Final Updates

After adoption, final revisions will be made, and a final digital copy of the updates will be delivered, including all photos, images, and graphics.

Step Assumptions and Exclusions

For the purpose of this proposal, these fees assumes the following:

- Zoning updates will be limited to focused text amendments as opposed to a full rewrite of the code
- Zoning updates excluded Official Zoning Maps changes
- The City will provide legal review and all meeting notice,

Fee for Tasks 2.1 – 2.2: hourly, not to exceed \$12,000

Anticipated Timeline: 2 months

Fee for Tasks 2.3 – 2.8: typically \$20,000 – \$60,000 depending on complexity

Anticipated Timeline: to be determined



4. Experience

TSW Code Experience Examples in the Last 5 Years

Hall County Unified Development Code

After TSW completed Hall County’s Comprehensive Plan, TSW was retained to create the County’s Unified Development Code to ensure that regulations were aligned with the vision and goals of the Comp Plan regarding growth management, attainable housing, infrastructure maintenance and expansion, parks and recreation, resource and greenspace conservation, multi-modal transportation, safety and security, and economic development.

Client Information:

Hall County
Randi Doveton, Director of Planning and Development
770.297.5544

Services Provided by TSW:

- Diagnostic Review
- Solutions and Code Outline
- Code Drafting
- Community Engagement
- Public Adoption Hearings

Value of Services: \$230,000

Status: Final review before adoption

Project Management:

Caleb Racicot, Principal-in-Charge
Nathan Brown, Lead Planner

Milton Unified Development Code

TSW has worked with the City of Milton to update its zoning and development regulations since the city’s incorporation in 2006. Most recently, TSW completed a comprehensive update of all the city’s zoning and development regulations, resulting in the creation of a new unified development code (UDC). Key regulatory updates included enhancing the clarity and usability of the regulations, aligning them with current city policies, and eliminating outdated standards that were carried over when the newly incorporated city initially adopted Fulton County’s regulations.

Client Information:

City of Milton
Robyn MacDonald, Zoning Manager
678.242.2540
robyn.macdonald@miltonga.gov

Services Provided by TSW:

- Code Audit
- Draft Solutions
- New UDC
- Community Engagement

Value of Services: \$200,000

Status: Adopted 2024

Project Management:

Caleb Racicot, Principal-in-Charge

City of Gainesville Unified Land Development Code

TSW was retained by the City of Gainesville to update its Unified Land Development Code. The process began with a Diagnostic Review of the existing code, which helped develop overall recommendations and an approach to the update. Key focus areas include general ULDC usability (update use provisions to reflect current terms and purposes, clarify language to eliminate ambiguity, reorganize code so that regulations are easier to find, update graphics, add hyperlinks, and remove exceedingly technical or legal language), general city standards, Downtown and Midland, gateways, corridors, and overlays, and neighborhoods, and a legal approach.

Client Information:

City of Gainesville
Rusty Ligon, Director, Community and Economic Development
770.531.6570

Services Provided by TSW:

- Diagnostic Review
- Diagnostic Report
- Code Drafting
- Public Input

Value of Services: \$268,000

Status: Diagnostic Report completed

Project Management:

Caleb Racicot, Principal-in-Charge
Nathan Brown, Project Manager / Planner

Forsyth County Residential Design Standards

TSW created residential design standards for most single family residential zoning categories for the entire County as well as a more stringent requirement for the more-developed Southeast portion of the County. These design standards were originally suggested by the 2017 Comprehensive Plan to help enhance the sense of place in the County.

The standards were not without contention. Even though builders were interviewed early in the process, several building groups expressed concern with the new standards. However, TSW worked with the County to integrate builder feedback and ultimately the modified standards were adopted by the Board of Commissioners.

Client Information:

Forsyth County
Jennifer Scott, Town Manager
706.654.5720

Services Provided by TSW:

- Issue Identification
- Draft of Guidelines
- Public Input
- Draft Code
- Approval Process

Value of Services: \$71,845

Status: Adopted in 2019

Project Management:

Caleb Racicot, Project Advisor

Dunwoody Comprehensive Plan & Unified Development Ordinance

Dunwoody, GA



TSW assembled a team to guide the City of Dunwoody through an update of its Comprehensive Plan and Unified Development Ordinance (UDO). As a dynamic suburban community in the Atlanta metropolitan area, Dunwoody faces opportunities and challenges related to transportation connectivity and a growing population with housing needs. With its established neighborhoods and thriving commercial hubs, the City required a strategic framework to guide future growth in these areas while preserving their unique character.

The updated Comprehensive Plan serves as a roadmap for decision-making, offering priorities and actionable strategies focused on Dunwoody's character areas. Informed by public engagement—including dynamic pop-up events, workshops, and community survey—the plan reflects the priorities of Dunwoody's diverse stakeholders.

The UDO modernizes zoning and development regulations to ensure alignment with the vision set forth in the Comprehensive Plan. It establishes clear, consistent standards for [insert key regulatory focus areas, e.g., mixed-use development, walkability, environmental protection]. Together, these tools provide a cohesive guide for sustainable growth while maintaining community identity.

CLIENT:

City of Dunwoody

PROJECT STATUS:

Ongoing

PROJECT HIGHLIGHTS:

- Comprehensive Plan and UDO update aligning Dunwoody's growth, housing, and transportation with community-driven priorities.ct



Buford 2045 Comprehensive Plan Update

Buford, GA



TSW was hired by the City of Buford in 2023 to update their comprehensive plan to accommodate the changes the community has seen since its last plan was adopted in 2019.

Since 2019, Buford has experienced a high level of development activity; approximately 25 acres of land was developed into commercial/mixed use, about 534 acres have developed into industrial uses (primarily warehouses and logistics centers), and about 46 acres have transitioned to residential uses. A number of transportation projects were completed, including roadway, intersection, and bicycle/pedestrian projects.

The 2045 Comprehensive Plan is the City's overarching policy statement and blueprint for the community's future and acts as a "playbook" for the future. This plan replaces the City's previous comprehensive plan, the Comprehensive Plan 2040 Update. Looking at a 20-year planning horizon, this 2045 plan continues to advance strides made in land use, transportation, housing, economic development, and quality of life. It folds in existing

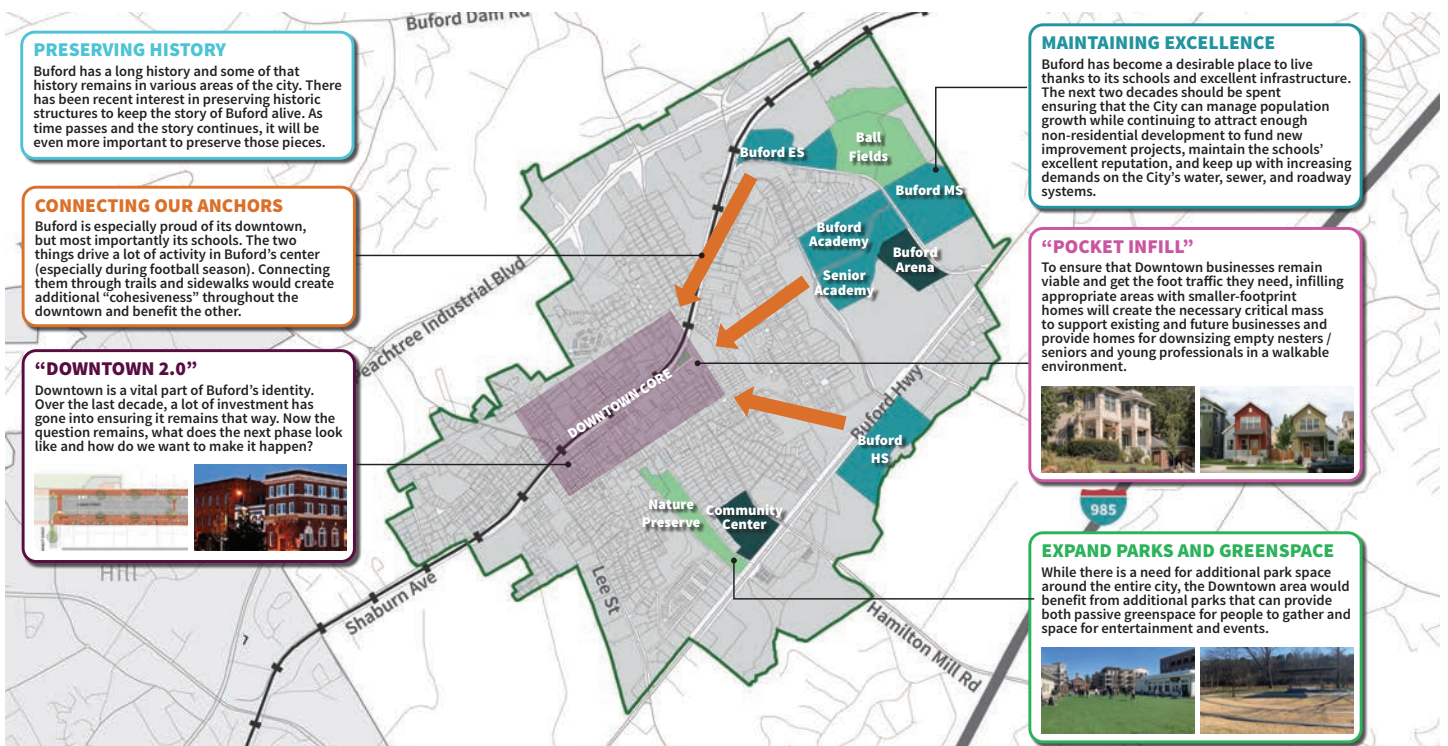
plans and considers the impacts that proposed projects and policies have across disciplines. This plan retained the overall vision of the 2040 plan, but made significant changes to the priority strategies to maintain the energy, leadership, and policy direction that has brought the city to where it is today. Strategies were concentrated in Buford's downtown to reflect the City's renewed focus in its development. To reflect these changes, the plan's goals and policies were updated, along with the future land use plan and Community Work Program. Lastly, the resulting document was populated with updated maps and graphics to communicate the plan's new ideas.

CLIENT:
City of Buford

PROJECT STATUS:
Adopted in 2024

PROJECT HIGHLIGHTS:

- Revised priority strategies



Henry County Comprehensive Plan Update

Henry County, Georgia



TSW was retained by Henry County to develop an update to their Comprehensive Plan. One of the major challenges of Comprehensive Plans is that they tend to be a mile wide and an inch deep—they touch most topics very lightly and broadly. Although this is good from a breadth perspective, it often translates into policies and recommendations that are vague and difficult to implement.

The Henry County Comprehensive Plan 2023 Update takes a different approach. Rather than trying to cover everything at a very high level, this plan seeks to tackle a handful of the County's most pressing challenges comprehensively and across disciplines.

The main achievement of the plan was creating a Development and Infrastructure Strategy approach to land use that provides clarity yet flexibility for future land use decisions.

The Update also zeroed in on the Central District around Jonesboro Road, recommending a robust Complete Streets approach and focused investment in this growing area.

CLIENT:

Henry County

PROJECT STATUS:

Started in February 2022 - Ongoing

PROJECT HIGHLIGHTS:

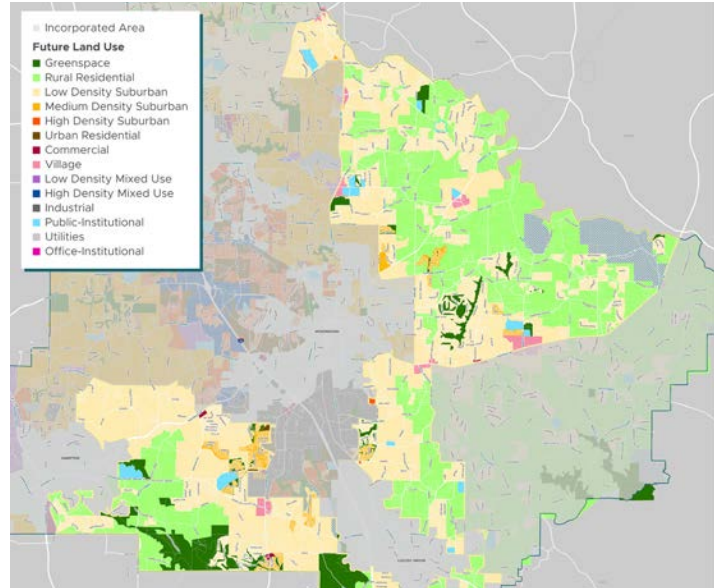
- Project Management
- Inventory and Analysis
- Community Engagement
- Project and Policy Recommendations

CLIENT REFERENCE:

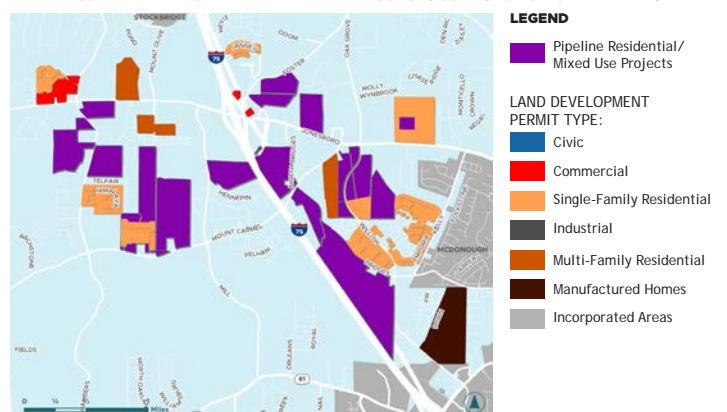
Henry County Department of Planning & Zoning
Kamau As-Salaam, Assistant Director
140 Henry Parkway, McDonough, GA 30253
Phone: 770.288.7553
Email: ksalaam@co.henry.ga.us

DESIGN FEES:

\$187,700

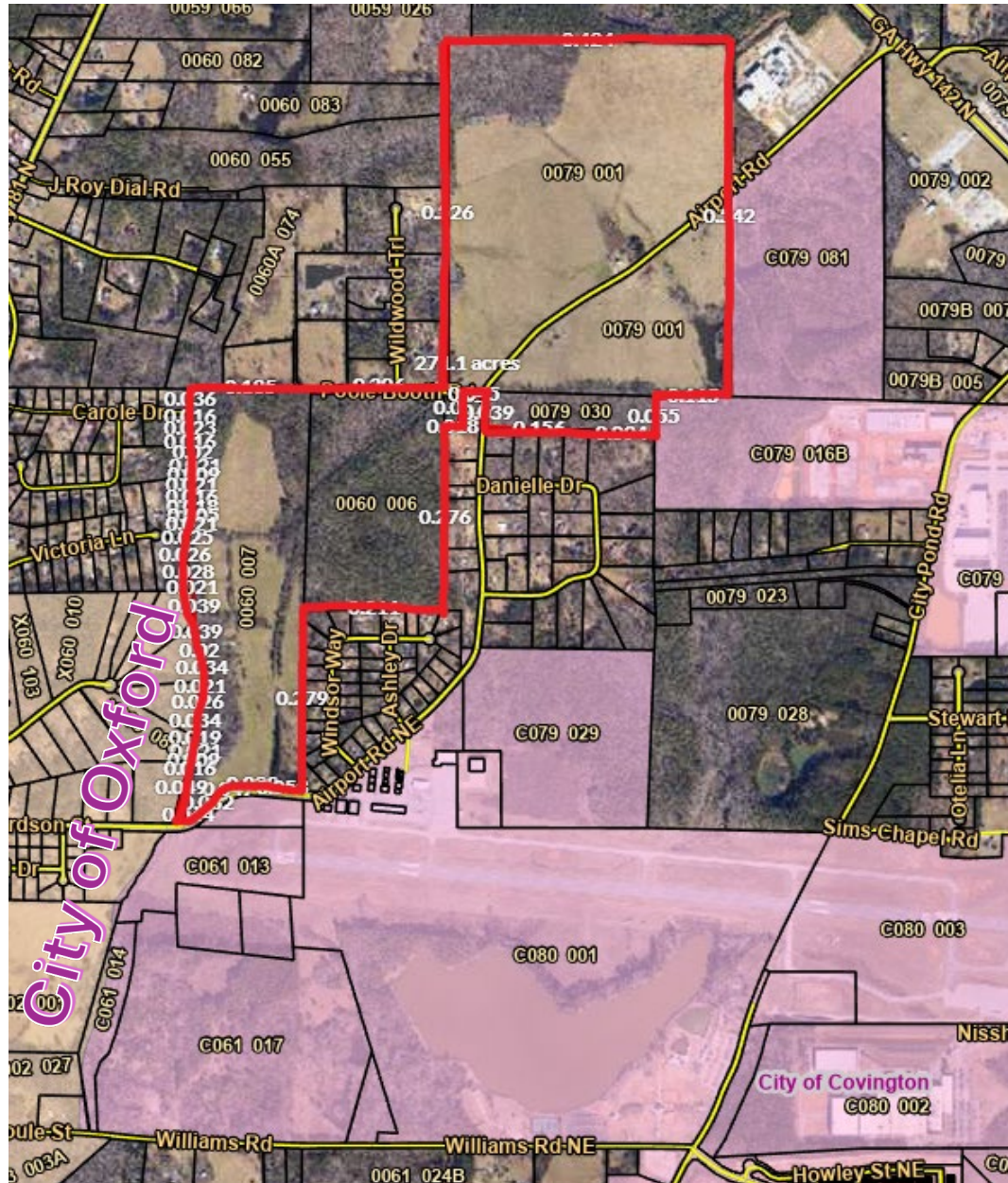


>> MAP 16. NEW DEVELOPMENT + PIPELINE PROJECTS JONESBORO ROAD AND I-75



Phillips
Property

Approximately
271 Acres total



PLANNING AND ZONING DEPARTMENT
ZONING APPLICATION FOR THE CITY OF OXFORD

Note: The applicant must complete this and all attached forms. Failure to complete them will result in the refusal of the application. The Planning Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

Applicant	Property Owner
<u>John Andrew Nix</u>	<u>Timothy Wayne Anderson</u>
<u>Maddox Nix 945 Bank Street</u>	<u>1634 Campbell Road</u>
<u>Conyers Georgia 30012</u>	<u>Covington, Georgia 30014</u>
Phone: <u>678 451-4449</u>	Phone: <u>770 315 3244</u>
E-Mail: <u>jan@maddoxnixfirm.com</u>	E-Mail: <u>andersonsignaturehomes</u> <u>inc@gmail.com</u>

Existing Zoning District: R4 - Residential

Proposed Zoning District: R-7.5 (conditional)

Existing Use of Property: Vacant

Proposed Use: Single Family Residential, Detached,
stick / site built

Tax Map/Parcel Number X061A-051 Acreage: 7.79 Acres

Location of Property (for legal ad): Oxford Road, Tax Parcel Number
and metes and bounds Tab A

.....
I hereby certify that the above information and all attached information are true and correct.

Signature:  Date: December 15, 2023

.....
Application Withdraw:
I hereby withdraw the application. Signature: _____ Date: _____

.....
Staff Use Only

Application Date: 12/19/23 Received by: 
Tentative City Council Date: 1/22/24

300079555
PARTICIPANT ID
BK:55 PG:287-287
P2023000148

FILED IN OFFICE
CLERK OF COURT
09/05/2023 10:41 AM
LINDA D. HAYS, CLERK
SUPERIOR COURT
NEWTON COUNTY, GA

James S. Hull Jr.

RECORDING INFORMATION

This Plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

James S. Hull Jr.
James S. Hull, Jr. GA RLS 2485
PARCEL X061A 051
DB:2485, PG:226

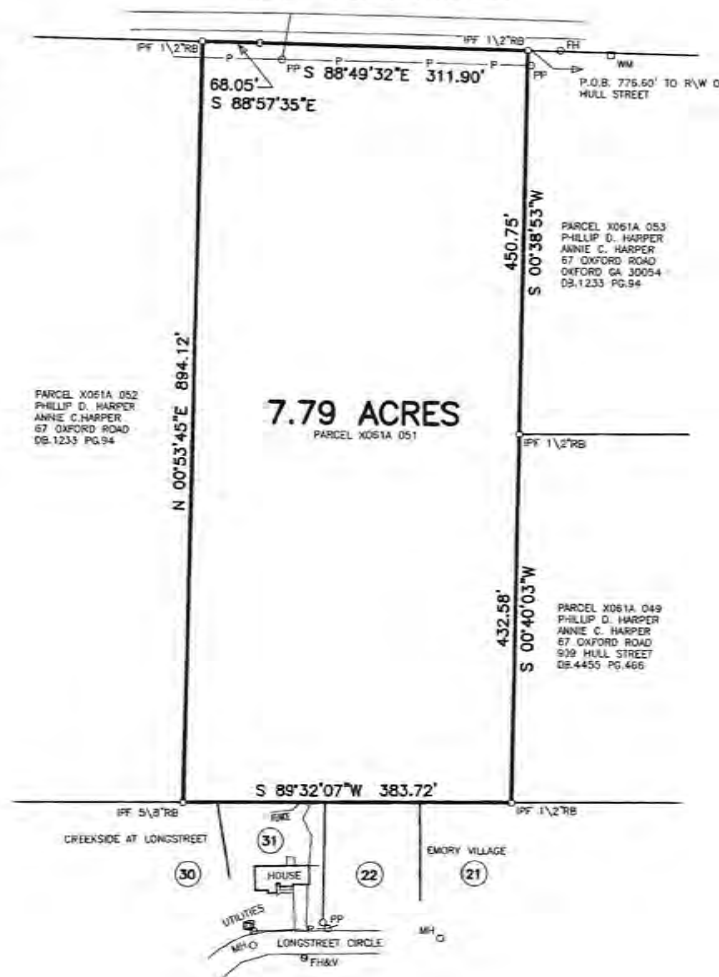


OWNER:
PARCEL X061A 051
BARBARA ANN FLANIGAN
1917 WEDGEWOOD DRIVE
STONE MTN., GA 30088
DB 2485, PG 226

PARCEL X061A 052
PHILLIP D. HARPER
ANNIE C. HARPER
67 OXFORD ROAD
DB:1233 PG:94

OXFORD ROAD

R/W SET APPROX. 25' SOUTH OF C/L PAVEMENT



UTILITY NOTE:
PATRICK & ASSOCIATES, INC. NOR THE LICENSED PROFESSIONAL ASSUME ANY LIABILITY FOR THE EXISTENCE, LOCATION, MATERIAL OR SIZE OF ANY UNDERGROUND UTILITY SHOWN ON THIS SURVEY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXISTENCE, EXACT LOCATION, MATERIAL AND SIZE OF ANY UNDERGROUND UTILITY BEFORE BIDDING OR EXCAVATING ON THIS PROJECT.

All or a portion of this survey was performed by GPS. Approximately 95% of this survey was GPS (Equipment: LEICA GS18) and 5% was robotic total station (Equipment: Trimble S6). Type of GPS was Real Time Kinematic (RTK). The field data upon which this plat is based has a positional tolerance of 0.04' based on redundant measurements and has not been adjusted. The horizontal datum for this survey was NAD83, Georgia West Zone. All distances shown on this plat are surface distances. This plat has been calculated for closure and was found to be accurate within one foot in 333,251 feet.

Note: The surveyor hereon has made no investigative or independent search for easements of record, Encumbrances, restrictive covenants, ownership title evidence or any other facts that a current title search may disclose.

Note: This plat was prepared for the exclusive use of the person, persons or entity named hereon. This plat does not extend to any person, persons or entity without the express recertification of the surveyor naming such person, persons or entity.

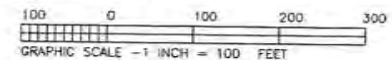
This property is in zone "X" a Federal Flood Area as indicated by F.I.A. Official Hazard Maps. Flood Map No. 13217C0107D, Dated: 03/17/2014.

RETRACEMENT SURVEY FOR:

ANDERSON SIGNATURE HOMES

LAND LOT 289 - 9TH DISTRICT
TOWN OF OXFORD
NEWTON COUNTY, GEORGIA

DATE OF FIELD WORK: 7-31-2023
DATE OF PLAT PREPARATION: 8-02-2023
EQUIPMENT USED: TRIMBLE S6



PATRICK & ASSOCIATES, INC.
SURVEYING & ENGINEERING
928 BLACKLAWN ROAD
CONYERS, GEORGIA 30094
PHONE: 770-483-9745

JOB NO. 23-392
DWG. NO. 36222

TEXT LEGEND

- IPF IRON PIN FOUND
- IPS IRON PIN SET
- RB REBAR
- AC AIR CONDITIONER
- CLF CHAIN LINK FENCE
- CONC CONCRETE
- EM ELECTRIC METER
- FH FIRE HYDRANT
- MH MAN HOLE
- P OVERHEAD POWER
- PP POWER POLE
- TEL P TELEPHONE PEDESTAL
- WM WATER METER
- WV WATER VALVE
- WVM WATER VALVE MARKER
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- B/L BUILDING LINE
- C/L CENTERLINE
- R/W RIGHT-OF-WAY



- LEGEND**
- 10 - 2x4 Fence
 - 11 - Construction Easement
 - 12 - Easement Area
 - 13 - Building
 - 14 - Driveway
 - 15 - Storm Sewer
 - 16 - Sewer
 - 17 - Gas
 - 18 - Electric
 - 19 - Water
 - 20 - 4" x 8" METAL CAPS - 4" EIGHT
 - 21 - 6" METAL CAPS
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 - 518 - 1000" METAL CAPS

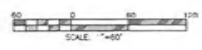
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JOB NO. 23-392
DATE
SCALE
BY
CHECKED BY
DATE
SCALE

CONCRETE PLAN FOR:
ANDERSON SIGNATURE HOMES
LOT 1 OF OXFORD
LAND LOT 20 - 9th DISTRICT
NEWTON COUNTY, GEORGIA

CONCRETE PLAN FOR:
ANDERSON SIGNATURE HOMES
 LOT 1 OF OXFORD
 LAND LOT 20 - 9th DISTRICT
 NEWTON COUNTY, GEORGIA



DRAWING NUMBER:
SHEET: 1
OF: 1

CITY OF OXFORD

Resolution

WHEREAS, the City of Oxford desires to submit an application for a Community Development Block Grant (CDBG) to finance Water System Improvements on portions of Asbury Street, Bonnell Street, Cindy Court, Coke Street, Dowman Avenue, Emory Street, Queen Ann Street, Stone Street, Watson Street, Wesley Street and Williams Street; and

WHEREAS, the Mayor and Council have requested the assistance of the Northeast Georgia Regional Commission in preparing the CDBG application; and

And WHEREAS, certain actions are required by the City in support of the application;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Oxford by this resolution do hereby approve the submission of a Community Development Block Grant (CDBG) application for \$750,000 with a match of \$250,000 to finance the Water System Improvements on Asbury Street, Bonnell Street, Cindy Court, Coke Street, Dowman Avenue, Emory Street, Queen Ann Street, Stone Street, Watson Street, Wesley Street and Williams Street;

BE IT FURTHER RESOLVED, that the Mayor and Council do hereby authorize the Mayor to execute any and all documents necessary to apply for and obtain the CDBG.

BE IT FURTHER RESOLVED, that if awarded, the Mayor and Council designate the Northeast Georgia Regional Commission as the grant administrator, in accordance with local government requirements, the Common Rule Selection Process, and the Community Development Block Grant program guidelines.

Adopted this 3rd day of March, 2025.

BY:

David S. Eady, Mayor

ATTEST:

City Seal

Marcia Brooks, City Clerk

Opinion of Probable Construction Costs
for the
City of Oxford
FY 2025 CDBG
C & S Project No. O9800.009
February 5, 2025

Item No.	Real Qty.	Est. Qty.	Unit	Description	Unit Cost	Total Cost
1. ROCK EXCAVATION & REMOVAL						
a.	273	300	CY	Rock Removal/Excavation	\$95.00	\$28,500.00
2. SOIL EROSION & SEDIMENT CONTROL						
a.	6473	6,500	LF	Erosion Control	\$12.00	\$78,000.00
3. WATER DISTRIBUTION - Water mains and freebores						
a.	380	460	LF	6" Dia. RJ DIP Water Main, Pressure Class 350	\$145.00	\$66,700.00
b.	5160	5,400	LF	6" Dia. PVC Water Main, C900 DR 14	\$130.00	\$702,000.00
c.	1640	1,750	LF	2" Dia. HDPE Water Main, DR 9	\$50.00	\$87,500.00
d.	380	460	LF	Open Cut 12" Dia. Steel Casing, 0.250" WT (carrier pipe paid under separate item)	\$145.00	\$66,700.00
e.	257	280	LF	Freebore 6" Water Main	\$205.00	\$57,400.00
f.	70	80	LF	Jack & Bore 12" Dia. Steel Casing, 0.250" WT (carrier pipe paid under separate item)	\$650.00	\$52,000.00
4. WATER DISTRIBUTION - Appurtances						
a.	7	8	EA	6" Gate Valve, MJ w/Box	\$3,850.00	\$30,800.00
b.	3	3	EA	2" Ball Valve, w/Box	\$550.00	\$1,650.00
c.	6	6	EA	Fire Hydrant Assembly on 6" Main, complete with 3-way Fire Hydrant, ±5 LF 6" DI lead, hydrant tee, 6" gate valve with box, gravel, rodding, etc.	\$10,100.00	\$60,600.00
d.	3	3	EA	2" Flushing Hydrant Assembly	\$5,000.00	\$15,000.00
e.	8	8	EA	Connect to Existing 6" Water Main	\$7,000.00	\$56,000.00
f.	2	2	EA	Connect to Existing 2" Water Main	\$5,000.00	\$10,000.00
h.	1	1	EA	6"x6" Tapping Sleeve and Valve w/V.B.	\$8,000.00	\$8,000.00
i.	10	10	EA	Concrete Valve Marker	\$95.00	\$950.00
j.	0.74	1	Tons	Fittings (Including MJ, DJ, & RJ)	\$23,300.00	\$23,300.00
5. WATER DISTRIBUTION - New Services						
a.	62	64	EA	Reconnect Existing Water Meter	\$960.00	\$61,440.00
b.	44	45	EA	3/4" Service Connection to 6" Main (Including Tapping Saddle, Corporation Stop, Curb Stop, etc.)	\$1,780.00	\$80,100.00

c.	18	19	EA	3/4" Service Connection to 2" Main (Including Tapping Saddle, Corporation Stop, Curb Stop, etc.)	\$1,600.00	\$30,400.00
d.	1108	1,200	LF	3/4" Copper Service Tubing	\$40.00	\$48,000.00
e.	784	820	LF	3/4" Service Connection Free Bore (Including PVC Casings, etc.)	\$32.00	\$26,240.00

6. WATER DISTRIBUTION - Abandon old mains

a.	7	7	EA	Remove existing fire hydrant, valve box and cut & plug	\$1,520.00	\$10,640.00
b.	7	7	EA	Abandon existing valve box & fill w/ conc.	\$590.00	\$4,130.00
c.	8	8	EA	Cut & Cap 6" Water Main	\$2,400.00	\$19,200.00
d.	1	1	EA	Cut & Cap 2" Water Main	\$1,400.00	\$1,400.00

7. REMOVING & REPLACING PAVEMENTS

a.	211	300	SY	Asphalt Roadway Repair/Replacement	\$210.00	\$63,000.00
b.	165	180	SY	Asphalt Driveway Repair/Replacement	\$75.00	\$13,500.00
c.	30	40	SY	Gravel Driveway Repair/Replacement	\$35.00	\$1,400.00
d.	495	500	SY	Concrete Driveway Repair/Replacement	\$60.00	\$30,000.00

8 ALLOWANCES (SECTION 01020)

a.	1	1	LS	Testing Allowance	\$7,500.00	\$7,500.00
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Subtotal Estimated Construction Costs = **\$1,742,100.00**

Contingencies @ ±20% = \$348,400.00

Total Estimated Construction Costs = **\$2,090,500.00**

Preliminary Engineering Report = \$6,000.00

Engineering Design & Permitting = \$156,800.00

Bidding, Const. Admin., & Const. Obs. (assumes 1 day per week for 6 months) = \$52,300.00

Grant Administration = \$51,000.00

Total Estimated Project Costs = **\$2,356,600.00**

Prepared by
Carter & Sloope, Inc.
February 5, 2025

Note: Unit prices were derived from average unit prices from bid tabulations on various projects prepared and administered by our firm. It should be noted that since the engineer has no control over the cost of labor, materials, equipment or services furnished by others, or control over the contractor's methods for determining prices, or control over competitive bidding or market conditions, the Opinion of Probable Project Cost provided herein is made on the basis of experience and qualifications and represent the best judgment as an experienced and qualified engineer familiar with the construction industry. However the engineer cannot and does not guarantee the proposals, bids or actual construction cost will not vary from the Opinion of Probable Construction Costs prepared herein.



City of Oxford
Invoices >=\$1,000
Paid February, 2025

VENDOR	DESCRIPTION	AMOUNT
RECURRING CHARGES		
City of Oxford	December-January Services	1,967.83
City of Covington	Natural gas services, maintenance facility, January 2025	2,154.60
City of Covington	2025 Dispatch Services Fees; Invoice #7334	16,676.48
Newton County Board of Commissioners	Water Purchases – January 2025; Invoice 3335	17,721.00
Newton County Water and Sewer Authority	Sewer operation fees – January 2025	9,547.77
Georgia Municipal Association	GMEBS Retirement February 2025; Invoice #484950 – 1,894.91 March 2025; Invoice #486529 – 1,894.91	3,789.82
Georgia Municipal Association	GMEBS Life & Health Program – February 2025	21,950.48
Georgia Municipal Association	Workers Compensation Annual Estimated Premium; Invoice #355746	20,744.00
Municipal Electric Authority of Georgia (MEAG)	Monthly Electric Purchases for January 2025	133,114.55
Electric Cities of Georgia	Consulting and planning services for February 2025	5,984.00
U.S. Dept. of Energy	SEPA Energy Cost – January 2025 – Invoice #B-25-0907	6,080.05
Georgia Dept. of Revenue	State Payroll Taxes, February 2025	3,037.92
U.S. Dept. of Treasury	Federal Payroll Taxes, February 2025	18,457.62
Courtware Solutions	Licensing, support and maintenance for Municipal Court case management – January 2025	1,200.00
Latham Home Sanitation	Residential and Commercial Waste Removal Services - January 2025	10,482.50
Kellermeyer Bergensons	Janitorial services, City Hall and Asbury Street Park, February 2025	1,110.31
VC3 Inc.	Contracted IT Support Services – January 2025; Invoice #187523	3,905.35
PURCHASES/CONTRACT LABOR		
C. David Strickland, P.C.	Legal services, January 2025	4,750.00
McNair McLemore Middlebrooks & Co.	Financial services, January 2025; Invoice #135427	
Beryl Budd	Arborist Services, November-December 2024; Invoice #59	1,350.00
Family Community Housing Association, Inc.	Grant writing services for CHIP Grant; Invoice 2025-001	2,000.00
Keck + Wood	<u>208 Emory Street Drainage Improvements:</u> <ul style="list-style-type: none"> • Invoice #1350952 – 13,765.00 • Invoice #1351217 – 3,407.50 • Invoice #1351449 – 1,145.00 <u>Emory Street Sidewalks, Phase II:</u> <ul style="list-style-type: none"> • Invoice #1351473 – 5,508.00 	23,825.50
Amazon Business	iPad Air tablets with Otterbox tough covers for managing work orders in Public Works (3)	1,945.29
U-TEC Construction, Inc.	Electric crew for snowstorm 1/9/2025; invoice #25-1664	31,041.01
Jack's Creek Farms	Purchase and planting of 11 trees; Invoice #3072	7,175.00
Angel Creek Nursery	Purchase of 155 trees	2,154.00

VENDOR	DESCRIPTION	AMOUNT
Pi-Jon, Inc.	Gasoline and diesel fuel for Public Works and Police Departments; Invoice #A25408	4,985.61
Ramey HVAC, LLC	Repairs in kitchen area, judge's office and police chief's office; P. O. #16029	1,530.00
Cintas	Uniform services for Public Works Dept., November-December 2024	1,531.08
Hill Foley Rossi & Associates	Space Analysis for City Hall Building; Invoice #40811	7,500.00
Georgia Dept. of Transportation	Preliminary Engineering for Catova Creek Trail	97,882.62