

OXFORD PLANNING COMMISSION

AGENDA

January 12, 2021 – 7 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 948 4270 0600

Passcode: 009661

1. **Opening** – Jonathan Eady, Chair
2. ***Membership** – We have attached a list of all members for 2021.
3. ***Minutes** – We have attached the minutes for December 8, 2020.
4. **Elections** – As this is our first meeting in 2021, it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary.
5. ***Brian Barnard Development Permit Application** – Brian Barnard has submitted a development permit application to include interior renovation work to the kitchen. This will be a part of the renovation work on the home located at 1112 Asbury Street that was approved by the Planning Commission in November 2019. We have attached the amended development permit application.
6. ***David Huber and Dana Payne Development Permit Application** – David Huber and Dana Payne have submitted a development permit application to include the following work to the property located at 1102 Emory Street: the construction a 6' tall wrought iron fence in the backyard; completion of an outdoor shower; and the laying of a brick paver apron surrounding a shallow fishpond on the east side of the back patio. We have attached the development permit application.
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 and Mike Ready.

OXFORD PLANNING COMMISSION

Minutes – December 8, 2020

MEMBERS: Jonathan Eady, Chair; Juanita Carson, Secretary; Mike Ready, and Kibbie Hatfield. Mike McQuaide and Juanita Carson were absent.

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: Lynn Bohanan; Anthony Ellis.

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

MINUTES: Upon motion of Ms. Hatfield, seconded by Mr. Ready, the minutes for the meeting of November 10, 2020 were adopted as amended. The vote was 4-0.

LYNN BOHANAN DEVELOPMENT PERMIT APPLICATION (202 Fletcher Street): The Commission reviewed the development permit application to remove an existing storage shed on her property located at 202 Fletcher Street. It sits on a concrete slab. Ms. Bohanan confirmed that the concrete slab will remain on the property.

Upon motion of Mr. May, seconded by Ms. Hatfield, the Planning Commission approved the development permit application to remove an existing storage shed on her property located at 202 Fletcher Street. The vote was 5-0.

ANTHONY ELLIS MINOR SUBDIVISION REQUEST: The Commission reviewed Mr. Ellis's request for the review and recommendation for approval of a plat for a minor subdivision. During the discussion, the Commission reviewed the "final plat procedure" and "final plat specifications" as listed in Sec. 30-50 and 30-51 of the Oxford Zoning Code, respectively. In addition, the Commission discussed potential sewer access for Lots 1, 3, 4, and 5. Mr. Ellis confirmed that Lot 2 has sewer service, but the remaining four lots have septic systems. Mr. Ellis further confirmed that the topography falls from Emory Street east towards the sewer main located in Dried Indian Creek. The Commission advised Mr. Ellis that the final plat would need to include a sewer easement to serve the four lots.

The Commission agreed to recommend approval of the final plat to the Mayor and City Council subject to Mr. Ellis completing the following modifications:

- Indicate the building setbacks on each lot.
- Shade the driveways that serve the individual lots so that they can be distinguished from the dwellings and/or accessory structures.
- Remove the reference to lots 2B & 2C on the final plat and vicinity map.
- Identify potential sewer easement to serve Lots 1, 3, 4, and 5.

Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission recommended approval of the final subdivision to the Mayor and City Council subject to the modifications discussed. The vote was 4-0.

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission continued their discussion on the amendments to specific sections of Chapter 40 Zoning:

- Section 40-575 (Nonconforming Use): The Commission reviewed the repair criteria for a nonconforming structure from their September 8th discussion. The criteria included the following three categories:

- Repair from Casualty: significant repair work caused by a natural disaster or an act of God.
- Repairs and Maintenance: minor repairs caused by natural wear and tear.
- Significant Modifications and Improvements: major interior and/or exterior renovations.

During the discussion, the Commission agreed that significant improvements could be made to a nonconforming structure if the total cost of the improvements did not exceed 50% of the fair market value of the structure. In addition, the Commission agreed that normal wear and tear of a structure would not implicate the significant modifications and improvements provision. They discussed some exemptions including floor covering, windows, and other minor repairs.

- Section 40-841 (Development Permit): The Commission discussed the breadth of the type of development activity that requires a development permit. They discussed amending Section 40-841 to provide exceptions for minor work including painting, repairing a roof, replacing a few boards of siding.
- Section 40-842 (Building Permit): The Commission concluded that Section 40-842 of the Oxford Zoning Code should clearly state the relationship between the development permit and building permit. The Commission also considered recommending an exception for trade permits (plumbing, power, natural gas, and HVAC) for applicants replacing or making significant repairs to utilities and appliances.
- Minor Variance Amendment: Earlier in the year, the Commission recommended to the Mayor and Council to approve the inclusion of a minor variance ordinance. The Council did not approve the amendment. The Commission agreed to propose the amendment for a second time as part of this more comprehensive review of Chapter 40.
- Final Plat Specifications: Upon preparing for the discussion on Mr. Ellis’s minor subdivision request, Mr. Eady noted that the graphic scale required for the final plat is one-inch equals 200’ or larger. He recommended that the requirement should read that the graphic scale should equal no more than 200’.

The Commission will continue their discussion on amendments to Chapter 40 during future meetings. They will share their recommendations with the Mayor and Council.

OTHER BUSINESS: The Commission did not discuss items related to other business.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:11 PM.

Submitted by:

Juanita Carson, Secretary

Planning Commission Members – 2021

Jonathan Eady

1216 Wesley Street
Oxford, GA 30054
(770) 788-8993
Jonathan.Eady@AGG.com
Term expires December 2021

Juanita Carson

1223 Wesley Street
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Term expires December 2021

Mike McQuaide

1026 Emory Street
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Term expires December 2022

Mike Ready

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Term expires December 2022

Zach May

1112 Wesley Street
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Term expires December 2023



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: DAVID HUBER / DANA PAYNE Date of Application: December 10, 2020
Address of Applicant: 1102 Emory St. Oxford, GA 30054
Telephone # (s) of Applicant: 404-824-5302
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): SAME AS ABOVE

Owner of above location(s): SAME AS ABOVE
Name of General Contractor (if different from Applicant): RANDY VINSON

Type of work: ? Minor-Exterior?
 New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other Fencing

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

Briefly describe the proposed work: ① Construction of ~75 Feet of a Brick based Wrought-Iron Fence - 6 Feet Total Height with Brick Pillars (10-Total) ② Completion of an outdoor shower attached to Exterior of House (Plumbing completed previously) ③ Laying of a brick paver apron surrounding a shallow (molded plastic) fish pond on East side of patio.

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
Outdoor shower attached to exterior of existing house

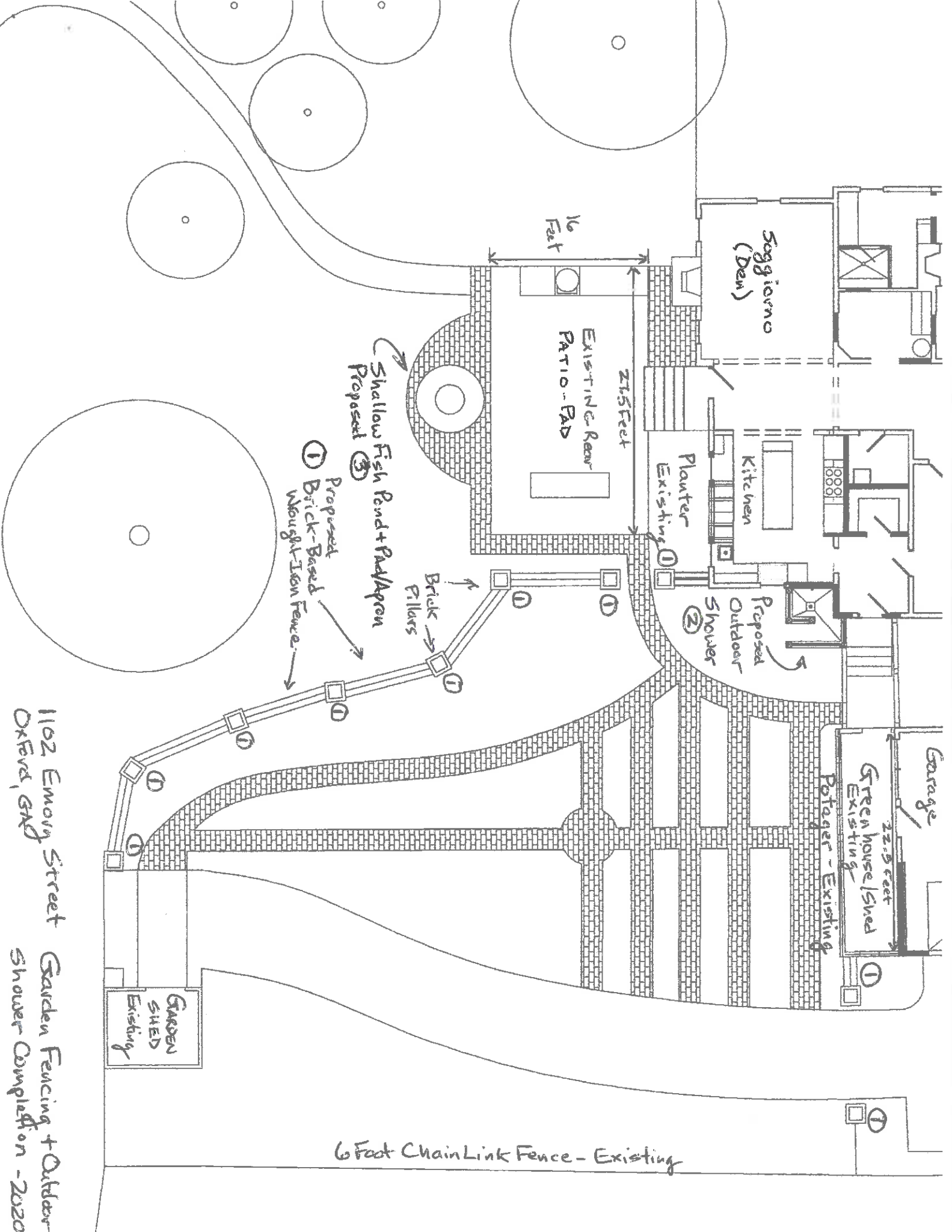
List additions to: Heated Sq.ft. 0 Unheated Sq.ft. 21 sqft Garage Sq.ft. 0 New Sq.ft.
Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
(Map available from City Clerk)

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

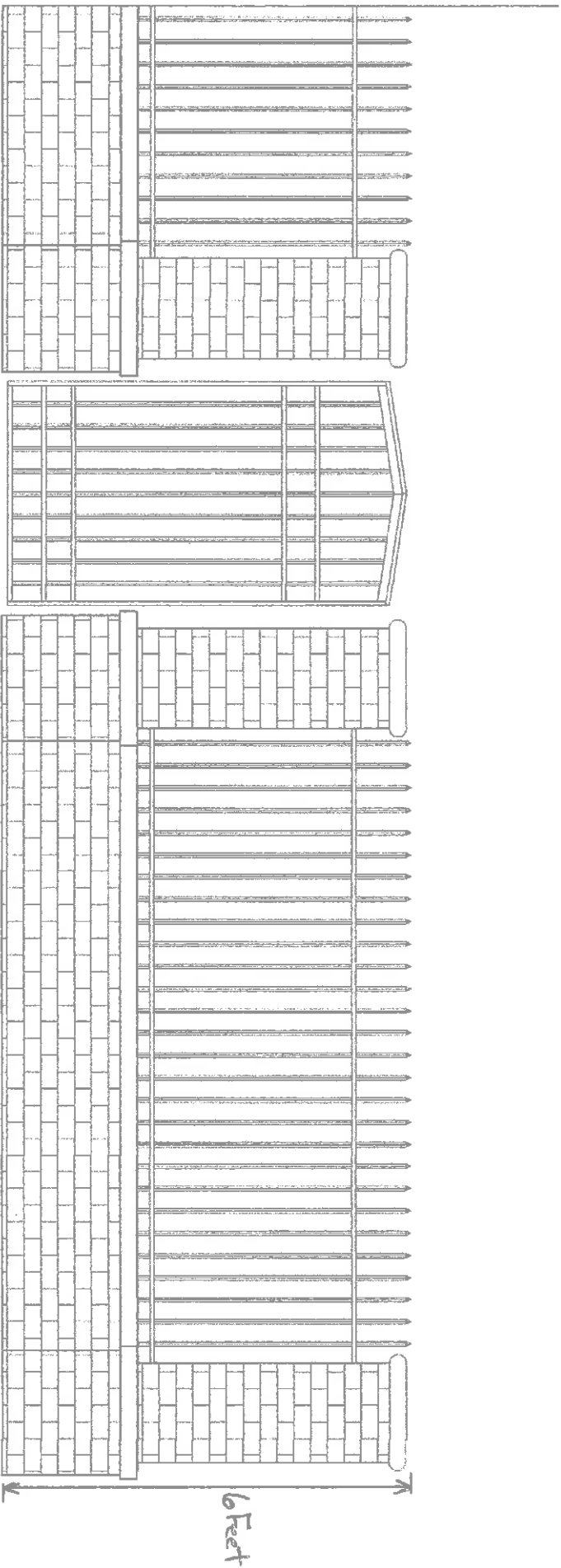
Zoning District R-20
Setback Requirements: Principal - 15' Accessory - 10' Principal - 30' Accessory - 10'
Front setback ft. Side setback ft. Rear setback ft.
Minimum required lot width at building line ft.

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: 0 number of outlets

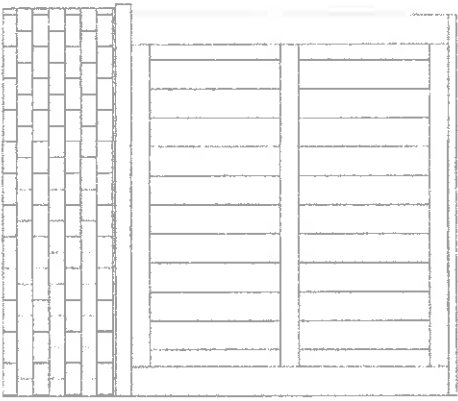
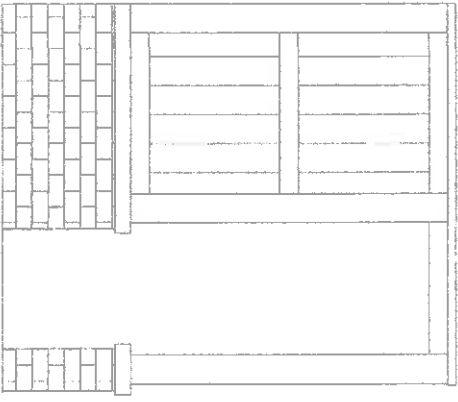


1102 Emory Street Garden Fencing + Outdoor Shower Completion - 2020
 Oxford, GA

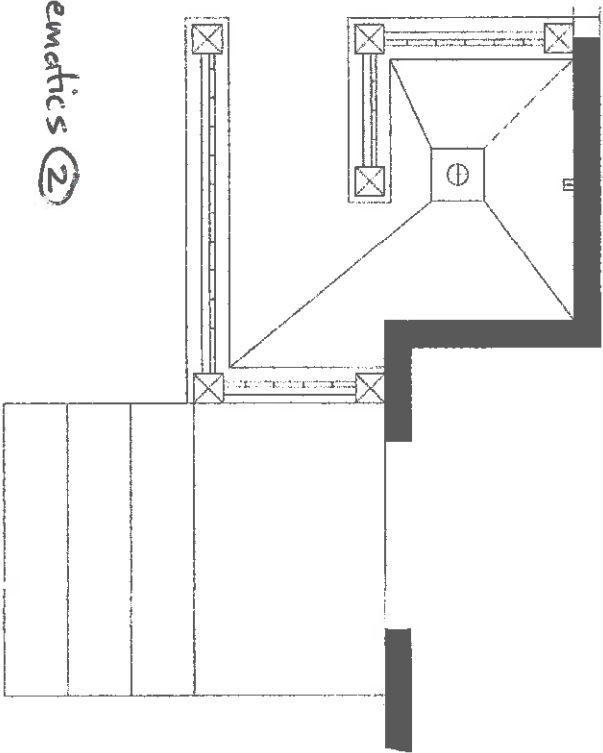


Brick-based Wrought-Iron Fencing
 with Brick Pillars - Schematic ①

1102 Emory St.
 Oxford, GA



Proposed Outdoor Shower Schematics ②



1162 Emory St.
Oxford, GA

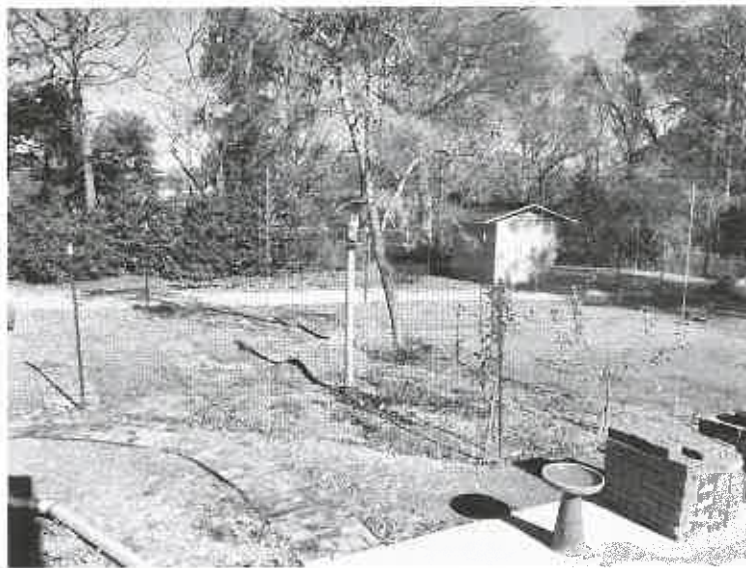
1102 Emory Street Oxford, GA - December 10, 2020



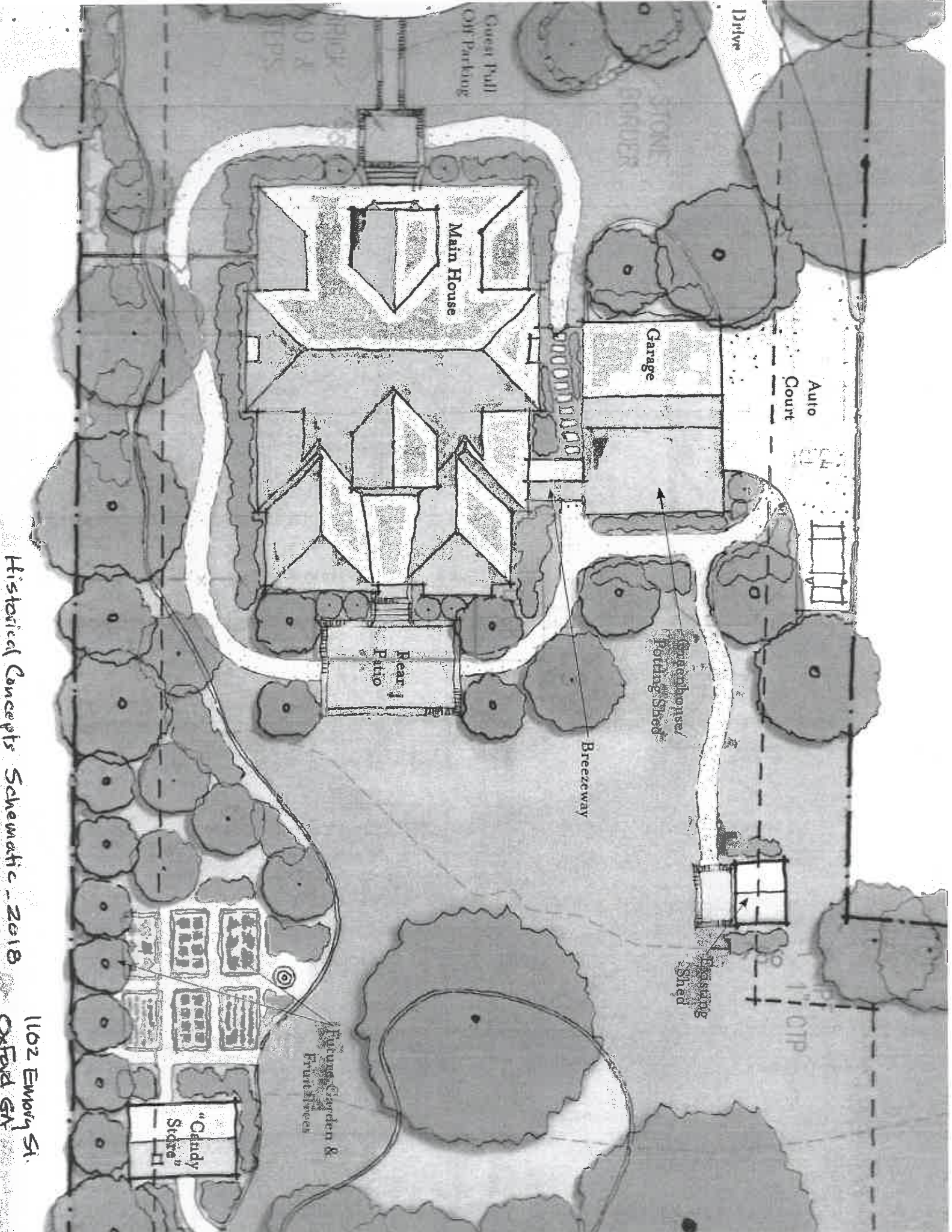
Rear Patio & Garden Existing



Outdoor Shower Site



Garden & Garden Shed



Historical Concepts Schematic - 2018

1102 Emory St.
Oxford GA

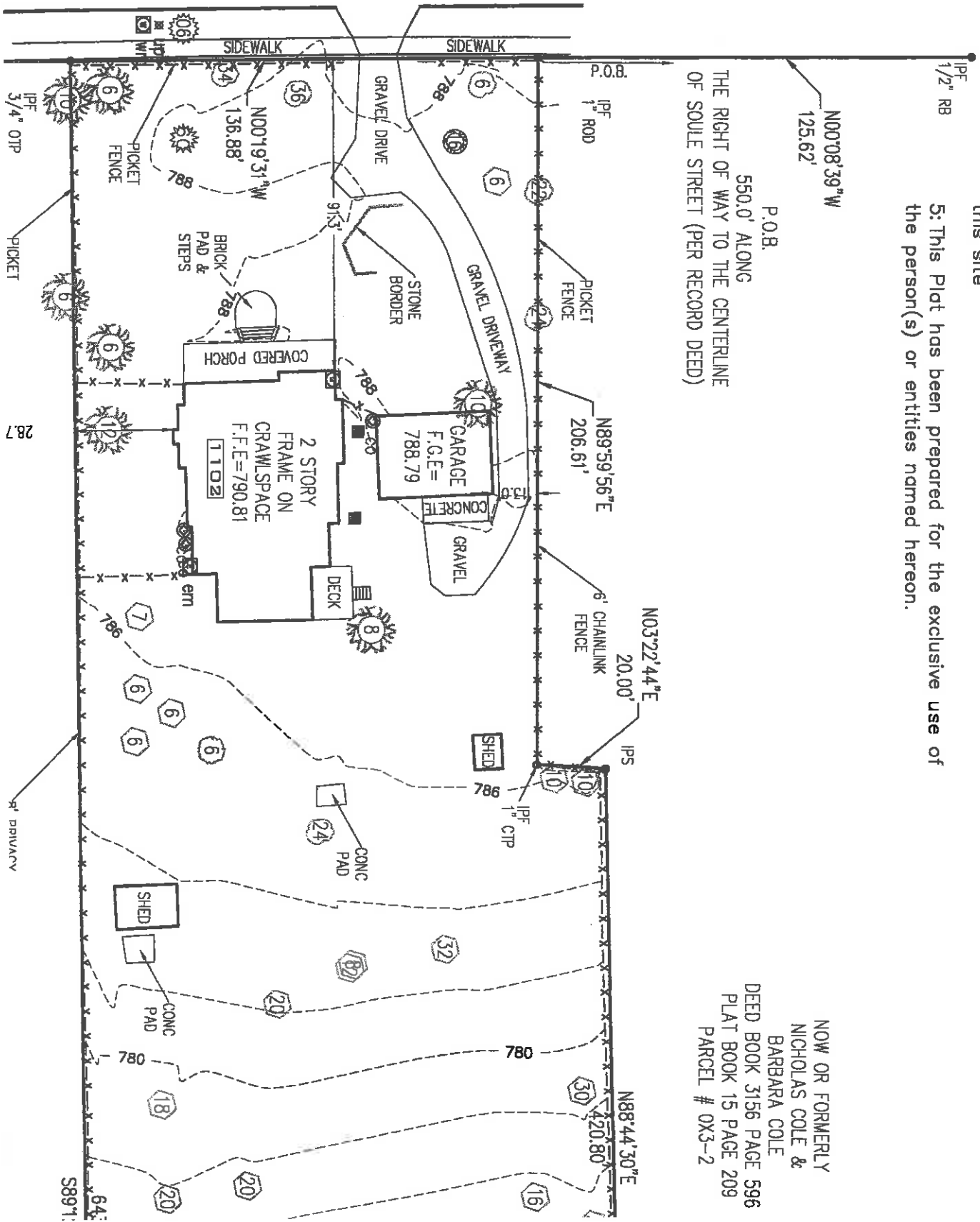
PROPERTY IS NOT LOCATED IN A
NEED BY FIRM MAP OF NEWTON
D EFFECTIVE DATE MARCH 17, 2014.

NT
FOR SUBJECT
PB 6 PG 29)
SURVEY:
003000

EMORY STREET (R/W VARIES) (AKA GA HWY NO. 80)

presence of any such utilities.
4: No Geodetic monuments were found within 500 feet of this site
5: This Plat has been prepared for the exclusive use of the person(s) or entities named hereon.

P.O.B.
550.0' ALONG
THE RIGHT OF WAY TO THE CENTERLINE
OF SOULE STREET (PER RECORD DEED)



NOW OR FORMERLY
NICHOLAS COLE &
BARBARA COLE
DEED BOOK 3156 PAGE 596
PLAT BOOK 15 PAGE 209
PARCEL # 0X3-2

Treet Topographical Survey - 2018
Prior to Renovation 2019

1102 Emory St
Oxford, GA



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: BRIAN DAVID BARNARD Date of Application: 01/05/20

Address of Applicant: 1112 ASBURY ST. OXFORD, GA 30054

Telephone # (s) of Applicant: 770.294.5025

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): SAME AS HOME ADDRESS

Owner of above location(s): BRIAN DAVID BARNARD

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: Adding a master closet, master bathroom and a bonus room. Re-siding and Re-roofing.

Adding a front porch, and a screened in side porch. Re-locating laundry to new space. Adding a covered parking area.

ADDITIONAL UPDATES - KITCHEN: New cabinets, Island and Pantry, new flooring - No mechanical services are being modified.

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: 1750 Orig + 780 New Porches + Covered Parking 892
Heated Sq.ft. _____ 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 R20

Setback Requirements:

Front setback 5' ft. Side setback 15' ft. Rear setback 30' ft.

Minimum required lot width at building line 100' 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: Adding a Full Bath

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

F) Electrical: 18 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 | Not sure what to put here? - Total lot width? |
| Depth of lot at proposed work location ___ feet | Length of new work ___ feet | 68' Total Width & 66' Deep & 25' 5" Height |
| 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.

Brian D. Barnard
Signature of Applicant

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

Date Received by Zoning Administrator: _____
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.