

Oxford Planning Commission  
Minutes for Meeting on June 14, 2011

Attendance: Patsy Burke, David Eady, Erik Oliver, Jim Patrick, and Hoyt Oliver (liaison)  
Guest: Margaret Dugan, Oxford College, Dean Stephen Bowen, Oxford College, Nick Pergakes, Robert & Company

Chairman David Eady opened the meeting at 7:00 PM.

Old Business:

1. Minutes for the May 10, 2011 meeting of the Oxford Planning Commission were reviewed and unanimously approved as submitted.
2. Hoyt Oliver reported that the City Council had made suggested changes to the zoning ordinance. Any comments on the changes should be made before June 20, 2011. The Planning Commission was asked to comment on the threshold for Planning Commission review of permit applications. The Planning Commission would prefer any new construction or projects where the "footprint" would change would require Planning Commission review. The City Manager should handle any temporary additions or projects where only interior changes were planned.

New Business:

1. Chairman Eady reported that he had been appointed by the City Council to replace Sue Dale. Erik Oliver was unanimously elected as Planning Commission Chairman to replace David Eady.
2. It was noted that a Planning Commission member had been absent for the last four meetings and who had other numerous absences. Reference was made to City Ordinances and regulations that require replacement of any Planning Commission member who has numerous absences. A motion was made and unanimously approved to confirm the referenced requirement and to confer with the absent member to determine the reason for the absences and whether to replace the member on the Planning Commission.
3. Due to the resignation of David Eady and potential need to replace the absent member, potential candidates for the possible two openings on the Planning Commission were suggested. The following were named: Jonathan Eady, Jackie Ellis, Pat Womack, and Avis Williams. A motion was made and unanimously approved to confirm agreement to serve and to submit these names with a description of qualifications to the City Council as candidates for the one or two openings on the Planning Commission.
4. Margaret Dugan of Oxford College gave a report on a traffic analysis that had been done on two key intersections on campus and plans the college had for resolving the perceived problems. The analysis was summarized in a report entitled, "Emory-Oxford Pedestrian Analysis," prepared by GCA and dated April 11, 2011. The two intersections where pedestrian and vehicular traffic were

analyzed were the corners of Haygood Avenue and Pierce Street and Haygood Avenue and Hamill Street. The goal of Oxford College is to make the campus pedestrian friendly for its faculty and students. Proposed changes on the campus were included as three packages or phases of the project. All three phases would be necessary to solve the problem, but only Package A had received approval within the college. Package A includes improving and adding new parking spaces south of Seney hall and taking initial steps to remove parking along Hamill Street inside the campus north of the Eady Center and west of the Chapel.

The Planning Commission thanked the College for the report and indicated support for their efforts to improve the safety on campus. It was noted that the traffic along Moore Street was not included in the study and suggested additional sidewalks would be beneficial along Moore Street. In order to expedite the approval process for Package A, a motion was made and unanimously approved to grant advanced approval of a Development Permit for the work shown in Package A to the Planning Commission Chairman if the Development Permit application was submitted in June 2011, and the work was as shown on the Package A in the report.

5. Nick Pergakes of Robert & Company gave an update on the work on the new subdivision ordinance. Several issues were discussed with the Planning Commission and a work session was planned for July 1<sup>st</sup> at 9:00 AM to discuss the new ordinance.

Mr Eady adjourned the meeting at 8:52 PM

Respectively submitted by Jim Patrick, Secretary

DRAFT

Oxford Planning Commission  
Minutes for Meeting on July 12, 2011

Attendance: Patsy Burke, Jackie Ellis, Vivian Harris, Erik Oliver, Jim Patrick, and Hoyt Oliver (liaison)

Guest: Margaret Dugan, Oxford College, Dean Stephen Bowen, Oxford College, and Lisa Dorward, new owner of Orna Villa

Chairman Erik Oliver opened the meeting at 7:00 PM.

Old Business:

1. Minutes for the June 14, 2011 meeting of the Oxford Planning Commission were reviewed and unanimously approved as amended.
2. Subsequent to the June meeting, Oxford College revised their plans for changes at the college to make the campus more pedestrian friendly and to improve the safety for pedestrians and vehicular traffic on Haygood Avenue. Instead of proceeding with the previously described three-phase approach, Oxford College presented a revised and expanded Application for Pre-development Approval to the City Council on July 11, 2011, which includes all of the following work:
  - Add an entrance to the south parking lot by the tennis courts to make circulation one-way,
  - Bury utilities as shown on application drawing,
  - Move Moore Street speed table to connect the sidewalk from the tennis court to the soccer field,
  - Close the main campus entrance to vehicular traffic with bollards,
  - Make various changes of pedestrian pathways internal to campus,
  - Devise a physical address system for each building on campus,
  - Install a sidewalk on the west side of Haygood Avenue between Pierce and Hamill Streets,
  - Install crosswalks surrounding a textured/stamped pad at the intersection of Hamill Street and Haygood Avenue,
  - Remove the tennis court parking,
  - Relocate the Cliff shuttle stop from Hamill Street to the west side of Haygood near the northern part of the tennis court parking being removed and install a chain link fence on its western side,
  - Install two new on-street parking spots for service vehicles adjacent to the handicap spaces on the east side of Haygood Avenue.

It was reported that the City Council had reviewed and approved the plans for parking changes behind Seney Hall making the parking area a one-way loop connecting to W. Moore Street (first three items above). The remainder of the application was sent to the Planning Commission for review and recommendation. As requested, the College resubmitted the application on July 12, 2011, divided into three parts to better facilitate review.

New Business:

1. The Planning Commission welcomed new member Jackie Ellis who had been appointed by the City Council to replace David Eady.
2. After review of City ordinances, Councilman Hoyt Oliver reported that no specific ordinances regulate when a Planning Commission member should be removed due to

- excessive absences, but rather that is a rule previously established by the Planning Commission.
3. An Application for Pre-development Approval dated July 12, 2011 was submitted by Oxford College to establish building addresses for the campus. After a brief discussion, Chairman Oliver stated that he had had discussions with the City manager about this issue and that it is best handled by the City Manager in cooperation with Newton County officials following existing standards. The commission members agreed, and directed the application back to the City Manager.
  4. The Planning Commission reviewed the unapproved portion of the pre-development Application by Oxford College. The primary areas of discussion were the plan to move the shuttle bus stop from Hamill Street to Haygood Avenue and a proposed new service parking area at the East Village dorms along Haygood Avenue.
    - After a discussion of the issues for and against the proposed relocation of the shuttle bus stop, the Planning Commission was split three to three on the issue. The decision, therefore, will be made by the City Council without a decisive recommendation from the Planning Commission.
    - After a discussion of issues related to the service parking area proposed in the plan, the Planning Commission voted to recommend the additional service parking spaces where proposed. There was one dissenting vote.
  5. The Planning Commission reviewed the portion of the application regarding installation of a sidewalk on the west side of Haygood Avenue between Hamill and Pierce Streets. The commission recommends approval of the sidewalk subject to the inclusion of the two following items to which Dean Bowen agreed:
    - Addition of a crosswalk on the north side of the intersection of Haygood Avenue and Hamill Street.
    - The current break in the partial sidewalk on the west side of Haygood Avenue near Pierce Street should be extended to provide continuity with the Pierce Street sidewalk.
  6. A suggestion was made that the intersection of Haygood Avenue and Hamill Street should be a slight raised table as a traffic calming measure as an earlier version of the college proposal had shown. After discussion, no motion was made to make a recommendation either way.
  7. Also discussed was the possibility of adding a sidewalk on the north side of Moore Street from the Seney parking area to the intersection of Moore Street and Haygood Avenue, and an extension of the sidewalk on the west side of Haygood Avenue south to the intersection of Haygood and W. Moore Street. Pros and cons were discussed. No motion was made to make a recommendation either way.

Mr Oliver adjourned the meeting at 8:29 PM

Respectively submitted by Jim Patrick, Secretary