



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, AUGUST 17, 2020 – 6:30 PM
VIA TELECONFERENCE**

ELECTED OFFICIALS PRESENT:

David Eady – Mayor
George Holt – Councilmember
Jim Windham – Councilmember
Jeff Wearing – Councilmember
Lynn Bohanan – Councilmember
Avis Williams – Councilmember
Laura McCanless - Councilmember

APPOINTED/STAFF PRESENT:

Matt Pepper – City Manager
Marcia Brooks – City Clerk/Treasurer
Melissa Pratt – Associate Clerk
Jody Reid – Utility Superintendent
Dave Harvey – Police Chief

OTHERS PRESENT: Art Vinson, Laurie Vinson, Mike Ready, Nick Cole, Barbara Cole, Mike McQuaide

Agenda (Attachment A)

1. Mayor’s Announcements

None.

2. Discussion on Farmer’s Market (Attachment B)

Associate Clerk Melissa Pratt presented several drafts documents for review by the City Council: Operating Policies, Application, and Vendor Acknowledgement COVID Guidelines. She also provided copies of the city ordinances for non-licensed sales and for signs. She explained that she based her drafts on the procedures of the Freedom Farmers’ Market in Atlanta, which was recommended by Daniel Parsons.

Laura McCanless provided feedback on a typographical error. She also stated she would like to see accidental injury and theft added to the hold harmless section. She has several questions concerning specific operations for Oxford. Ms. Pratt stated that she has flags and marking paint to lay out an area for parking.

Ms. McCanless noticed that our proposed schedule is not consistent with Oxford College’s preferred day of the week in previous years. She wants to ensure that we do not shut them out since they have been our only consistent vendor. She also feels it may not be appropriate to charge until we build up the vendor base. Ms. Pratt understood Ms. Ms.

McCanless' concerns. She did want to make the points that the location has a lot of traffic and she has a list of vendors she will be contacting to invite to participate. Most vendors expect to pay a fee for an event such as this, and charging a small fee sets a minimum standard. She also feels it is important for the market to pay for itself.

Lynn Bohanan feels the fee should be charged from the beginning because it will be harder to justify it if it starts off free. One possible option would be for the first month to be free.

Jeff Wearing asked what type of marketing plan Ms. Pratt has for the vendors and customers. Ms. Pratt stated there are many vendor registries where the farmer's market can be listed including the Georgia Department of Agriculture. She plans to call vendors she is aware of, place information on Facebook, and send out press releases as well. Mr. Wearing suggested a sign saying, "Welcome to the Oxford Farmer's Market," with the hours, and another sign for parking. Ms. Pratt stated her plan includes marking an area for parking for customers and a separate area for vendors. She also stated updating Google Maps will help promote it as well.

James Windham suggested having the City Attorney review the procedures, particularly the hold harmless section. The type of signs allowed need to meet minimum standards. Also, all the information in the documents needs to be consistent without any contradictory information. He believes the problem with the market in the past has been failure to market it. He has concerns about overwhelming potential vendors with procedural requirements. He also has concerns about vendors trying to sell produce from other areas in the market. He does not have reservations about including artisan products. He does believe the documents need to be combined into one cohesive document. Ms. Pratt stated each vendor would receive an application package

Mr. Windham asked how rigid Ms. Pratt will be with the requirements, and how she intends to police it. Ms. Pratt advised she plans to walk the market and inspect the property if there is any doubt about a vendor's products. She also will have a list of what is "in season." It will be monitored whenever open. This was one of the reasons for reducing it to two days per week. Mr. Windham reiterated that Thursday has always been the best day for Oxford College. Ms. Pratt agreed to check with Daniel Parsons at Oxford College to determine if Thursday is still best for him. Mayor Eady stated there is also another vendor who participated regularly whose schedule should be consulted.

Mr. Windham suggested that Ms. Pratt speak with Kay Lee who in the past had organized a farmer's market in Covington. He and Ms. McCanless both commended Ms. Pratt for the effort she has put into this initiative.

Mayor Eady asked that all Councilmembers review the documents and provide specific recommendations to him and Matt Pepper in an email. Adjustments identified based on the feedback can be incorporated into the documents and discussed at a future meeting.

3. **Amendment to City Mask Resolution** (Attachment C)

At the August regular session, the City Council discussed amending the City Mask Resolution to include all city properties with the possible exception of city streets and trails. The resolution currently in effect applies only to City Hall and the Maintenance Facility.

All Councilmembers were in favor of the changes to the mask resolution. Mayor Eady will work with Matt Pepper to make the changes to exempt city streets and trails and have David Strickland review it. He scheduled a special called meeting for August 24, 2020 at 7:00 p.m. to vote on the amended version.

4. **Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Discussion**

The City of Oxford is eligible for reimbursement-based funds of \$122,807.67 from the CARES Act. Matt Pepper and Marcia Brooks have attended meetings and training regarding guidance for proper use of the funds. The phase 1 funds must be spent by September 1, 2020.

Matt Pepper discussed the City's plans for optimizing the use of the funds. The main purpose of the Round 1 funding is to make cities and counties whole for the unexpected costs of dealing with the COVID-19 epidemic. Many cities have spent part of the funds on personal protective equipment (PPE), installed plexiglass shields at their customer service counters, and contracted with professional cleaners to disinfect and sanitize their buildings.

He stated that we can claim 100% of our public safety personnel expenses for the months of March through August for Round 1 of the funding. Staff believes the best use of the Round 1 funds would be to submit requests for reimbursement of our public safety funds, and plan to use future phases of funds on community response plans, assuming such use will be allowed. No guidance or details concerning the other phase(s) has been released yet.

Mayor Eady stated one possible option for using the future phase(s) is to provide resources to establish a location for working parents to leave their school-age children in a safe environment while they are working. Other ways the city may help this impacted group are by working with non-profits, faith-based organizations, and the schools to help provide a structured environment for completing their schoolwork, access to high-speed internet, and access to computer equipment. The school board has said they will provide Chromebooks and hot spots as needed, but there may be a gap the City of Oxford can help fill. The other immediate need in the community is individuals facing possible eviction due to inability to pay their rent because of the pandemic.

George Holt asked for clarification on the Round 1 funding. Specifically, he asked if enough expenditures have been identified to submit for the full amount (\$122,807.67) before the deadline of September 1, 2020, and if the community response ideas are for the future. Mayor Eady confirmed that his statement was correct. The City has already met payroll and paid for COVID-19 supplies and equipment. We can choose to funnel the reimbursement money directly into these projects or allow the General Fund to absorb the

immediate reimbursements and wait for further guidance on the future rounds of funding before committing them.

Ms. McCanless stated the current rules permit the types of assistance Mayor Eady mentioned. She indicated the guidance had specific requirements about private loans. Mayor Eady agreed that such loans must be administered in close cooperation with the Georgia Department of Community Affairs (DCA) and the State Office of Planning and Budget (OPB). She would like to see outside WIFI hotspots installed permanently in a couple of places in Oxford, and she also suggested small business loans and/or grants for residents of Oxford who may be struggling with their businesses.

Mr. Wearing suggested that each Councilmember could submit several ideas that could be placed in a listing and prioritized. Mayor Eady agreed and asked all Councilmembers to email three to five ideas to Matt and copy him and prioritize them within each submission.

5. Emory Street Sidewalk Replacement Project (Attachment D)

The FY2021 Capital Budget includes \$100,000 to repair the existing sidewalk on the west side of Emory Street /SR 81 from the city-owned greenspace to Soule Street. Due to the condition of the current sidewalk, staff recommends replacement rather than repair of this section of sidewalk. The sidewalk is located within the Georgia Department of Transportation's (GDOT) right-of-way, so a special encroachment permit must be obtained from GDOT before the project is started.

Jordan Engineering has completed the attached draft plans for this work which would be submitted with the application for the permit. Matt Pepper anticipates the permit process will be relatively simple given there is an existing sidewalk. The width of the current sidewalk varies between just under and just over four feet. The plans call for increasing the width to five feet standard. The concrete would be four inches except where it crosses driveways, in which case it would be six inches. Some minor signage may be moved but little disruption is expected because the additional foot can be pushed onto the GDOT right-of-way on the East side of the sidewalk.

Mr. Holt asked if this work is for the East and West side of the street. Mayor Eady stated this project is only for the West side from the U.S. Post Office to Palmer Stone School.

Ms. McCanless asked if the \$100,000 is for the replacement and increase to five feet. Mayor Eady stated that was the amount budgeted for repairs. Bids will have to be obtained to determine the cost to replace the sidewalk and increase the width.

Mr. Holt asked if some of the \$100,000 was used for the study for the sidewalk from Soule Street north to the city limits. Mayor Eady stated some of it was used in FY 2020 but \$100,000 was also allocated for FY 2021.

Mr. Wearing mentioned that the Council had previously discussed installing lighting along the sidewalks. He asked if it would be feasible to lay conduit as part of this project. He did

not think it would be expensive to add the conduit to the plans. Mr. Holt and Mr. Windham agreed it would be better to include the conduit now if lights will be added at some point.

Ms. McCanless expressed reservations about replacing functional sidewalk in a financially conservative time given that the East side of Emory Street North of Soule Street does not have sidewalk at all. Mayor Eady stated the cost for that sidewalk project was around \$1 million, and the concept study included lighting. Grant funding is being sought for this project, and the portion to be paid by the City of Oxford was included in the Capital Budget for FY 2021. Realistically it probably will not begin in FY 2021. The sidewalk replacement currently being considered is a priority for Mayor Eady because it is a safety hazard. Replacement of this section will tie in with the new section on the North side.

Mayor Eady advised the plans can be updated to include the conduit for the lighting. Keck & Wood was also asked to provide a proposal for a lighting design plan for the East side of Emory Street from Soule Street to the I-20 bridge. Their proposal for the design is about \$24,000. The work itself will cost about \$.5 million. Mr. Holt stated the proposed TSPLOST tax could pay for that project in the future.

6. Bid for 101 Longstreet Circle Lot (Attachment E)

At a previous City Council meeting, the Councilmembers agreed to advertise a city-owned lot at 101 Longstreet Circle for bids. One bid was received from Mr. Hurenza Lewis for \$15,000. He would like to build a new house on it. The last time the City advertised for bids, one bid was received for \$6,000. The bid was accepted by the City, but the deal fell through.

Mr. Holt and Mr. Wearing stated the bid should be accepted. Mr. Windham disagreed. Ms. McCanless wanted to know the fair market value for the lot and also whether a home can feasibly be built on the lot. Mayor Eady stated there was previously a house on the lot that was built in the 1980s and was similar to one diagonally across from it. A house built on the lot now would have to comply with current building requirements.

Ms. McCanless feels it is unfair to sell the lot knowing the intent is to build on it without confirming it will be compliant with the Oxford Zoning Ordinances. Mr. Windham agreed with Ms. McCanless. Mr. Holt recommended having Mr. Lewis submit plans for his house to the City Council.

Mr. Windham stated that all lots in Oxford are taxing around \$20,000. Marcia Brooks stated that the assessed value for the lot is \$12,000.

Mr. Windham asked why Oxford would want development in that neighborhood if it is not desired behind Orna Villa. He feels Oxford should determine what it wants to be and make decisions congruent with that strategy. Ms. McCanless agreed with Mr. Windham and indicated she is fine with leaving the lot in a natural state.

Mr. Holt pointed out that a house had been on the lot before. Mr. Windham stated that does not mean one should be there now. Green space needs to be spread out over the entire City and not just particular areas in the City.

Ms. McCanless stated the Trees, Parks and Recreation Board recommended leaving it as a natural space, with perhaps a bench. They did not recommend putting a park there.

Mayor Eady stated the City Council decided at a previous meeting to put the lot up for bid. If the majority of the Council does not wish to sell the land the offer can be declined, but it was agreed that it would be put out for bids. Ms. McCanless recalled that it was discussed and agreed that bids would be considered but did not have to be accepted.

Mr. Windham stated the Trees, Parks and Recreation Board recommended a park in the spot, which people interpreted differently. It was never intended to have basketball courts, a playground, or other such equipment. It was intended to be a natural place for relaxation for the neighborhood. Ms. McCanless stated the residents of the neighborhood were asked if they wanted a park and they said they did not, so the Board recommended a natural space, or pocket park.

Mayor Eady stated the Planning Commission can be asked if the lot is buildable. If the majority of the City Council wants to keep the lot, the Trees, Parks and Recreation Board can be asked to develop a landscaping plan for it. Mr. Wearing stated he thought the City Council already voted not to develop the lot at all. Mr. Holt agreed with Mr. Wearing but acknowledged the Council can vote again on it. He believes the City should get rid of it. Mr. Wearing agreed with Mr. Holt and indicated he believes Mr. Lewis did his due diligence or he would not have bid \$15,000.

Ms. McCanless asked Mayor Eady if he could review the zoning ordinances to verify if the lot is buildable. She does not want there to be a request for a major variance with the City Council divided on the disposition of the property. Mayor Eady agreed to do so and report the information back to the Councilmembers. Mr. Holt and Mr. Wearing can make a motion and second at the September Council meeting if they wish and the Council can vote on it.

7. **Right-of-Way Survey** (Attachment F)

The City of Oxford contracted with Jordan Engineering to survey the rights-of-way in the City and identify any encroachments. The original scope of this work was completed. In the process they have collected additional information and verified some additional parcels and streets that should be added.

Mayor Eady, Matt Pepper and Jody Reid have spoken with Jordan Engineering to determine what would be required to complete the survey for the additional properties in the northwest quadrant of the City so that the complete dataset can be turned over to the Newton County GIS Department to update the City's tax records. The estimate from Jordan Engineering to complete this work is \$1,760.00.

Mr. Holt asked if the additional properties are within the City of Oxford, as the original contract was to survey the properties within the City. Mayor Eady stated the original contract was to survey the streets and rights-of-way in the City. Mr. Holt stated they missed some locations in their original work and now want to charge the City for the locations they missed. Mr. Holt asked if the streets and rights-of-ways in the proposal are within the City of Oxford. Mayor Eady stated they are not streets and rights-of-way; they are privately owned easements. Mr. Windham requested to see the contract.

Mayor Eady advised that Jordan Engineering determined the portion of W. Richardson Street owned by the City ends at Hull Street, and beyond that there is an access easement going down the dirt part of the road until it terminates at the quarry. Jordan Engineering reached a similar conclusion about Stagecoach Road North of W. Richardson Street. Most of the properties along these easements are within the City of Oxford.

Mr. Holt asked how the City of Oxford would benefit from this additional survey work. Mayor Eady stated it would complete the dataset for the boundaries of the City of Oxford. Mr. Holt stated that should have been included in the original contract. Mayor Eady stated the matter can be tabled until another meeting. The contract, invoices for the actual work and minutes from the meeting when the contract was approved can be provided to the Council for review. He added that one benefit would be an accurate determination of which properties fall within the City of Oxford if the fifty acres nearby were sold to a developer and homes were built on it.

Ms. McCanless stated the research should be done, but the amount proposed is a worthwhile cost if it provides the City with accurate information for planning purposes. Mr. Windham stated that if it is determined that the properties along these easements are within the City but the easements are not, quit claim deeds should be obtained from the property owners.

Jody Reid stated Newton County Transportation Department has been maintaining the dirt portion of W. Richardson Street. Mayor Eady advised Jordan Engineering could not find any evidence that the dirt portion was ever deeded out of private hands to Newton County or the City of Oxford, but it has been maintained like a county road.

Mr. Windham and Mr. Wearing requested that they be sent the documents (contract, invoices, minutes) for review. They also requested that this issue be discussed with the City Attorney. Mayor Eady advised this information will be sent to all the Councilmembers.

8. Monthly Invoice Approval

Matt Pepper explained that this discussion has arisen in the past few months because financial policies have changed in recent years. Mr. Holt used to chair the Finance Subcommittee and routinely reviewed and approved invoices. However, since the City is now under a manager-council form of government, this need has decreased. The Council approves invoices \geq \$1,000, but many of them have already been paid on jobs and projects previously approved by the Council. The Council has asked that the staff determine a way to inform the Council and public of the finances for the previous month but

not ask the Council to approve the same expenditures multiple times. Staff propose providing the information on the agenda or as an attachment for the community's benefit and as an accountability measure but not asking the Council to vote on the listing.

Mr. Windham asked if the City of Oxford has appropriate safeguards and policies in place to avoid the type of situation that has recently occurred in the City of Porterdale. Mr. Holt stated he began reviewing the finances because the auditors suggested implementing procedures to improve the separation of duties between accounts receivable and accounts payable, and to have better oversight to know that the items being paid for were actually ordered and received.

A system was implemented requiring a purchase order for each purchase with approval, and sign-off was required that items were received. He continued reviewing the purchases before they were paid even after the first City Manager was hired. When Stacy Mullen began paying invoices, she became accustomed to the questions he asked and was prepared when he asked them. It became unnecessary to continue approving all payments. Mr. Holt confirmed to Mr. Windham that there is adequate separation of duties now that he feels comfortable with staff handling these responsibilities.

Matt Pepper added that the current staff has a culture of transparency, and any Councilmember or the public who wants to see any documentation needs only to ask. Mr. Windham agreed with Matt and commended the staff for the job they do. He only had concerns from the perspective of avoiding any issues such as occurred in Porterdale recently.

Mayor Eady stated the listing of payments will have some additional details about the payments to make clear what they are for.

Mr. Windham asked if there is a reason the City's budget is not on the website. Mr. Pepper stated he will add the budgets and audits on a separate page on the website.

The Councilmembers agreed to start including the invoice listing as a separate attachment rather than in the body of the Council Meeting agenda.

9. Annual Mayor and Council Retreat

Mayor Eady stated that due to the risks inherent with meeting in person, he and Mr. Pepper have discussed some ways they can make use of the time usually dedicated to the strategic planning meeting held in October of each year. This year his thoughts are to have the standing committees and boards present their activities over the past year and goals for the future. They also discussed trying to find ways to involve the public more actively in the City's strategic planning process. The meeting this year will be held virtually and will last no more than half a day.

Mr. Windham stated he feels the tone and feel of the City Council completely changed with the last election. There are a lot of new ideas and thoughts of what the Council should be, and he would like to get those ideas solidified so that Council decisions fit within that

alignment. Mayor Eady stated that when the zoning ordinances were passed about twelve years ago, an infill overlay was added. If the Council wants to take a new look at its land use policies, it would be an extensive discussion. Mr. Windham suggested discussing these issues at the retreat.

10. September Regular Session Meeting

The regular Council meeting for September will be moved to September 14, 2020 due to the Labor Day holiday falling on the Council's normal monthly meeting night.

11. 2nd Little Library

Mayor Eady expressed appreciation to Nick and Barbara Cole for their work on the first Little Library. He entertained discussion on placement of a second Little Library. Ms. Cole stated that there are already plans to place another one on the Oxford College campus. She would like to place another one in a different location for the public. Mayor Eady asked the Councilmembers to include their ideas for locations in the same email when they send their ideas about CARES Act Funding.

Mayor Eady adjourned the meeting at 8:31 p.m.

Respectfully Submitted,



Marcia Brooks
City Clerk/Treasurer

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, AUGUST 17, 2020 – 6:30 P.M.
CITY HALL (VIA TELECONFERENCE)
A G E N D A**

1. **Mayor's Announcements**
2. ***Discussion on Farmer's Market** – Council will continue discussions on some ways to improve the operations of the city's Farmer's Market.
3. ***Amendment to City Mask Resolution** – At the August Regular Session Meeting, the Council discussed amending the city's mask policy to include all city properties. We have attached the draft of the amended resolution.
4. **Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Discussion** – Council will discuss potential uses of the funds received from the CARES Act.
5. ***Emory Street Sidewalk Replacement Project** – The FY2021 Capital Budget includes \$100,000 to make repairs to the existing sidewalk that runs along the westside of Emory Street/SR 81 from the city-owned greenspace to Soule Street. We recommend that the city replace the sidewalk instead of making repairs. Since the sidewalk is located within the Georgia Department of Transportation's (GDOT) right-of-way, we must obtain a special encroachment permit from GDOT before starting the project. We have attached a draft copy of the plans.
6. ***Bid for 101 Longstreet Circle Lot** – The city received an offer of \$15,000 to purchase the city-owned lot located at 101 Longstreet Circle. We have attached the offer.
7. ***Right-of-Way Survey** – Jordan Engineering has completed the city's right-of-way survey as agreed to in the original scope of work. It is proposed that we hire Jordan Engineering to complete an expansion of the city-wide right-of-way in the northwestern quadrant of the city. We have attached the proposal.
8. **Monthly Invoice Approval** – We will discuss future policy related to the requirement for Council to approve invoices over \$1,000.
9. **Annual Mayor and Council Retreat** – For the last few years, we have held our Annual Mayor and Council Retreat in October. Council will discuss whether we will hold the retreat this year.
10. **September Regular Session Meeting** – The next Council Meeting is scheduled for 7 PM on Monday, September 7th (Labor Day). We will discuss rescheduling the meeting.
11. **2nd Little Library** – Council will discuss adding another Little Library within the city.

*Attachments

Oxford Farmers Market Operating Policies

The Oxford Farmers Market (OXFM) was founded to provide sustainably produced, local products to our residents. To foster a dynamic economic and educational connection between community members, food producers, and artisans by providing a marketplace which allows for the direct marketing of products from the original producer to the end consumer. The Market serves the dual purpose of providing (1) a direct retail outlet for local farmers, value-added producers, and artisans thereby promoting local agriculture and hand-crafted goods, and (2) an alternative buying arrangement for consumers where high quality fresh, local products are available at reasonable and fair prices in an atmosphere conducive to the exchange of information and ideas between the producer and the consumer.

Vendors:

1. We select a diverse group of vendors and take into account all products available at the markets. Completed applications will be processed in a timely fashion by the Market Manager and the city staff. Additional information about the applicant and products, or an on-site visit may be required before an application can be fully considered.
2. No person will be allowed to sell products until their application has been accepted and approved. An Application is not completed until fees are paid as defined in the Application form(s). The Oxford Farmers Market, reserves the right to prohibit anyone from selling at the market. The Market Manager and city staff with or without cause may revoke vendor privileges. Upon revocation of privileges, fees paid will be refunded after deduction of the weekly rate. Appeals may be brought before the city council.
3. OXFM prioritizes “producers” whenever possible.

What Can Be Sold 60% whole foods to 40% other vendors.

1. **Raw Agricultural Products** grown by the vendor which meets OXFM standards. This includes fruits, vegetables, grains, herbs, flowers, bedding plants, and potted plants. No resale of prefinished plants is allowed.
2. **Value-Added Agricultural Products** produced by the vendor which meets OXFM standards. This includes products made of raw agricultural products that have been processed or any whose sale a government agency regulates. Examples are jams, jellies, sauces, oils, vinegars, pickles, baked goods, molasses, cider, soap, frozen fruits and vegetables, and picked-out nuts. Use of local farm ingredients is strongly encouraged, especially from OXFM farmers. If the ingredients are available locally, it is expected that you will purchase it from a local and sustainable source. Vendors must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to federal guidelines on labels.

Market Fees:

The OXFM will collect fees from all vendors based on the number of 10 x 10 spaces the vendor uses. 10x10 and 10x20 spaces will be available. Vendors may be eligible for a discount if they pay for an entire year. If the market does not run the full 48 weeks due to unforeseen circumstances any vendor who has paid in advance will be refunded for closed weeks at the rate they paid. However, if the vendor pays in advance but chooses not to attend the market, the vendor does not receive a refund.

Monthly at \$10.00/week for a 10x10 space, paid the first market day of the month. If the vendor is a rotating vendor they pay for the number of scheduled dates for that month. Yearly at @\$8.00/week for a 10x10 space, must be paid in advance.

Payment can be made by mailed check, in person at City Hall or at the first market attended by the vendor. Full-season payments must be made within 2 weeks of acceptance into the market. Once a vendor is established at the market, fees are normally collected during the market by the market manager. Any vendor refusing to pay owed fees will be permanently dismissed from the market.

Market Operations:

1. Market Schedule and location

The Oxford Farmers Market is located in the grass field next to the Yarborough House at 107 W Clark Street, Oxford, Georgia 30054. OXFM operates every Friday and Saturday, January through December. Hours of operation are 12PM to dusk Friday and 7:00 AM to 1:00 PM on Saturday.

2. Stall Occupancy

Space assignments shall be made by the market manager for each market day. Location of spaces will be decided on consistency of attendance. The market manager may require a vendor to move from one space to another at any time for any reason however every effort possible will be made to assign a vendor to a regular space each week for the entire season. No vendor shall sublease, sell, or permit anyone to use his/her space. Spaces may be shared with another approved OXFM vendor.

3. Tents

All vendors are required to have their own tent and display set-up. Tents must always be safely secured from unexpected weather events with a minimum of 20 lb. weights securely attached to each leg. All vendors must remove all trash from their tent space at the close of each market.

4. Stall Appearance

It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned area and to leave that area free of debris. Products should be displayed in an attractive manner. Vendors should have a clearly visible sign designating the name of their farm/business. All signs should be presentable and within vendors assigned area.

5. Arrival, Set-up and Break-down

Vendors may arrive up to an hour prior to the market opening for set-up. Set-up should be fully completed by market opening. As a courtesy and convenience to our vendors, every effort is being made to allow you to park your vehicle directly behind your tent. Vendor set-up and parking areas will be clearly defined, and market manager will review set-up procedure with all new vendors. Vendors should be cleaned up and departing market property within the hour after market closing. Please help OXFM keep market grounds clean and safe at all times.

6. Parking

There will be a designated parking area for all market vendors. Vendors must park in the designated area in order to leave other parking areas for the customers.

7. Labels and Prices

Vendors are required to label all products with a minimum of the item's name and price. If a product offered for sale is produced by someone other than the seller, that farm of origin should be indicated (and they should also be a member of the market). No vendor may use the adjective "organic" or "naturally grown" to describe their products unless they have provided the OXFM staff with an up to date certificate. We encourage such certificates to be displayed at the vendor's booth. The market requires vendors to truthfully represent their products and operations.

8. Market Staff

There will be a market manager and/or additional volunteers every Friday and Saturday. Staff is responsible for assigning spaces, enforcing regulations, collecting fees and helping to ensure smooth operation of the market. Volunteers will often be delegated to communicate and/or carry out activities on behalf of the market staff and should be respected by the vendors.

9. General Code of Conduct

Staff, volunteers, vendors, customers and visitors will not be subject to language or actions considered to be abusive, profane, threatening, or harassing.

The following constitutes a violation of Market Rules and will constitute immediate and permanent expulsion from the Market:

- Threatening behavior, vandalism and the use or threat of violence by a Vendor or his/her employees or agent constitutes.
- Possession of firearms by a Vendor or his/her employees or agent.
- . Fraudulent, dishonest or deceptive merchandising.

Smoking and drinking alcohol are not allowed in the market area.

OXFM will follow the City of Oxford pet rules which require all pets to be on a leash.

Care must be taken to place food items away from contamination. Solicitation for products, services, or charitable contributions not meeting the OXFM criteria, or by vendors other than OXFM vendors will not be permitted. All vendors will be responsible for the actions of their employees and/or agents.

Cancellation of the Market:

In the event that the City of Oxford holds a Saturday event that will need the space the market occupies, we will cancel market and reimburse pre-paid fees for that day.

Cancellation due to inclement weather is the decision of the market manager and the city council. The decision will be made by 4:00AM the morning of the market and communicated to vendors immediately. If the market is cancelled, no vendor is permitted to sell from their truck or tent at the FFM site. The site will be officially closed to vendors.

Market Manger:

The OXFM will employ a market manager whose duties include collecting daily fees, assigning spaces, supervising the market, and other duties assigned by the staff/council. The manager will be responsible

to the staff/council and report any violations of rules to them. The manager will be the final authority on the day of market. Objections to decisions or actions by the market manager may be appealed to the city council for later consideration.

The market manager is Melissa Pratt.

Liability, Certifications, Licenses and Taxes:

OXFM does not carry insurance policies to cover individual vendors or other participants in the OXFM. OXFM vendors should carry their own personal, general and product liability insurance and participation in the OXFM should be listed on the policy. Vendors are strongly encouraged to keep these certifications and licenses with them during market hours and display them when required by law.

The OXFM and the City of Oxford are not responsible for the paying of sales taxes for individual vendors. This responsibility lies with the individual market vendors.

Dispute Mediation:

If a dispute arises between vendors, market staff will mediate and decide what action, if any, is to be taken. All decisions of Staff are final. If a dispute arises between a vendor and staff, the city council will mediate and all decisions will be final. Vendors are welcome to formally file a written complaint. In the case of a written complaint, a written decision will be given to each vendor involved within one week. All decisions are final. This market is undertaken in a spirit of collaboration in the hopes that all vendors will work together for a healthier, more secure food system in our community. Outside of formally filing a complaint, derogatory comments or actions concerning the OXFM, the market staff, and its policies among vendors, volunteers or the media will not be tolerated. In some cases, sanctions for spreading negative rumors may be warranted as decided by the market staff. While markets should be places for free and open exchange of thoughts and ideas, specific negative talk about particular vendors or management can harm public confidence in the market as a whole, resulting in lost sales for all of the vendors.

Customer Complaint Policy:

All customer complaints should be directed to the market staff. Customers are welcome to formally file a written complaint which will be handled by the market staff, who will decide what action to take if a vendor is involved. Any vendor receiving a written complaint will receive a copy of the complaint and may be subject to our violation policies.

Hold Harmless Clause:

All authorized vendors participating in the Oxford Farmers' Market are independent operators and not partners or joint ventures and shall be individually and severally liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents and associates. All vendors agree to indemnify and save Oxford Farmers Market and the City of Oxford harmless for any loss, costs, damages and other expenses including attorney's fees, suffered or incurred by Oxford Farmers Market by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates: provided that the vendor shall not be liable for nor required to indemnify Oxford Farmers' Market or the City of Oxford for the negligence of them or that of their servants, agents, employees or associates.

Non-Discrimination Clause:

The OXFM will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

Violation Policy:

The market strives to maintain a professional, welcoming place to both support small business and food security. Therefore, we must enforce our rules fairly and consistently for all vendors. Failure to immediately comply with rules as requested by the market staff shall be cause for the revocation of right to sell and expulsion from the market.

The OXFM reserves the right to inspect any OXFM Member's farm or place of production at any time. Such inspections may or may not be announced. The primary purpose will be to determine whether the Member is in compliance with OXFM operating policies and bylaws.

City staff retains the right to limit or revoke any vendor's membership in the OXFM at any time for any reason.

Upon expulsion the vendor shall promptly vacate premises. Failure to immediately vacate shall be the cause for a removal of the vendor's property from the premises at the vendor's expense.

The market is relieved and discharged from any and all losses or damages caused by such removal. The OXFM shall not be responsible for storage or safekeeping of property so removed.

Received by: _____ (PRINT)
_____ (SIGN)
_____ (DATE)

CITY OF OXFORD, GEORGIA
APPLICATION FOR FARMERS' MARKET PERMIT

DATE: _____ NAME: _____

BUSINESS NAME, IF APPLICABLE: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

WEBSITE/FACEBOOK: _____

I am a resident of Georgia in the county of _____,

and city of _____.

I request permission to sell at the Oxford Farmers' Market produce which has been grown in the location above by me, my family, and/or my employees.

I understand that sales at the Oxford Farmers' Market will be permitted only during market hours which are; Friday 12 PM – Dusk and Saturday 7 AM – 1 PM.

I understand that each grower will normally be allowed to occupy up to 100 square feet (10' x 10') of space; if I need more space, I will notify Oxford City Hall staff. Vendor fees must be paid prior to market participation.

I understand that growers are responsible for their own display equipment (tents, tables, booths, signs, etc.), and that at the end of each sales day, sales space must be secure and clean.

Whenever I participate in the Farmers' Market, I will have on display the Permit issued to me by the City of Oxford.

I understand that my Permit is not transferable to others. If my produce is presented by a family member, employee, or other person at the Farmers' Market, that person must display my Permit, and must have in his/her possession a written statement from me authorizing him/her to sell my produce.

I have signed the Release Form (attached), by which I release and discharge the City of Oxford from any and all liabilities which might arise from my participation in the Farmers' Market. I grant to the City of Oxford permission to verify information I have provided.

I have read and fully understand all market policies and requirements.

SIGNED: _____

PRINT NAME: _____

Vendor Acknowledgement - Oxford Farmers Market During COVID-19

While we believe OXFM can be beneficial to our community in many ways, public health is our main concern. OXFM can provide essential items in a safe environment but we need everyone's participation.

Our farmers' ability to supply fresh, local food to the community of Oxford relies on both our vendors and our shoppers following a critical set of health and safety guidelines that are outlined below.

Please be kind to one another—we're all trying to figure this out.

1. Please properly wear a Mask/Face covering to the Market. The CDC recommends wearing a mask/face covering in public settings, where maintaining social distance is difficult. Masks are required for anyone on Market grounds above the age of two.
2. Enter and Exit at Designated Locations Only. Foot traffic flows one way around the Market.
3. Keep your hands clean and use common sense hygiene. Hand sanitizing stations are provided by the Market and vendors have hand sanitizers at their booths. Please do not touch the products, the vendors will handle them for you.
4. Keep 6' of space between yourself and others as much as possible. Vendor tents are spaced accordingly to allow for social distancing. If you are waiting in line stand out of the way of the rest of the market flow.
5. Shop and Go. We will get back to our community gathering once the pandemic is over! Try pre-ordering through the vendor contact page on our website. Please enjoy your purchases at home (no eating or drinking or hanging out at market). Shop solo for an even faster shopping experience!
6. Sorry No Dogs allowed at this time.

Sec. 8-124. - Non-licensed sales.

- (a) *Purpose.* The purpose of this section is to preserve conditions of health, safety, and appropriate community standards in the City by providing for the regulation of items offered for sale to the public in residential districts of the City.
- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Civic organizations means chartered non-profit organizations including but not limited to civic clubs, churches, historical societies, Scouts, garden clubs, etc.

Customary appurtenances means attachments normally used with motorized vehicles, including but not limited to trailers, plows, mower decks, campers, etc.

Farmers' market means seasonal market sponsored by the City, located on city property, and open for sales of farm and garden produce grown by residents of Newton County and counties contiguous to Newton.

For sale means offering to the public by signs, advertisements, or other public notices of goods and items for purchase.

Motorized vehicles means any vehicle operated by gasoline or diesel-fueled motor, including but not limited to automobiles, trucks, tractors, boats, motorcycles, all-terrain vehicles, campers, jet skis, lawn mowers, etc.

Multiple family yard or garage sale means advertised sales of household items by two or more residents the City, on the premises of one or more property owners or tenants belonging to the group sponsoring the sale.

Residential district means properties zoned as residential on the official city zoning map.

Seasonal produce means vegetables, fruits, flowers, nuts, grains, and other produce grown by the owner of the property whereon they are offered by sale to the public.

Yard or garage sale means advertised sales of household items on the premises of property owner or tenants of a residence

- (c) *Notification of non-licensed sale required.* Any person or civic organization offering non-licensed items for sale with the city limits must notify city hall staff of such sale, on form available from the City. This notification form must include:
 - (1) Proposed date of sale;
 - (2) Address of property on which sale is to be conducted;
 - (3) Name and telephone number of person conducting sale;
 - (4) Type of item or goods to be offered for sale.
- (d) *Items permitted to be offered for sale.* The following categories of items may be offered for sale by Oxford residents in residential districts of the City:
 - (1) *Yard or garage sale items, by single family or multiple families, on the premises of at least one property owner or tenant.* Yard or garage sales may be conducted for a period of no more than two consecutive days. Yard or garage sales on any given property are limited to one sale every six months. Persons conducting yard or garage sales are limited to one sale every six months, regardless of location of such sales. Signs must conform to city sign regulations and must be signed and dated by all persons offering items for sale. No signs may be attached to any tree, bush, utility pole, street sign or stop sign. Signs must be removed within 24 hours after the conclusion of the yard or garage sale. No signs may be placed within the city limits advertising yard or garage sales outside of the city limits.
 - (2) *Yard or bazaar sales by non-profit, chartered civic organizations.* Time and sign regulations will be the same as for individual, family, or residential group-sponsored sales. Sales by civic organizations may be held on public or institutional premises, and may include for sale foods and seasonal items from non-residents of the City.
 - (3) *Seasonal produce offered for sale in season.* Seasonal fruits, vegetables, nuts, grains, and other produce may be offered for sale in season. Such produce must have been grown by the owners of the property whereupon it is

offered for sale. Signs offering produce for sale must conform to the city sign ordinance. No fruit or vegetable stand offering for sale produce other than that grown by the property owner (or owner's family members) may be operated in residential districts of the City.

- (e) *Motorized vehicles and appurtenances.* Motorized vehicles and appurtenances may be offered for sale in the City, subject to the following:
- (1) Vehicles must be displayed on the property of the owner or tenant of the property whereon they are offered for sale.
 - (2) No more than one motorized vehicle, with its customary appurtenances, if any, may be offered for sale at a time. If appurtenances such as campers, trailers, etc., are offered for sale without a vehicle, no more than one such appurtenance may be offered for sale at a time.
 - (3) Any motorized vehicle required by the state to be licensed must be in operative condition and must display a current, valid license. This includes but is not limited to cars, trucks, motorcycles, boats, etc. Any motorized vehicle offered for sale in inoperative condition or without current license will be classified as a "junk car" subject to city regulations.
 - (4) Motorized vehicles or their appurtenances may be displayed for sale for a period of no longer than two months. "For Sale" signs must be dated and signed by the owner to show the date of first offering for sale. A period of at least six months must elapse before the same vehicle, or any other vehicle or appurtenance, may be offered again for sale upon the same premises.
- (f) *Farmers' market.* The City may, at its discretion, operate a farmers' market on premises owned by the City. Such farmers' market shall be subject to the following regulations:
- (1) Farm and garden produce offered for sale must have been grown by residents of Newton County or of those counties contiguous with Newton County.
 - (2) Growers who wish to sell at the farmers' market must register with the office of the City Clerk, and must sign a release form absolving the City of any liability in connection with such sales.
 - (3) The office of City Clerk will issue to the grower a permit, which must be on display at time of sales through farmers' market.
 - (4) Persons selling at farmers' market are responsible for their own displays (tables, pickups, tents, etc.) Normally, each person selling may occupy 100 square feet (ten feet by ten feet) of space. Those requiring more space should notify the City Clerk in advance.
 - (5) Spaces used for sales must be kept free of litter. At the end of a sales day, spaces must be left clean.
 - (6) Sales of produce are permitted during hours set by city.
- (g) *Items prohibited from offerings for sale.* Any and all items, goods, and services not expressly permitted by this section to be offered for unlicensed sale in residential districts are prohibited from being publicly offered for sale.
- (h) *Penalties.* Violations of any provision of this article shall be subject to cease-and-desist orders by designated officers of the City, including police officers, maintenance supervisors, Mayor or members of the City Council. Such violations shall also be considered as offenses subject to penalties established by the City Council.

(Code 1997, § 32-106; Ord. of 2-2-2004; Ord. of 12-5-2005; Ord. of 4-5-2009(01), § 32-106)

ARTICLE XV. - SIGNS

Sec. 40-925. - Purpose and intent.

Regulation of the location, size, placement and certain features of signs is necessary to enable the public to locate goods, services, and facilities in the City without difficulty and confusion, to encourage the general attractiveness of the community, and to protect property values therein. Accordingly, it is the intention of this article to establish regulations governing the display of signs which will:

- (1) Promote and protect the public health, safety, comfort, morals, convenience and aesthetics;
- (2) Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs, and thereby encourage increased communication with the public;
- (3) Restrict signs and lights which overload the public's capacity to receive information or which increase the probability of traffic congestion and accidents by distracting attention or obstructing vision;
- (4) Reduce conflict among signs and lights and between public and private environmental information systems; and
- (5) Promote signs which are compatible with their surroundings, are appropriate to the type of activity to which they pertain, and are expressive of the identity of proprietors and other persons displaying signs.

(Code 1997, § 40-1501; Ord. of 2-6-2012, § 1(40-1501))

Sec. 40-926. - Applicability.

All signs in the City that fall within the scope of this chapter shall be erected, constructed, or maintained in accordance with the provision of this article and applicable chapters of the International Building Code and only those signs that are permitted by these regulations shall be erected within the City.

(Code 1997, § 40-1502; Ord. of 2-6-2012, § 1(40-1502))

Sec. 40-927. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign which was erected on property in conjunction with a particular use which has been discontinued for a period of 60 days or more, or a sign, the content of which pertains to a time, event, or purpose which no longer applies.

Banner means a sign or outside advertising display having the character, letters, illustrations, ornamentations, symbol, color, or visual representation applied to cloth, paper, vinyl, fabric, plastic, or like kind of flexible material with or without frame. The term "banner" includes flags, pennants, life rafts, ribbons, spinners, streamers, kites, balloons, or similar types of lighter-than-air objects, or any other material or outside advertising display fastened in such a manner as to move upon being subjected to movement of the atmosphere or any mechanical device.

Billboard means a sign identifying, advertising or directing the public to a business or merchandise or service or institution or residential area or entertainment which is located, sold, rented, leased, produced, manufactured or furnished at a place other than the real property on which the sign is located. Such signs are also known as off-premises or outdoor advertising display signs.

Building identification sign means a sign bearing only the name, numbers, letters, or symbols which identify a particular building or occupant.

Changeable copy sign means a sign on which message copy is changed manually in the field, through the utilization of attachable letters, numbers, symbols, and other similar characters of changeable pictorial panels.

Directional sign means a sign permanently erected or permitted in the public right-of-way or private property by the state, or other governmental agency to denote the name of any thoroughfare, the route to any city, town, village, educational institution, public building, historic place, shrine, or hospital, to direct and regulate traffic, to denote any railroad crossing, bridge, or other transportation or transmission company for the direction or safety of the public.

Directory sign means a sign listing the names or use, or location of more than one business, activity or professional office conducted within a building, group of buildings or commercial center. Such a sign contains no other identifying/advertising message than that listed herein.

Electronic message center means a type of sign that presents its message through internal illumination of flashing, intermittent, or moving lights forming the letters, numbers, or symbols of the message, whether or not the message appears to move across the sign face.

Fixed projecting sign means a sign, other than a parallel sign, which extends outward for more than six inches from the facade of any building and is rigidly affixed thereto.

Freestanding sign means a sign supported by a sign structure placed in the ground and which is wholly independent of any building, fence, vehicle or object other than the sign structure for support.

LED sign means a sign or portion thereof that displays electronic images, graphics, or text information using different combinations of light emitting diodes (LEDs).

Nonconforming sign means any sign, which was granted a permit and was erected or displayed prior to the effective date of this of the ordinance from which this chapter is derived or subsequent amendments thereto, which does not conform with the standards of this chapter.

Off-premises sign means a business sign which directs the attention of a public to a business, activity conducted, or a product sold or offered at a location not on the same premises where such business sign is located. For purposes of this article, easements and other appurtenances shall be considered to be outside such platted parcel of land and any sign located or proposed to be located in an easement or other appurtenance shall be considered an off-premises sign.

Political sign means a sign erected by a political candidate, group or agent thereof, for the purpose of advertising a candidate or stating a position regarding an issue upon which the voters of the City shall vote.

Portable sign means any sign designed or intended to be readily relocated whether or not it is permanently attached to a building, structure or on the ground. The term "portable sign" includes signs on wheels or on portable structures, tent signs, A-frame signs, sidewalk and sandwich signs and similar devices and any sign not secured or securely affixed to the ground or a permanent structure.

Real estate sign means a temporary sign erected by the owner or his agent, advertising the real property upon which the sign is located for rent, for lease, or for sale.

Special event sign means a sign which carries a message regarding a special event or function of general interest to the community.

Temporary sign means any sign or information transmitting structure intended to be erected or displayed for a limited period.

Time and temperature sign means an electrical sign utilizing lights going on and off periodically to display the current time and temperature in the community.

Vehicle sign means a permanent or temporary sign affixed, painted on, or placed in or upon any vehicle, trailer or other device capable of being towed, the primary purpose of which is to attract the attention of the public rather than to serve the business of the owner thereof in the manner which is customary for the vehicle, provided that the term "vehicle sign" does not include any signs which are required by any unit of government and does not include a single sign placed on a single vehicle or trailer at a residence of an individual which sign identifies the vehicle or trailer as being for sale.

Wall sign means any sign that shall be affixed parallel to the wall or printed on the wall of any building in such a manner as to read parallel to the wall on which it is mounted; provided however, the wall sign shall not project above the top of the wall or beyond the end of the building. Any sign that is affixed to the face of a building marquee, building awning, or a building canopy shall be considered a wall sign.

Window sign means any sign which is painted on, applied to, or projected upon or within the exterior or interior of a building glass area, including doors, or located within 15 feet of the interior of a building glass area, including doors, whose identification, message, symbol, insignia, visual representation, logotype, or any form which communicates information, can be read from off-premises contiguous property or public right-of-way.

(Code 1997, § 40-1503; Ord. of 2-6-2012, § 1(40-1503))

Sec. 40-928. - Measurement of signs.

The sign area is calculated by determining the number of square feet of the smallest rectangles within which a sign face can be enclosed. In determining the area of an individual sign that has more than one face (e.g., a monument or projecting sign), the single sign face with the greatest area shall be used. The total sign area is the sum of all individual sign areas. The height of a sign shall be measured from the ground, adjacent to the sign, to the top of the sign and support structure. If the ground under the sign slopes, the height shall be measured from the average grade under the sign itself.

(Code 1997, § 40-1504; Ord. of 2-6-2012, § 1(40-1504))

Sec. 40-929. - Height of signs.

The maximum height of any sign is 15 feet above the adjacent grade. A sign may not be located above the highest point of the second story of any building, unless an exception is approved by the Planning Commission. All signs that are attached to a building must be located on a building face that has a public entrance. The Planning Commission may make exceptions to this requirement in circumstances where the purpose and intent of these regulations is maintained and where the orientation of the public entrance to a building is such that the sign would not have sufficient visibility from the public right-of-way to provide for adequate identification of the business or use.

(Code 1997, § 40-1505; Ord. of 2-6-2012, § 1(40-1505))

Sec. 40-930. - Setbacks.

Except as otherwise provided in this article, the location of signs shall conform with build-to lines or setbacks established in the zoning regulations.

- (1) With the Planning Commission's approval, traffic directional signs may be placed in the required setback, provided they do not interfere with visibility required for safe vehicular and pedestrian circulation, especially at street corners.
- (2) With the Planning Commission's approval, monument signs may be located in the required setback area, provided they are outside of the visibility triangle, provide adequate sight distance for driveways and meet applicable height and area limits established for the zoning district.
- (3) The Planning Commission may approve reduced setbacks for signs that they review, provided the sign does not interfere with visibility required for safe vehicular and pedestrian circulation and provided that the sign is architecturally compatible with the proposed location.

(Code 1997, § 40-1506; Ord. of 2-6-2012, § 1(40-1506))

Sec. 40-931. - Illumination.

Where illumination of signs is permitted, the following standards shall apply:

- (1) Lighting for signs shall not create a hazardous glare for pedestrians or vehicles either in a public street or on any private premises.
- (2) The light source, whether internal to the sign or external, shall be shielded from view. This requirement is not intended to preclude the use of diffused exposed neon.
- (3) Sign illumination for externally illuminated signs shall utilize focused light fixtures that do not allow light or glare to shine above the horizontal plane of the top of the sign or onto any public right-of-way or adjoining property.
- (4) Signs shall not be illuminated after 10:00 p.m. or close of business, whichever is later, unless specifically permitted by the Planning Commission. Signs that may warrant exception to this standard may include institutional signs used to identify the location beyond normal business hours (e.g., City Hall, Oxford College), or city limit signs erected and maintained by the City, provided the signs do not create a hazardous glare for pedestrians or vehicles, either in a public street or on any private premises, as stated in subsection (1) of this section.
- (5) Each sign shall be designed so that illumination does not exceed 100 luxes (ten foot-candles) measured at a distance of ten feet from the sign.
- (6) Signs located in residential zones may not be illuminated, except directory signs, which shall not exceed ten luxes (one foot-candle) measured at a distance of ten feet from the sign.

(Code 1997, § 40-1507; Ord. of 2-6-2012, § 1(40-1507))

Sec. 40-932. - Sign standards by districts.

The following standards shall be applied in each of the City's zoning districts, notwithstanding the standards for each sign type established in [section 40-933](#):

TABLE 2. SIGN STANDARDS BY DISTRICT

Zoning District	Allowable Sign Types	Total Number of Signs Allowed	Maximum Cumulative Sign Area per Tenant Space (square feet)	Special Illumination Restrictions	Special Size Restrictions

All residential zoning districts (RR, R-30, R-20, R-15, R-7.5)	Wall, freestanding post, residential subdivision, directory.	1 per street frontage	25	See section 40-931 for lighting restrictions.	
Office-professional	Wall, freestanding post, hanging, directory.	2 per tenant space	25	See section 40-931 for lighting restrictions.	
Town Center	Wall, freestanding post, hanging, monument, directory.	2 per tenant space	50	See section 14-931 for lighting restrictions.	See section 40-933 for monument sign size limits.
Commercial	Wall, freestanding post, monument, hanging, directory.	4 per tenant space	100	See section 14-931 for lighting restrictions.	Maximum size per wall sign is limited to 25 square feet
Institutional, institutional campus	Freestanding post, hanging, electronic message center, directory.	2 per tenant space	50	See section 40-931 for lighting restrictions.	See section 40-933 for monument sign size limits.
Agriculture	Freestanding post, monument.	2 per tenant space	25	See section 40-931 for lighting restrictions.	All signs over 25 square feet in size are subject to PC review.

(Code 1997, § 40-1508; Ord. of 2-6-2012, § 1(40-1508))

Sec. 40-933. - Types of signs.

- (a) *Wall signs.* Wall signs include most types of signage that are attached to the face of a building wall. These include channel letters made out of wood, metal or plastic. Wall signs may be painted on a wall, or on a board that is attached to a wall. Wall signs should be oriented to achieve balanced composition and harmony with other architectural elements of a building facade. Wall signs should be placed on a flat building surface and should not be placed over or otherwise obscure architectural building features.
- (1) *Location and number permitted.* Wall signs must be located on a building face that has a public entrance. The maximum number of wall signs permitted is two per tenant space.
 - (2) *Size.* Wall signs may be a maximum of 50 square feet or 15 percent of the building face where the sign is attached, whichever is less. Wall signs with changeable copy are limited to six square feet.
 - (3) *Illumination.* Wall signs may be illuminated by any means consistent with [section 40-931](#).
- (b) *Window signs.* Window signs should be scaled to the pedestrian and oriented to window shoppers on the sidewalk, as opposed to vehicles passing by. Window signs should be limited to small graphics and text that serve to frame a window or to provide information. A window sign should not obscure the view into a store or place of business.
- (1) *Location and number permitted.* There is no specific location requirement or limit to the number of window signs allowed. A window sign is a sign that is painted on or attached to a window and located within 12 inches of the face of a window. Window signs do not include business hours of operation or open/closed signs. Window displays, including merchandise displays, graphics and text, that are located more than 12 inches from the face of a window are not considered signs.
 - (2) *Size.* Window signs are limited to a maximum of 24 square feet. Window signs shall not exceed 20 percent of any individual window

and 50 percent of glass panes of any door.

(3) *Illumination.* Window signs may be illuminated by any means consistent with section 40-931.

- (c) *Projecting signs.* Projecting signs are attached to a building face and project out perpendicular to the building wall. Projecting signs are very effective when oriented to pedestrians on the sidewalk level. Appropriate materials include wood and metal with carved or applied lettering, or any other material that is architecturally compatible with the building that the sign is attached to. Multiple projecting signs should not be installed within ten feet of each other if on the same property and should be separated from projecting signs on adjacent properties by ten feet to ensure proper visibility.



(1) *Location and number permitted.* Projecting signs must be attached to building facades that have a public entrance and must maintain a minimum clearance of eight feet above the public right-of-way or private sidewalk area. One projecting sign is allowed per tenant space.

(2) *Size.* Projecting signs may have a maximum area of six square feet.

(3) *Illumination.* Projecting signs may be illuminated by any means consistent with section 40-931.

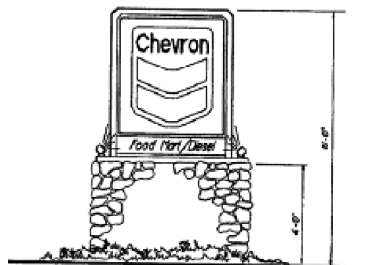
- (d) *Awning signs.* Signs on awnings are appropriate if there are no good alternatives for wall signs, projecting signs or hanging and suspended signs. Signage should be limited to the skirt of the awning and should not be on the awning face. Signs should only be considered for the awning face if there is no other adequate location for signage on a given storefront or property.

(1) *Location and number permitted.* Signs may be located on awnings subject to size criteria. One awning sign is permitted per tenant space and must maintain a minimum clearance of eight feet above any public right-of-way or private sidewalk area.

(2) *Size.* Signs on awnings shall not cover more than 25 percent of the main area of the awning, or exceed 25 square feet in size, whichever is smaller.

(3) *Illumination.* Awning signs may be illuminated by any means consistent with section 40-931.

- (e) *Monument signs.* Monument signs are typically used where building setbacks, orientation or design make it difficult to provide other types of signage, such as wall signs, that are plainly visible to people that are trying to identify a use. Monument signs have a solid base that the sign face is installed upon. These signs should be designed so that the style of the sign and its base are consistent with the architecture of the buildings on the site. They are typically oriented perpendicular to the adjacent street and sidewalk and have a maximum of two parallel sign faces. Monument signs provide opportunities for landscaping to enhance their appearance.



Monument-Style Sign

(1) *Location and number permitted.* Monument signs may be located in required street yards for any given zoning district, subject to the approval of the Planning Commission. Only one monument sign is permitted per premises, per street frontage.

(2) *Size.* Monument signs may be a maximum of 24 square feet. The maximum height of a monument sign is six feet. In the town center district, the maximum size of a monument sign is 12 square feet and the maximum height is four feet. Where two or more uses are located on the same premises, the sign area for monument signs must be shared. The largest single sign face is used to calculate the area of monument signs.

(3) *Illumination.* If illumination of monument signs is desired, then external illumination or halo lighting is preferred. Internally-illuminated cabinet signs must have a dark background with light lettering, per requirements set forth in section 40-931.

(4) *Design.* The color of the base and the materials enclosing the base of a monument sign shall be consistent with the exterior color and materials of the buildings on the property. Monument signs having a base greater than 18 inches in height shall have a base that is constructed of the same materials and incorporates the same colors as the principle structures on the property. Monument

sign bases that are 18 inches or less in height may have a base constructed of the same material as the exterior of the sign cabinet. Landscaping shall be installed around the base of the monument sign.

- (f) *Freestanding post signs.* Freestanding post signs are primarily used to identify office uses, especially where a former residence has been converted into an office or commercial use. They are similar to monument signs, except they do not have a base other than the support posts, they usually have a single sign face, and they are usually oriented parallel to the sidewalk instead of perpendicular. The colors and materials used for the sign must be compatible with the associated building design. Lettering should be carved, routed or applied as opposed to painted on a flat board.



- (1) *Location and number permitted.* Freestanding post signs may be located in required street yards for any given zone, subject to the approval of the Planning Commission, as provided for in [section 40-930](#). Only one freestanding post sign is permitted per premises, per street frontage.
 - (2) *Size.* The maximum sign area for freestanding post signs is 15 square feet. Freestanding post signs shall not be taller than five feet, measured from the ground to the top of the sign structure. Where two or more uses are located on the same premises, the sign area for freestanding post signs must be shared.
 - (3) *Illumination.* Freestanding post signs may be externally illuminated consistent with [section 40-931](#).
- (g) *Directory signs.* Directory signs are used for multi-tenant buildings to provide a directory of tenant locations within the building. They may also serve as the address sign for the property. Directory signs are small scale and are oriented to pedestrians.
- (1) *Location and number.* Directory signs may be freestanding, or may be fixed on an exterior wall if the building has no setback. One directory sign may be permitted per premises.
 - (2) *Size.* Directory signs may be no larger than 12 square feet in area, and individual letters may not exceed six inches in height.
 - (3) *Illumination.* Directory signs may be illuminated by any means consistent with [section 40-931](#).
- (h) *Electronic message center signs.* Electronic message centers (EMCs) come in different shapes and sizes and typically have informational messages. Any messages shall consist of text which may change but shall not flash or scroll across the screen.
- (1) *Location and number.* EMCs may be incorporated into a monument-style sign. One EMC is permitted per premises.
 - (2) *Size.* The electronic message center may only constitute ten percent of the overall sign area.
 - (3) *Illumination.* EMCs may be illuminated using amber lighting and shall be consistent with [section 40-931](#).
 - (4) *Zoning.* EMCs may be located in institutional or institutional campus districts only.
- (i) *Residential subdivision signs.* The purpose of residential subdivision signs is to identify the name of a subdivision, provided the subdivision is not an in-fill project within an established neighborhood. They are usually monument signs or wall signs placed on a wall feature in a landscaped open space area at the entry of the development.
- (1) *Location and number.* One residential subdivision sign is allowed at each major street frontage of a subdivision. They must be located within a landscaped area that is maintained by a homeowners' association.
 - (2) *Size.* Each sign may be up to 20 square feet and have a maximum height of four feet.
 - (3) *Illumination.* Residential subdivision signs may be externally illuminated consistent with [section 40-931](#).
 - (4) *Zoning.* Residential subdivision signs are allowed in all residential zones, subject to the approval of the Planning Commission.
- (j) *Sandwich board signs.* Sandwich-board signs can be effective for certain types of uses, such as markets, restaurants or bakeries that have changing specials and menus. These signs may have re-writable surfaces, such as chalk boards or dry-erase boards.
- (1) *Location and number.* Sandwich-board signs must be placed on private property, except in the town center district. Signs shall not be located in parking areas or in roadways. Only one sandwich board sign is permitted per tenant space. Signs shall be located in

front of the building entrance only, with location to be approved by the Planning Commission. There must be a five-foot distance to pass between the sign and building or an immobile street amenity such as benches, bike racks, trees, post boxes, stairs, etc., as the sign can become a hazard to the public right-of-way.

- (2) *Size.* Sandwich board signs may have a maximum area of six square feet and a maximum height of four feet, measured from the ground to the top of the sign.
- (3) *Illumination.* Sandwich board signs may not be illuminated.

(Code 1997, § 40-1509; Ord. of 2-6-2012, § 1(40-1509))

Sec. 40-934. - Temporary and special event signs.

- (a) *Temporary signs.* Temporary signs may be erected and maintained in the City only in accordance with the following provisions:
 - (1) Temporary business signs and temporary event signs shall require a temporary sign permit from the Zoning Administrator, except for those signs regulated in [section 8-124](#) (e.g., yard sales, vehicle sales, bazaars, etc., which require notification but not permitting). Temporary off-site subdivision signs (permitted only for subdivisions within city limits) shall require approval and a sign permit from the Zoning Administrator. Temporary political, real estate, subdivision and construction signs shall be exempt from temporary sign permit procedures provided all applicable requirements set forth herein are met.
 - (2) The Zoning Administrator shall impose as a condition of approval such requirements as to the material, manner of construction, and method of erection of a sign as are reasonably necessary to ensure the health, safety, welfare, aesthetics, and convenience of the public.
- (b) *Temporary business signs.* Temporary business signs are signs identifying a special, unique, or limited activity, service, product, or sale of limited duration. Temporary business signs shall be subject to the following:
 - (1) *Number.* There shall not be more than three permits for temporary business signs issued for the same business location within one calendar year.
 - (2) *Type of sign.* Temporary business signs may include wall signs, freestanding signs, and banners.
 - (3) *Sign area.* Temporary business signs shall not exceed 24 square feet in gross surface area.
 - (4) *Location.* Temporary business signs shall be located only upon the zoning lot upon which the special, unique, or limited activity, service product, or sale is to occur. Such signs may be located in any yard or required yard (i.e., setback area between the building and property line), but shall not extend over any lot line.
 - (5) *Height.* Temporary business signs shall not project higher than 15 feet.
 - (6) *Special conditions.* Temporary business signs shall be erected and maintained for a period not to exceed ten consecutive days, and shall be removed within three days of the termination of the activity, service, project, or sale. The determination as to whether such special, unique, or limited activity, service, product, or sale of limited duration qualifies for a temporary business sign permit shall be at the discretion of the Planning Commission.
- (c) *Temporary event signs.* Temporary event signs may announce a campaign, drive, activity, or event of a civic, philanthropic, educational, or religious organization for non-commercial purposes. Temporary event signs may include wall signs, freestanding signs, banners, pennants and streamers. Temporary event signs may be erected and maintained for a period not to exceed 60 days prior to the date of which the campaign, drive, activity, or event advertised is scheduled to occur and shall be removed within seven days of the termination of such campaign, drive, activity, or event.
 - (1) *Number.* The permitted number and construction of temporary event signs shall be with consideration given to public safety and the signage reasonable necessary and appropriate for the intended purpose.
 - (2) *Sign area.* The permitted sign area of temporary event signs shall not exceed four square feet in surface area and may be double-sided.
 - (3) *Location.* The permitted location of temporary event signs shall be with consideration given to public safety and the signage reasonably necessary and appropriate for the intended purpose. Temporary signs may be located in any yard or required yard, but shall not be located in any public rights-of-way.
 - (4) *Height.* Temporary signs shall not exceed six feet in height, as measured from average grade of lot. Signs posted in the interior of a building window are not subject to the height requirements.

(Code 1997, § 40-1510; Ord. of 2-6-2012, § 1(40-1510))

Sec. 40-935. - Nonconforming signs.

- (a) *Replacement.* A nonconforming sign shall not be replaced by another nonconforming sign, except that the substitution or interchange of

poster panels, painted boards or dismountable material on nonconforming signs shall be permitted.

- (b) *Repairs and maintenance.* No structural repairs, change in shape, or size of a nonconforming sign shall be permitted except to make the sign comply with the requirements of this article. Minor repairs and maintenance of nonconforming signs shall be permitted.
- (c) *Duration and continuance.* Signs which did not meet all requirements of this article when erected, or which do not meet provisions of this article at the time of its amendment, may stay in place until one of the following conditions occurs:
 - (1) No structural changes to the support structure or changes to the sign face itself except message changes which do not renew or extend the life of the sign shall be allowed.
 - (2) Maintenance to nonconforming signs shall be limited to painting and repair of the existing sign.
 - (3) Once a nonconforming sign is removed, taken down, or destroyed (i.e., receiving damage to an extent of more than 50 percent of the replacement cost at the time of destruction), such sign shall not be replaced with another sign unless such sign is in conformance with this article. Such damaged sign shall not be expanded or relocated. Such sign shall not be reconstructed or moved without complying in all respects with the provisions of this article.
- (d) *Signs within right-of-way.* Notwithstanding the prohibitions in section 40-936(a)(8), the Planning Commission may, upon recommendation of the Zoning Administrator, permit signs, otherwise permitted by this chapter, within the street or highway right-of-way. The property owner will be responsible for removing or relocating the signs if the right-of-way is subsequently required by the local government for street, sidewalk, or streetscape improvements.

(Code 1997, § 40-1511; Ord. of 2-6-2012, § 1(40-1511); Ord. of 4-1-2013(1), § 1(40-1511))

Sec. 40-936. - Prohibited signs.

- (a) The following signs are hereby expressly prohibited from erection, construction, repair, alteration, or use within the City, except as otherwise permitted in this chapter:
 - (1) Roof signs or signs where any portion of the sign extends above the roofline of the building where the sign is located.
 - (2) Off-premises signs, including billboards.
 - (3) Any vehicle sign where the sign projects beyond the manufacturer's profile of the vehicle and is displayed in public view under such circumstances as to indicate that the primary purpose of such display is to attract the attention of the public rather than to serve the business of the owner thereof in the manner which is customary for such vehicle.
 - (4) Any sign that emits a sound, odor, or visible matter such as smoke or vapor.
 - (5) Any sign that is portable or not securely attached to a building or to the ground.
 - (6) Any sign that obstructs or otherwise restricts free ingress to or egress from a required door, window, fire escape or other required exit way; and any sign or advertising display attached to a fire escape.
 - (7) Any sign or sign structure, other than freestanding, whereby any portion extends above the parapet, building roofline, or canopy against which the sign is located.
 - (8) Any sign erected in a street or highway right-of-way except for signs of a governmental body used to convey legal notices, identify public property, convey public information, and direct or regulate pedestrian and vehicular traffic.
 - (9) Signs which contain words, pictures or statements which are obscene, as defined by the O.C.G.A. § 16-12-80.
 - (10) Signs of any material, including, but not limited to, paper, paint, cardboard, plastic, wood, and metal which are painted on or attached to trees, lampposts, parking meter posts, hydrants, traffic signs, stairways, benches, refuse containers, rocks or other natural features, telephone or utility poles.
 - (11) Signs using the words "stop," "danger," or any other word, phrase, symbol, or character in a manner that misleads or confuses or distracts a vehicle driver.
 - (12) A sign that involves motion or rotation of any part of the sign structure or sign face using intermittent flashing lights, animation, or automatically changed copy or design, except electronic message centers.
 - (13) Real estate signs, temporary or permanent, for property outside the City.
- (b) No sign shall obstruct the view of motor vehicle operators entering a public roadway from any driveway, street or alley. There shall be no sign or obstruction to vision between the height of two feet and ten feet within the sight triangles established in section 40-869. No sign, sign structure or attention seizing device shall be shaped in the form of a statue of a human or animal figure, nor in the form of a three-dimensional model (e.g., dinner bucket, paint cans, Christmas trees, etc.).
- (c) No sign illumination system shall contain or utilize any beacon, spot, search or stroboscopic light, glaring light or reflector, which is visible from any public right-of-way or adjacent property, nor shall such lights be operated outside, under any circumstances, except by authorized public agencies. No sign shall display lights resembling by color and design or other characteristics customarily associated

with danger or those used by police, fire, ambulance and other emergency vehicles or for navigation. Automotive warning or flashing signs shall not be utilized as commercial attention seizing devices.

(Code 1997, § 40-1512; Ord. of 2-6-2012, § 1(40-1512))

Sec. 40-937. - Permitting of signs.

- (a) *Permits.* Unless otherwise provided for in this chapter, no permanent sign or sign structure, regardless of its cost of construction, shall be erected, replaced, relocated, constructed, changed, or altered until such sign has been approved by the Planning Commission and a permit has been issued by the City.
- (b) *Application.* Application for a permit to erect, alter, or relocate a sign shall be made to the Planning Commission and shall include the following information:
 - (1) Name, address, telephone number, and signature of the owner of premises (and occupant if different) granting permission for the construction, maintenance, or display of the proposed signage.
 - (2) Name, address, telephone number, and signature of sign contractor, if any.
 - (3) The approximate value of the sign to be installed, including the installation cost.
 - (4) Two copies of a sketch or blueprint of the proposed signage drawn to scale, showing elevations of the sign as proposed on the building facade, awning, or canopy. In the case of a freestanding sign, a sketch plan of the property drawn to scale illustrating the proposed location of the sign.
 - (5) Specifications and scaled drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign.
 - (6) Any other information, specifications, photographs, or the like deemed necessary by the Planning Commission in order to ensure compliance with requirements set forth herein.
- (c) *Process for issuing sign permits.* The Planning Commission shall be authorized to issue sign permits according with the provisions of this article. The Planning Commission shall process all sign permit applications in an efficient manner during regularly scheduled meetings. For purposes of this section only, the term "process" means to make a decision on sign permit applications which can be administratively approved or denied.

(Code 1997, § 40-1513; Ord. of 2-6-2012, § 1(40-1513))

Sec. 40-938. - Exemptions from sign permit.

The following signs and sign alterations are hereby exempt from the standard permit procedures, provided such signs comply with all other applicable sections of this article. Signs exempt from permit procedure shall not be included in determining the allowable number or size of signs per premises:

- (1) *Flags.* Flags, emblems, and insignia of political, professional, religious, educational, or corporate organizations, provided that such flags, emblems, and insignia shall not be displayed for commercial purposes nor in such a manner as to act as attention-seizing devices.
- (2) *Governmental signs.* Governmental signs for control of traffic and other regulatory purposes, street signs, warning signs, railroad crossing signs, and signs of public service companies indicating danger and aids to service or safety which are erected by, or at the order of a public officer or employee in the performance of the officer's or employee's duties.
- (3) *Holiday decorations.* Signs or other materials temporarily displayed on traditionally accepted civic, patriotic, or religious holidays.
- (4) *Memorial signs.* Memorial plaques or tablets, grave markers, names of buildings, statutory, or other remembrances of persons or events that are noncommercial in nature.
- (5) *Name and address plates.* Signs, not exceeding two square feet in gross surface area for each exposed face nor exceeding an aggregate gross surface area of four square feet, indicating the name of the occupant, the address of the premises, and identification of any legal business or operation which may exist at the premises.
- (6) *No trespassing, no dumping, no parking, towing, and other similar sign.* No trespassing, no dumping, no parking, towing, and other similar signs not exceeding two square feet in gross surface area for each exposed face not exceeding an aggregate gross surface area of four square feet and not exceeding two in number per zoning lot in residential areas; and not exceeding four square feet in gross surface area for each exposed face nor exceeding an aggregate gross surface area of eight square feet and not exceeding four in number per zoning lot in nonresidential areas. However, under proven special circumstances, the Planning Commission may authorize additional such signs if determined to be warranted.
- (7) *Public signs.* Signs required by governmental bodies or specifically authorized for a public purpose by any law, statute, or

ordinance. Such public signs may be of any type, number, area, height, location, or illumination as required by law, statute, or ordinance.

(Code 1997, § 40-1514; Ord. of 2-6-2012, § 1(40-1514))

Sec. 40-939. - Obsolete and abandoned signs.

- (a) Any sign which advertises or pertains to a business, product, service, activity, or purpose that is no longer conducted or that has not been in use for 60 days or that is no longer imminent, or any sign structure that no longer displays any sign copy shall be deemed to be an obsolete or abandoned sign.
- (b) When any sign is relocated, made inoperative, or removed for any reason, except for maintenance, all structural components, including the sign face and sign structure, shall be removed or relocated with the sign. All structural components of freestanding signs shall be removed to ground level. The structural components of all other signs, including painted wall signs, shall be removed back to the original building configuration.

(Code 1997, § 40-1515; Ord. of 2-6-2012, § 1(40-1515))

Sec. 40-940. - Display of property addresses.

All buildings, residences, and other structures located within the City shall be assigned a number in accordance with the following provisions:

- (1) Street address numbers shall be assigned by the Building Inspector or his agent. No certificate of occupancy shall be issued without addresses being placed on the structure where appropriate.
- (2) No building shall be assigned more than one number. A building with more than one entrance serving separate occupants shall be assigned only one number, and in addition to such number a letter designation such as A, B, C, shall be assigned to each principal entrance serving an occupant.
- (3) The cost of the numbers shall be paid for by the property owner. Residential numbers used shall not be less than three inches in height and business numbers shall not be less than four inches in height. These numbers shall be made of a durable and clearly visible material and shall be in a contrasting color from the building.
- (4) The numbers shall be conspicuously placed immediately above, on or at the side of the proper door of each building so that the number can be seen plainly from the street line. Whenever any building is situated more than 50 feet from the street line, the number must be placed near the walk, driveway or common entrance to such building and upon a mailbox, gatepost, fence, post, or other appropriate place so as to be easily discernible from the street line.
- (5) In zoning districts with multiple structures which may not front on city streets (e.g., institutional campus, institutional), location numbers of structures shall be in accordance with a property plan and map reviewed and approved by the City Planning Commission.

(Code 1997, § 40-1516; Ord. of 2-6-2012, § 1(40-1516))

Secs. 40-941—40-968. - Reserved.

CITY OF OXFORD

RESOLUTION

Policy Requiring Face Coverings in City Buildings and on City Properties

WHEREAS, the novel coronavirus, an infectious virus known to cause the respiratory disease “COVID-19” can spread from person to person, and can result in no symptoms, minor symptoms, or serious illness causing permanent organ damage and death; and

WHEREAS, individuals age 65 or over or living with certain medical conditions identified by the CDC (members of Vulnerable Populations) and members of other populations identified by the CDC (“Other Populations at Risk”) are at risk of severe and lasting harm to health or death from COVID-19; and

WHEREAS, COVID-19 also has been reported to cause severe and permanent damage to some children; and

WHEREAS, there is no vaccine or approved treatment for COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a Public Health State of Emergency in Georgia, and renewed this declaration on April 8, 2020 and again on April 30, 2020, May, 28, 2020, June 29, 2020, July 31, 2020 so that it will remain in effect at least through September 10, 2020; and

WHEREAS, over 219,000 Georgians have tested positive for the novel coronavirus as of Monday, August 10, 2020 and over 4,200 Georgians have died from COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) has noted that COVID-19 spreads very easily and sustainably when an infected person (who may have no symptoms at all, or minor symptoms) talks, sneezes, or coughs in close proximity with others (within six feet); and

WHEREAS, one Georgia community experienced an outbreak of COVID-19 due in part to an infected person being present in a public building without face coverings, with the result being the infection of many persons and the death of a judge and other individuals; and

WHEREAS, the Governor, through Executive Orders 04.30.20.01, 05.12.20.02, 05.28.20.02, 06.29.20.02, 07.15.20.01, and 07.31.20.02 recognized the need to take extra precautions to protect certain vulnerable populations who meet the criteria for higher risk of severe illness as defined by the CDC and identified in Section III of the Governor’s Executive Order 07.31.20.02 (“Vulnerable Populations”); and

WHEREAS, Executive Orders 04.30.20.01, 05.12.20.02, 05.28.20.02, 06.29.20.02, 07.15.20.01, and 07.31.20.02 require Vulnerable Populations to continue to shelter in place, with exceptions that include participating in essential services and working, through August 15, 2020; and

WHEREAS, many City employees and many members of the public who visit City Hall and other City properties may be members of Vulnerable Populations; and

WHEREAS, some City employees and many members of the public who visit City Hall and other City properties are members of the following “Other Populations at Risk” identified by the CDC: pregnant women, individuals experiencing homelessness, people with disabilities, and racial and ethnic minorities; and

WHEREAS, the Mayor and Council desire to protect individuals in said Vulnerable Populations and Other Populations at Risk, in a reasonable manner and as recommended by the CDC and by the Georgia Department of Public Health, while such individuals are working in, conducting business in, or visiting City Hall and other City buildings and properties; and

WHEREAS, the CDC¹, Dr. Kathleen Toomey (Georgia’s Commissioner of Public Health), and Governor Kemp through Executive Order 07.31.20.02 recommend that individuals wear face coverings over the nose and mouth to mitigate the spread of COVID-19 when they are in public places where they cannot practice social distancing (i.e., stay at least six feet away from other individuals who do not share the same household); and

WHEREAS, the CDC states that wearing a face covering over the nose and mouth is a recommended precaution designed to prevent symptomatic and asymptomatic individuals who have contracted COVID-19 from spreading it to other individuals; and

WHEREAS, to be an effective precaution, it is necessary to require all City employees and members of the public to wear a face covering over the nose and mouth while in public areas in the City building and while meeting in the City building; and

WHEREAS Dr. Toomey and Governor Kemp have modeled the behavior of wearing face coverings as examples for Georgians to follow; and

WHEREAS, having City Hall and other City offices and properties open and accessible to the public as necessary to conduct in-person business that cannot be conducted by other means is important for the economic vitality of the City;

¹ [CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

“In light of new data about [how COVID-19 spreads](#), along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a [cloth face covering](#) to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms.”

A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These settings include grocery stores and pharmacies. These face coverings are not a substitute for social distancing. Cloth face coverings are especially important to wear in public in areas of widespread COVID-19 illness.

Yes. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.

WHEREAS, certain activities, such as discussing and reviewing construction and other permits, benefit from or require face-to-face interactions between City employees and other individuals; and

WHEREAS, City Hall and the Pavilion and Playground at Asbury Street Park were closed on March 16, 2020 and then reopened on June 29, 2020 to the public; and

WHEREAS, if a City employee is exposed to the novel coronavirus, by an individual visiting a City building or otherwise, in accordance with CDC guidance² such employee will need to quarantine at home for at least 14 days; and

WHEREAS, if a City employee is diagnosed with COVID-19 or develops COVID-19 symptoms, such employee will be required to isolate at home³ in accordance with CDC guidance; and

WHEREAS, O.C.G.A. §36-35-3 allows city governments to establish rules for use of and access to its own property for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the City is authorized to establish policies for how the public can access City buildings and other city properties during the Public Health State of Emergency and thereafter, including closing City buildings, or opening City buildings to the public but placing restrictions on public access; and

WHEREAS, the City has made and continues to make efforts to reduce the need for members of the public to physically visit City Hall and other City buildings and properties to interact with City employees, pay bills, and conduct other business with the City; and

WHEREAS, the City intends to assist its employees and the public with mitigating the spread of COVID-19 in City buildings by providing hand sanitizer, disinfecting common surfaces regularly, prohibiting handshaking, and encouraging social distancing of non-cohabitating persons, as well as other mitigating measures described in Executive Order 07.31.20.02; and

WHEREAS, despite these precautions, the City recognizes that it is not always possible to ensure social distancing within the City buildings and properties; and

WHEREAS, the following actions are necessary and appropriate to balance the public's interest in having access to City buildings for the conduct of business and other purposes with the compelling public interest of providing for the health, safety and welfare of the City's employees and individuals who visit City Hall and other City buildings and properties and preventing an outbreak of COVID-19 in the City and the surrounding community;

² <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

NOW THEREFORE BE IT RESOLVED, that for the protection of members of the public and other City employees, including members of Vulnerable Populations and members of Other Populations at Risk, City employees are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when in public areas of City buildings and properties when participating in physical meetings with other individuals within non-public areas of City buildings.

BE IT FURTHER RESOLVED, that for the protection of members of the public and City employees, including members of Vulnerable Populations and members of Other Populations at Risk, members of the public are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when entering and while inside City buildings and on City properties except as expressly stated in a separate policy, if any, that applies to certain uses of portions of City buildings, such as courtrooms and polling locations.

BE IT FURTHER RESOLVED, that the City will continue to communicate ways to perform city business that do not require entry into a City building.

BE IT FURTHER RESOLVED, for City business that must be done in person, the City will take reasonable steps to provide such in-person service to members of the public who affirm they cannot wear a face covering because they are physically unable to remove such a face covering, have trouble breathing, or must be accompanied by children under age two (CDC states that children under age two should never wear face coverings).

BE IT FURTHER RESOLVED, that the City will communicate the types of acceptable face coverings required for entry into City buildings and instructions by the CDC about how to make such face coverings easily and inexpensively.

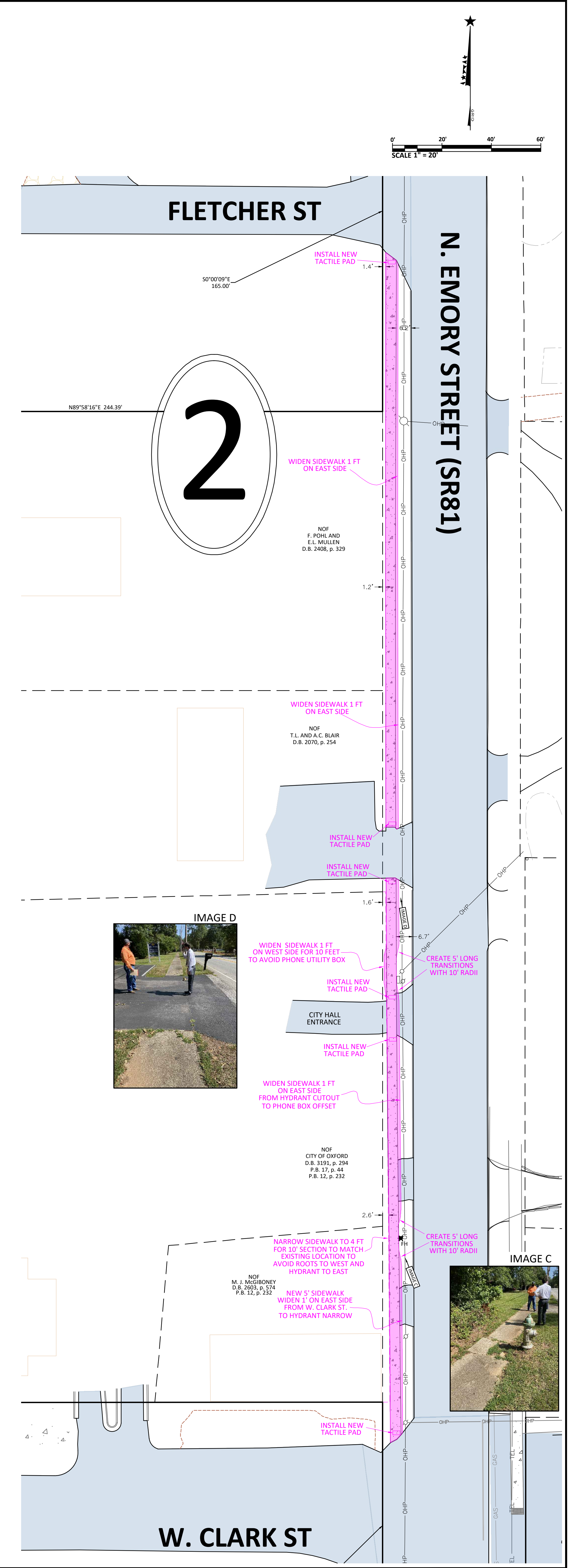
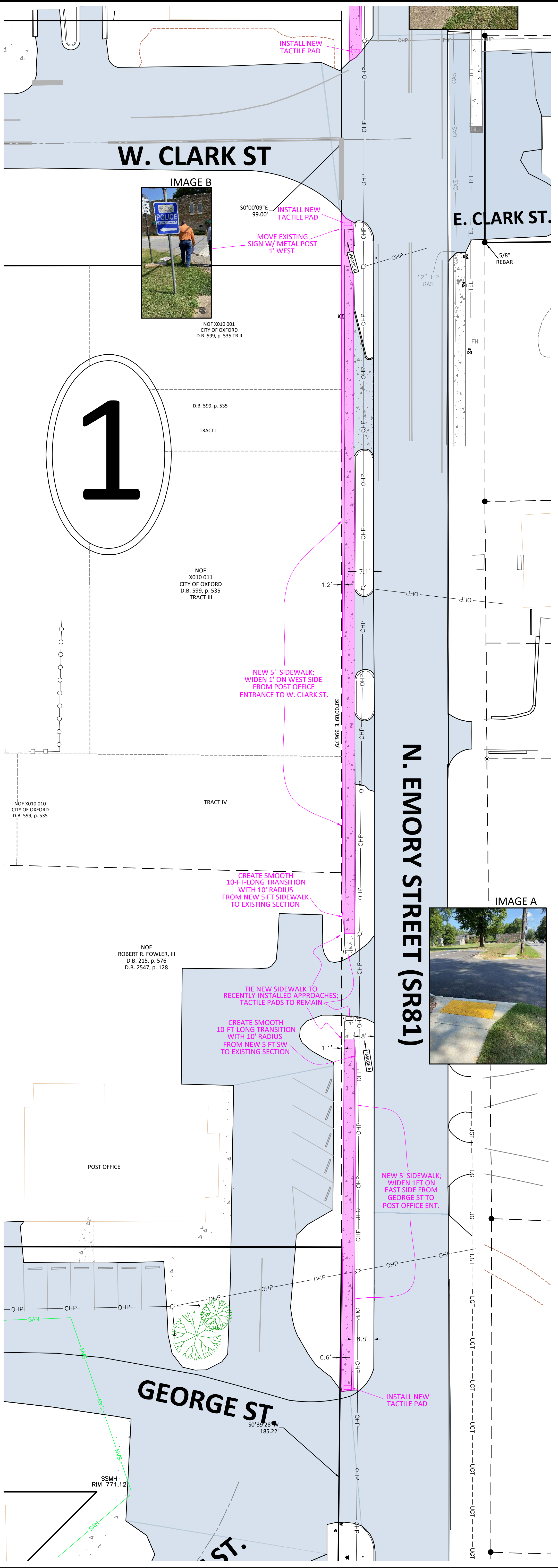
BE IT FURTHER RESOLVED, that the City will display information from the CDC explaining or illustrating the proper way to wear and remove face coverings.

BE IT FURTHER RESOLVED, that the City will provide face coverings to individuals visiting City buildings who do not otherwise have a face covering that meets these requirements.

This the 17th day of August, 2020.

David S. Eady, Mayor

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Rev	Revision Description	Date
0	Initial DRAFT review set	08/05/20
1	DRAFT review set for mayor/council	08/11/20

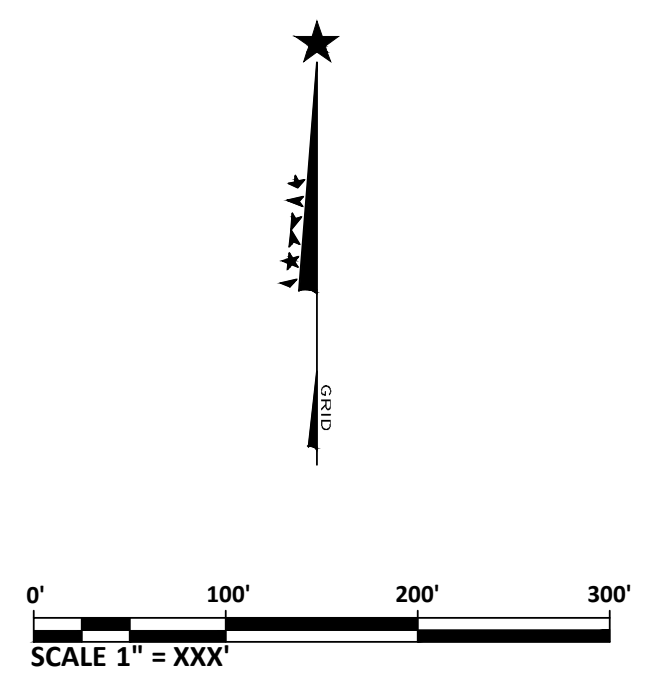
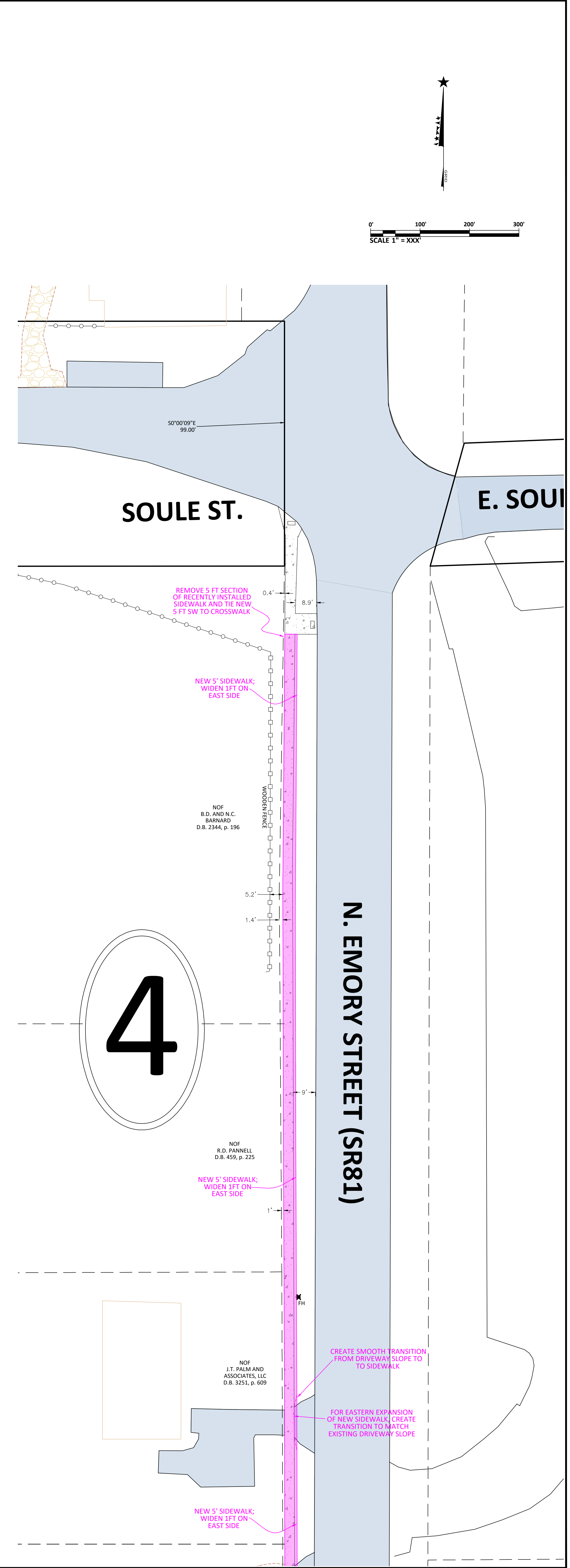
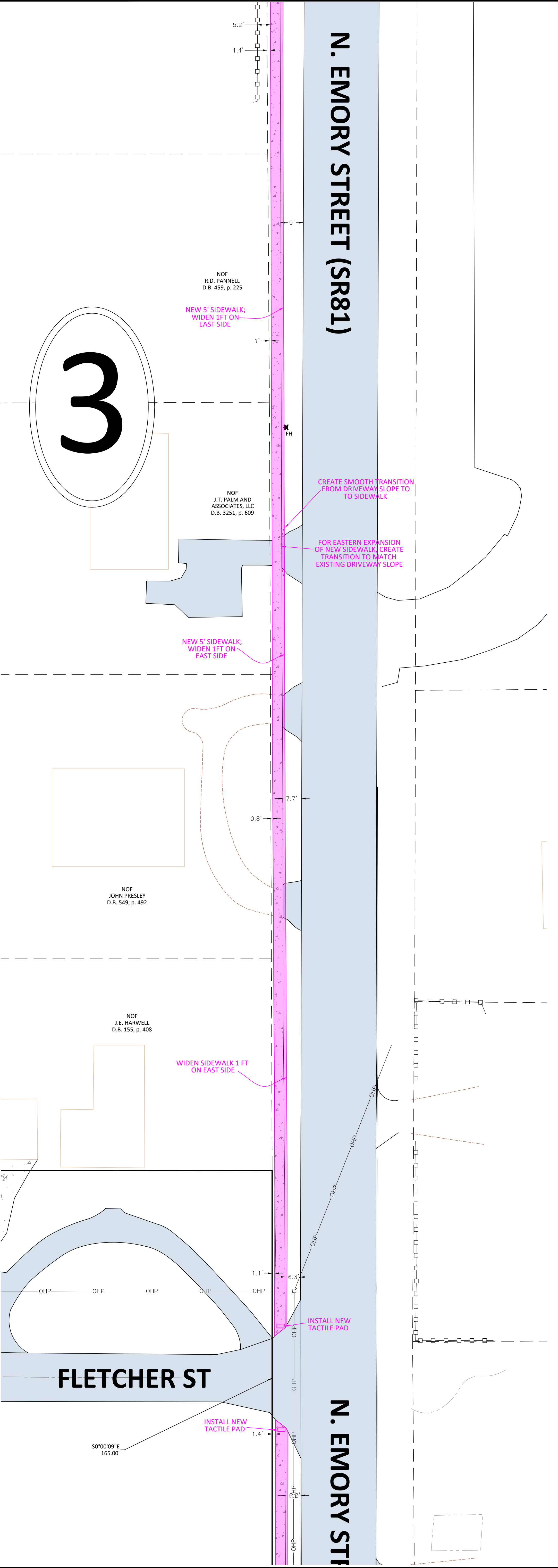
N. Emory Street Sidewalk Replacement
Oxford, Newton County, Georgia

**PROPOSED
5-FT CONCRETE
SIDEWALK PLAN**


 144 N. WARREN ST. MONTICELLO, GA. 31064
 TELEPHONE: (706) 468-8999
 Land Planning • Surveying • Soils Classification

**Sheet No.
1 of 1**

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Rev	Revision Description	Date
0	Initial DRAFT review set	08/05/20
1	DRAFT review set for mayor/council	08/11/20

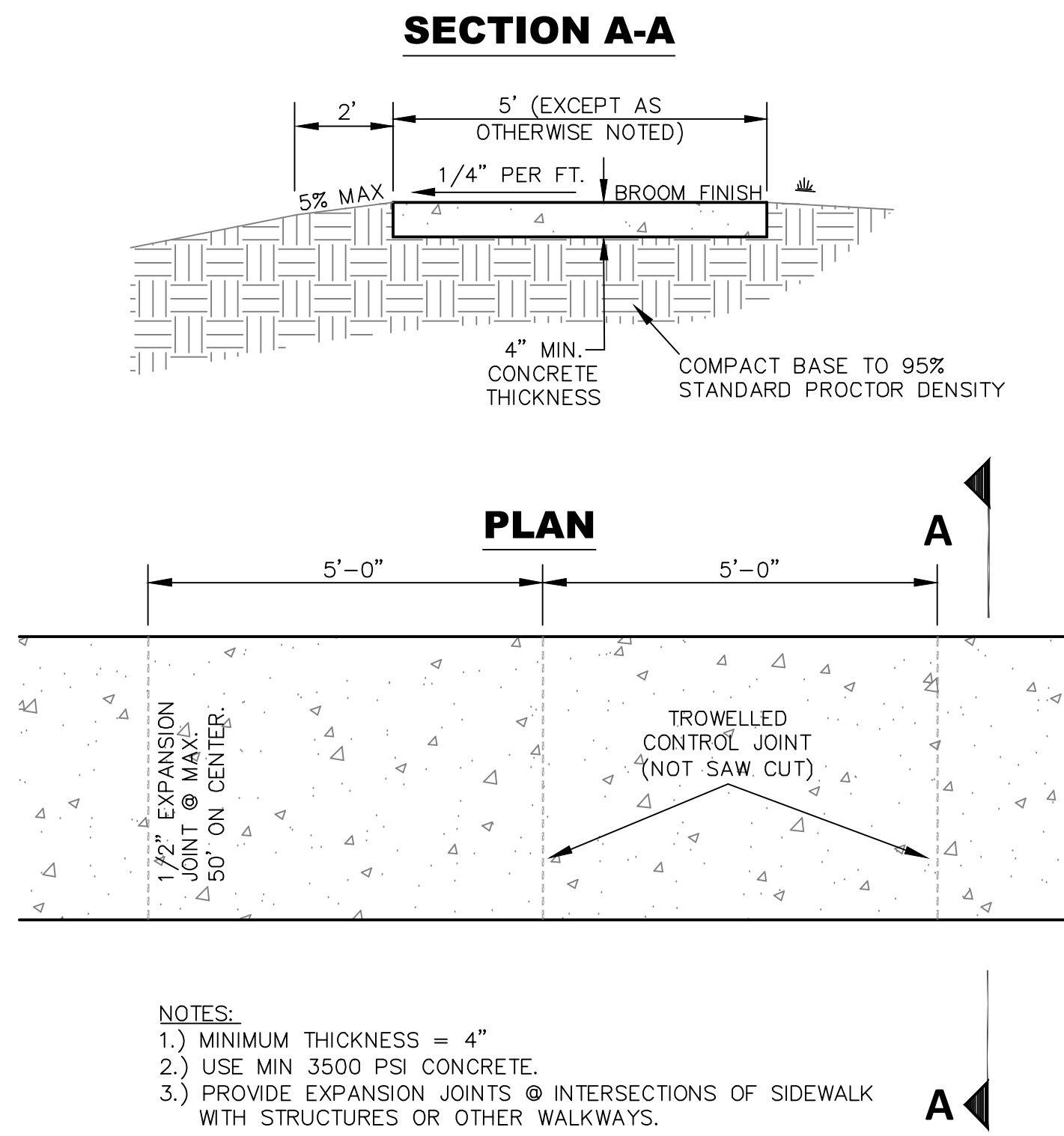
N. Emory Street Sidewalk Replacement
Oxford, Newton County, Georgia

**PROPOSED
5-FT CONCRETE
SIDEWALK PLAN**

JORDAN ENGINEERING
 144 N. WARREN ST. MONTICELLO, GA. 31064
 TELEPHONE: (706) 468-8999
 Land Planning • Surveying • Soils Classification

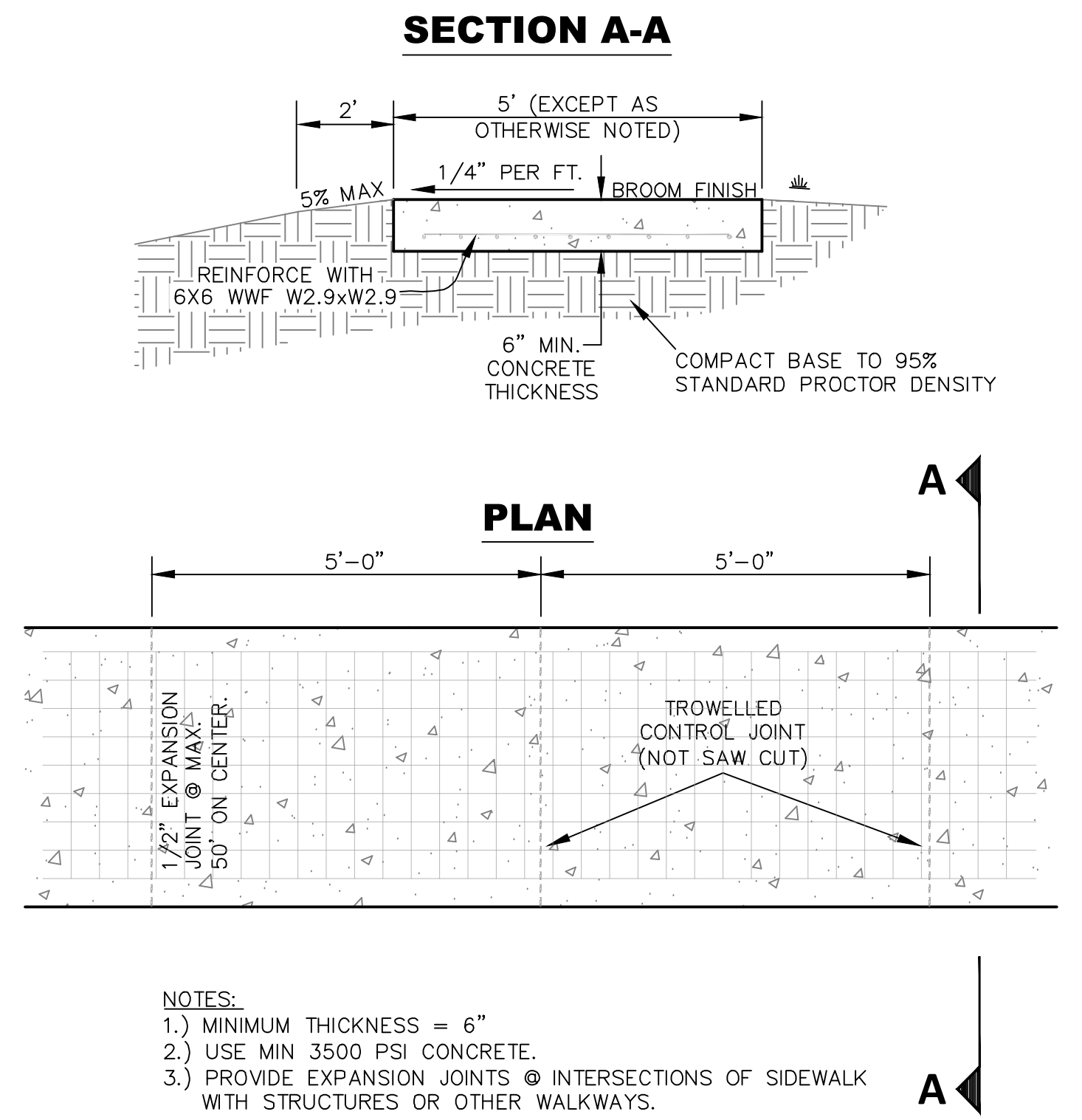
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2 of 3

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LIGHT DUTY CONCRETE SIDEWALK DETAIL

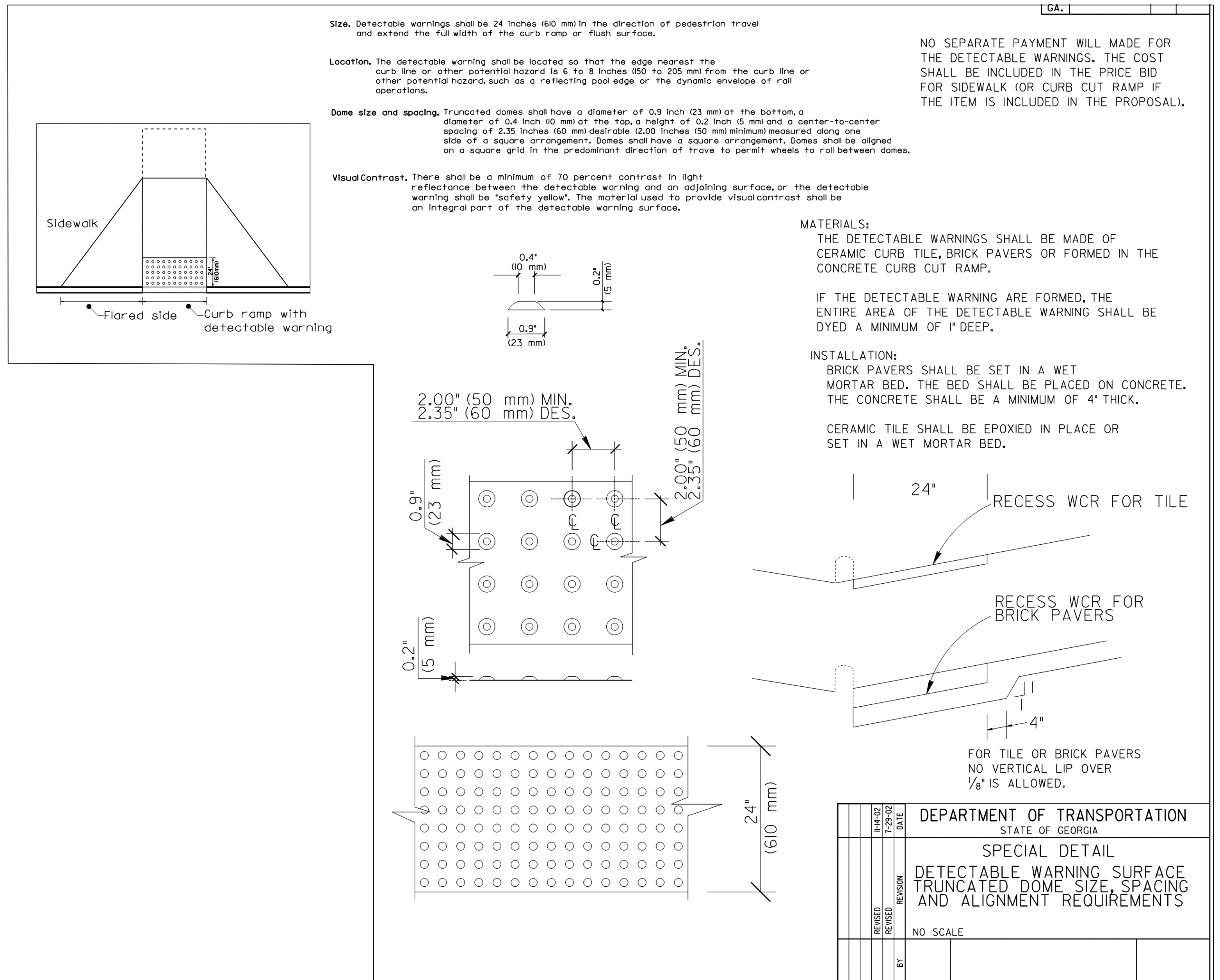
N.T.S.



MEDIUM DUTY CONCRETE SIDEWALK DETAIL (AT DRIVEWAYS)

N.T.S.

TACTILE PAD DETAIL



Rev	Revision Description	Date
0	Initial DRAFT review set	08/05/20
1	DRAFT review set for mayor/council	08/11/20

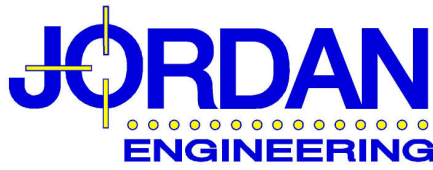
Official Bid: on 0.44 acre lot at 101 Longstreet Circle, Oxford, GA 30054.

Presented from Horenzo Lewis

Telephone Number: 770.784.0017

address: 117 Longstreet Circle, Oxford, GA 30054

AMOUNT OF THE BID - \$15,000



144 N. Warren Street, Monticello, Georgia 31064
 (706) 468-8999 www.jordan-eng.com

Proposal

Date	Proposal No.
8/11/2020	1660

Client

City of Oxford
 Att: Matt Pepper, City Manager
 110 West Clark Street
 Oxford, GA 30054

		Project			
		R/W survey Ph 2			
Work Phase	Task/Item	Qty	Units	Unit Cost	Total
	<p>Expansion of the city-wide right-of-way survey in the northwestern quadrant of the city to include:</p> <p>1 – surveying the unpaved section of W. Richardson Street from Hull St to its western end (about 2600 feet) 2 – adding the unpaved W. Richardson Street prescriptive easement to an additional sheet of the city r/w map 3 – surveying the unpaved Stagecoach Road from W. Richardson Street north to its end (about 1700 feet) 4 – adding the unpaved Stagecoach Road prescriptive easement to an additional sheet of the city r/w map 5 – deed/plat research and minimal additional surveying as required to locate/depict the private property lines as dashed lines for the remainder of the northwest corner of the city as we have done for most of the city where fee-simple rights-of-way exist.</p> <p>I estimate the surveying time to be 8 hours (\$960) and the research/CAD time to be 8 hours (\$800). So a total additional cost of \$1760 would allow adding the easements and NW city parcels to the overall city map.</p>	1	Estimate	1,760.00	1,760.00
			Total		\$1,760.00