

**Oxford Mayor and Council**  
**Work Session**  
**Monday, February 17, 2025 – 6:45 P.M.**  
**Oxford City Hall**  
**110 W. Clark Street, Oxford, Georgia**  
**Agenda**

1. **Mayor's Announcements:** The City's Arbor Day Celebration will be held at City Hall on Saturday, February 22 from 10:00 a.m. to Noon.
2. **Mike Hopkins, Executive Director of the Newton County Water and Sewerage Authority:** Mr. Hopkins would like to make some remarks concerning his appreciation for the service by our former council member, the late Terry Smith.
3. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
4. **\*Proposal from TSW:** During the Council Retreat staff was directed to find a path to update the City's Planning, Development, and Zoning Code to meet the likely development pressures along Oxford Road and Airport Road. Mr. Caleb Racicot will be present to review this proposal and answer questions.
5. **\*Arbor Day Proclamation for 2025:** Please see attached. This will need to be signed by Mayor Eady prior to our next voting meeting due to the event being this coming Saturday.
6. **Proposed Enhancements for Asbury Street Park:** As earlier directed by the City Council, Mr. Erik Oliver has ideas he would like to share with the Council for enhancements at Asbury Street Park.
7. **\*Discussion of White Oaks:** Shades of Green would like to make a case for the White Oaks being planted at City Hall. Please see the attached PDF.
8. **\*Review FY 2026 Budget Schedule:** Staff wanted to make the Council aware of the budget schedule and request that any special budget initiatives would be brought into the process as soon as possible.
9. **Update on The Old Church Facilities Improvements:** Recently, staff was asked about status of the contract with THE Event LLC and their construction management of the facilities update at The Old Church for weddings, etc. THE Event LLC has indicated they would not wish to take on the general contracting work without having a management contract for events at The Old Church. And with the relatively small number of events being discussed as acceptable, they did not see how that could be financially viable. So, staff needs direction from the Council on next steps.

**10. Other Business:**

- a. Questions or concerns on the City Manager Update.
- b. Staff is seeking direction from the Mayor and Council on any recommendations for changes to the 4<sup>th</sup> of July Parade and Festival. Staff is beginning to start that planning process and wanted to confirm we are good to go as last year.

**11. Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.

**12. Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

\*Attachments

INFORMAL PROPOSAL - January 2025

# City of Oxford Planning Services



**SUBMITTED BY:**

TSW  
**Primary Contact: Allison Stewart-Harris, AICP**  
1447 Peachtree Street NE, Suite 850  
Atlanta, GA 30309  
Main: 404.873.6730  
Direct: 470.751.2420  
Email: [astewart-harris@tsw-design.com](mailto:astewart-harris@tsw-design.com)  
Web: [www.tsw-design.com](http://www.tsw-design.com)



January 27, 2025

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

Dear Mr. Andrew:

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

Enclosed you will find our recommended approach and cost proposal for working with the City to address its existing planning and development challenges..

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

Sincerely,

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

Allison Stewart-Harris, AICP  
Associate Principal



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# 1. About Us

## TSW

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

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

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

## Croy Engineering

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

## Codes & Zoning Experience

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

### Zoning Ordinances & Unified Development Codes

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

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## Specialized & Small Area Codes or Guidelines

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

## Comprehensive, Strategic, and Visioning Plans

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

## Wastewater Capacity Planning (Croy Engineering)

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

## TSW Team Organizational Chart

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

**PLANNING**  
Christopher Myers  
Nick Johnson

**ENGINEERING**  
Bert Kuyrkendall  
Melanie Brueggemann



## Caleb Racicot, AICP, LEED AP

### Principal-in-Charge

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

#### Education:

2001 Master of City Planning  
Georgia Institute of Technology

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

#### Professional Affiliations:

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

#### Awards:

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



### Representative Projects

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

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

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

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

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

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

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

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

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



## Allison Stewart-Harris, AICP

Project Manager/Senior Planner

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

### Representative Projects:

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

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

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

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

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

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

#### Education:

2006 MCRP, City and Regional Planning  
University of Pennsylvania

2006 Historic Preservation Certificate  
University of Pennsylvania

2004 BA, History  
Rice University

#### Professional Status:

- American Institute of Certified Planners





## Christopher Myers

Historic Preservation Specialist and Project Manager

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

### Education:

2014 Master of Science in Historic Preservation  
Ball State University

2013 Bachelor of Urban Planning and Development  
Ball State University

### Professional Status:

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

### Professional Affiliations:

- American Planning Association

### Awards:

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

### Work Experience:

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

### Representative Projects:

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

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

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

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

\* Completed while with another firm







## Bert Kuyrkendall, PE, AICP

Senior Associate / Transportation Engineer and Planner

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

### Education:

1995 Bachelor of Science in Civil Engineering  
Mississippi State University

1993 Bachelor of Arts in Mathematics  
Belhaven University

### Professional Status:

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

### Professional Affiliations:

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

### WORK EXPERIENCE:

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

### Representative Projects:

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

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

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

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

\* Completed while with another firm







## Nick Johnson, AICP

Community Planner / Community Engagement Specialist

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

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

### Representative Projects:

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

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

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

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

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

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

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

\* Completed while with the Georgia Conservancy

#### Education:

2019 Master of City and Regional Planning  
Georgia Institute of Technology

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

#### Professional Status:

- American Institute of Certified Planners





## Melanie Brueggemann, PE

Utilities Design Lead

### Education:

Bachelor of Science  
in Civil Engineering,  
Auburn University

### Professional Status:

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

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

### Representative Projects:

#### **MCDONALD FARM SEWER PLANNING | HAMILTON COUNTY, TN**

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

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

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

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

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



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## 2. References

### Milton Unified Development Code

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

### Hall County Unified Development Code

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

### Chattahoochee Hills Unified Development Code

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

### Statesboro Unified Development Code

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

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# 3. Project Scope + Fees

## Project Understanding

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

Despite notable growth in Newton County, Oxford has seen very little growth and development in recent decades. Nearby industrial growth is expected to spur potential growth pressure on Oxford's east side, and there are several large (over 5 acres) privately held parcels that could develop in the future. The City also has some notable assets, including the Old Church, generous roadway rights-of-way, and the popular Asbury Street Park. Additionally, plans are moving forward for the construction of a trail along Catova Creek, and there are several other opportunities to grow a network of bikeways and trails.

However, there is no unifying vision for how the community wants to grow, and it is unclear how much new development the City's wastewater system can support. The moratorium on growth in the Turkey Creek sewer basin is likely to be lifted in 2025, and some pent-up demand for development in this area is anticipated. The current Comprehensive Plan was not fully updated since 2018 (completed by NEGRC); although the plan is well done and meets state standards, it does not communicate a clear vision for Oxford, nor does it address the nuanced challenges the City is facing now. Further hamstringing the City's abilities to move forward is its zoning code, which dates to 1997. The code is outdated, confusing, difficult to administer, and sparks as many questions as it has answers.

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

Step 1: Establish a clear, community-supported vision for Oxford

Step 2: Update the code to implement the vision

It is necessary to have a clear vision for growth prior to undergoing a code revision. This is because codes are not plans themselves--they should not be determining vision or policy direction. Instead, codes are the primary regulatory tool for implementing a community's vision.

## Recommended Scope of Work

### Step 1: City of Oxford Vision

#### Task 1.1. Existing Plan and Data Review

The City of Oxford will provide TSW with all known/accessible plans and data files pertaining to planning and infrastructure in Oxford in the last ten years.

#### Task 1.2 Basemap Creation

TSW will develop a basemap for Oxford using publicly accessible data layers. If needed, the City of Oxford will facilitate the delivery of data from Newton County as available.

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## SECTION 5: **PROJECT UNDERSTANDING & APPROACH**

### Task 1.3. Stakeholder Interviews

TSW will spend up to eight (8) hours conducting virtual stakeholder meetings. The City of Oxford will identify stakeholders and schedule the meetings.

### Task 1.4 Two-Day Workshop

After the initial assessment is complete, TSW will facilitate a two-day workshop in Oxford. Anticipated workshop activities include:

- Tour of Oxford
- Hands-on work sessions with City staff and elected officials
- Follow-up stakeholder interviews
- A public engagement opportunity

Between these activities the team will have active working periods as well. At the end of the two-day workshop, we will have a draft vision of Oxford in 2045. This will include a draft conceptual vision map that identifies areas for growth and conservation; recommendations for key infrastructure projects to accommodate growth and maintain quality of life; and draft guiding principles/goals and policy language.

### Task 1.5 Presentation to City Council

TSW will present the draft vision content to City Council for discussion and feedback.

### Task 1.6 Vision Plan Document

Once City Council is comfortable with the vision content, TSW will create a vision plan document that summarizes work produced during this task, including policy language that will guide a code update. This document will be created to both stand alone and be added to the Comprehensive Plan through an amendment process.

Fee for Tasks 1.1 - 1.5: hourly, not to exceed \$39,900

Anticipated Timeline: 3-4 months

## **Step 2. Code Revisions**

### Task 2.1 Draft Coding Memo

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

Recommendations will be based on:

- Comments received during stakeholder interviews.
- An evaluation of the effectiveness of current zoning and the Official Zoning Map to implement the vision emerging from Step 1. This will include identifying deficiencies and potential "hot button" items.
- A quick evaluation of the clarity, consistency, and usability of the zoning ordinance. Recommendations will not be codified yet. Rather, they will include the types of changes to be made.

### Task 2.2 Draft Coding Memo Review

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

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

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## SECTION 5: PROJECT UNDERSTANDING & APPROACH

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

### Task 2.3 Draft Zoning Updates – Discussion Draft

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

### Task 2.4 Draft Zoning Updates V0 Review

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

### Task 2.5: Draft Zoning Updates V1

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

### Task 2.6: Public Review

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

### Task 2.7. Draft Zoning Updates V2

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

### Task 2.7. Public Adoption Hearings

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

### Task 2.8. Final Updates

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

### Step Assumptions and Exclusions

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

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

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

Anticipated Timeline: 2 months

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

Anticipated Timeline: to be determined



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# 4. Experience

## TSW Code Experience Examples in the Last 5 Years

### Hall County Unified Development Code

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

**Client Information:**

Hall County  
Randi Doveton, Director of Planning and Development  
770.297.5544

**Services Provided by TSW:**

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

**Value of Services:** \$230,000

**Status:** Final review before adoption

**Project Management:**

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

### Milton Unified Development Code

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

**Client Information:**

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

**Services Provided by TSW:**

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

**Value of Services:** \$200,000

**Status:** Adopted 2024

**Project Management:**

Caleb Racicot, Principal-in-Charge

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## City of Gainesville Unified Land Development Code

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

### **Client Information:**

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

### **Services Provided by TSW:**

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

**Value of Services:** \$268,000

**Status:** Diagnostic Report completed

### **Project Management:**

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

## Forsyth County Residential Design Standards

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

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

### **Client Information:**

Forsyth County  
Jennifer Scott, Town Manager  
706.654.5720

### **Services Provided by TSW:**

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

**Value of Services:** \$71,845

**Status:** Adopted in 2019

### **Project Management:**

Caleb Racicot, Project Advisor

# Dunwoody Comprehensive Plan & Unified Development Ordinance

Dunwoody, GA



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

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

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

## CLIENT:

City of Dunwoody

## PROJECT STATUS:

Ongoing

## PROJECT HIGHLIGHTS:

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





# Buford 2045 Comprehensive Plan Update

Buford, GA



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

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

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

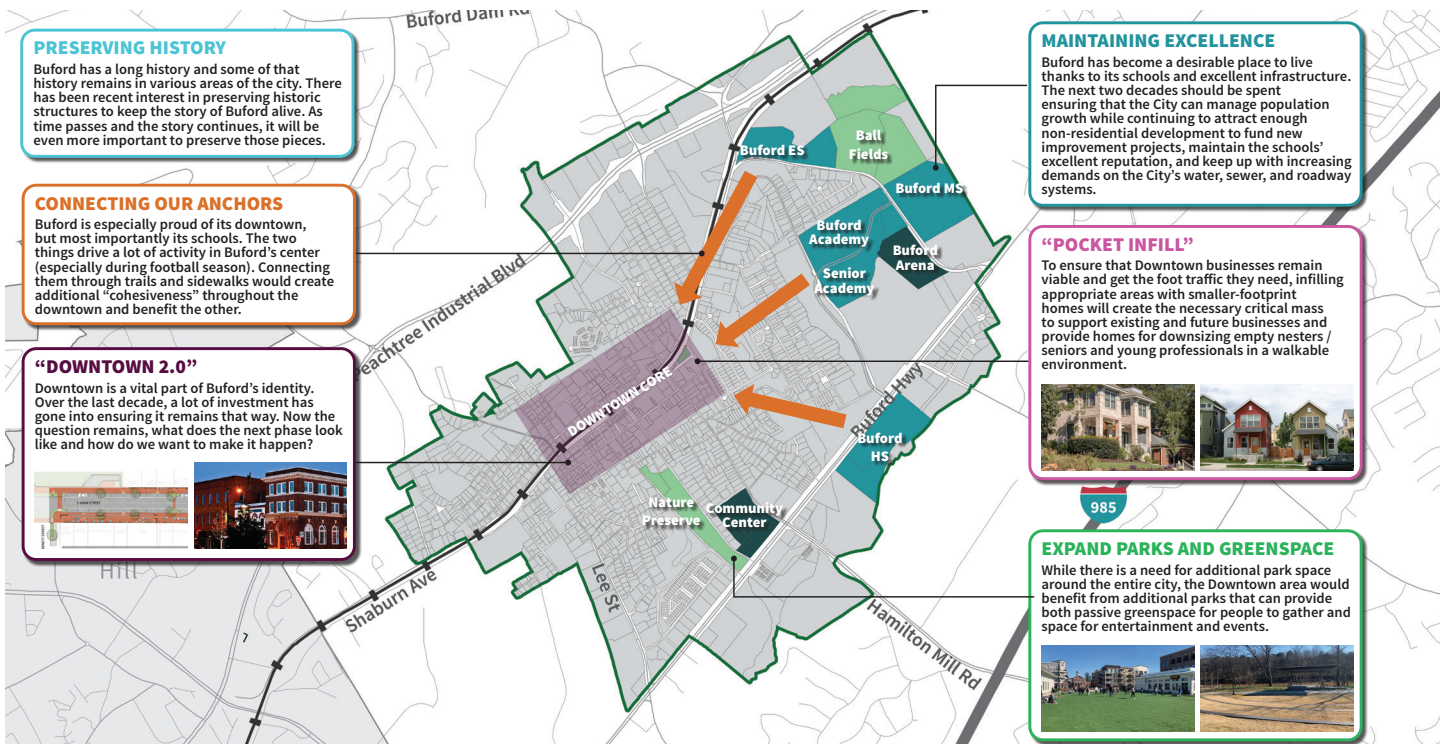
plans and considers the impacts that proposed projects and policies have across disciplines. This plan retained the overall vision of the 2040 plan, but made significant changes to the priority strategies to maintain the energy, leadership, and policy direction that has brought the city to where it is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

**CLIENT:**  
City of Buford

**PROJECT STATUS:**  
Adopted in 2024

**PROJECT HIGHLIGHTS:**

- Revised priority strategies



# Henry County Comprehensive Plan Update

Henry County, Georgia



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

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

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

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

## CLIENT:

Henry County

## PROJECT STATUS:

Started in February 2022 - Ongoing

## PROJECT HIGHLIGHTS:

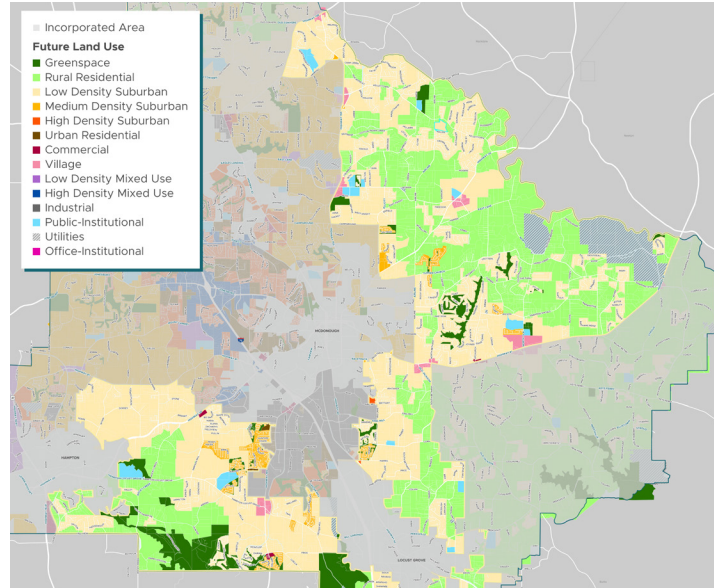
- Project Management
- Inventory and Analysis
- Community Engagement
- Project and Policy Recommendations

## CLIENT REFERENCE:

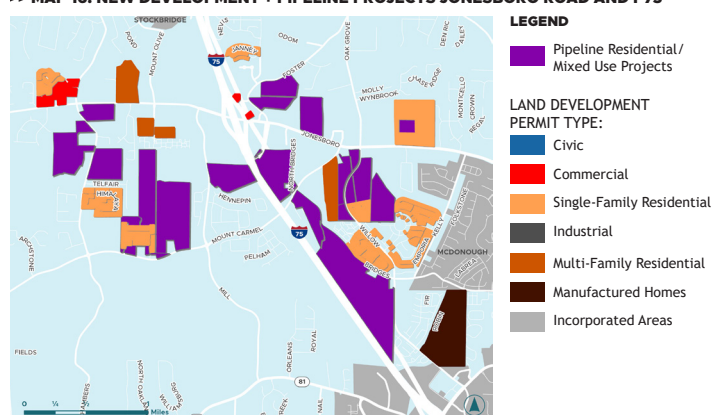
Henry County Department of Planning & Zoning  
Kamau As-Salaam, Assistant Director  
140 Henry Parkway, McDonough, GA 30253  
Phone: 770.288.7553  
Email: ksalaam@co.henry.ga.us

## DESIGN FEES:

\$187,700



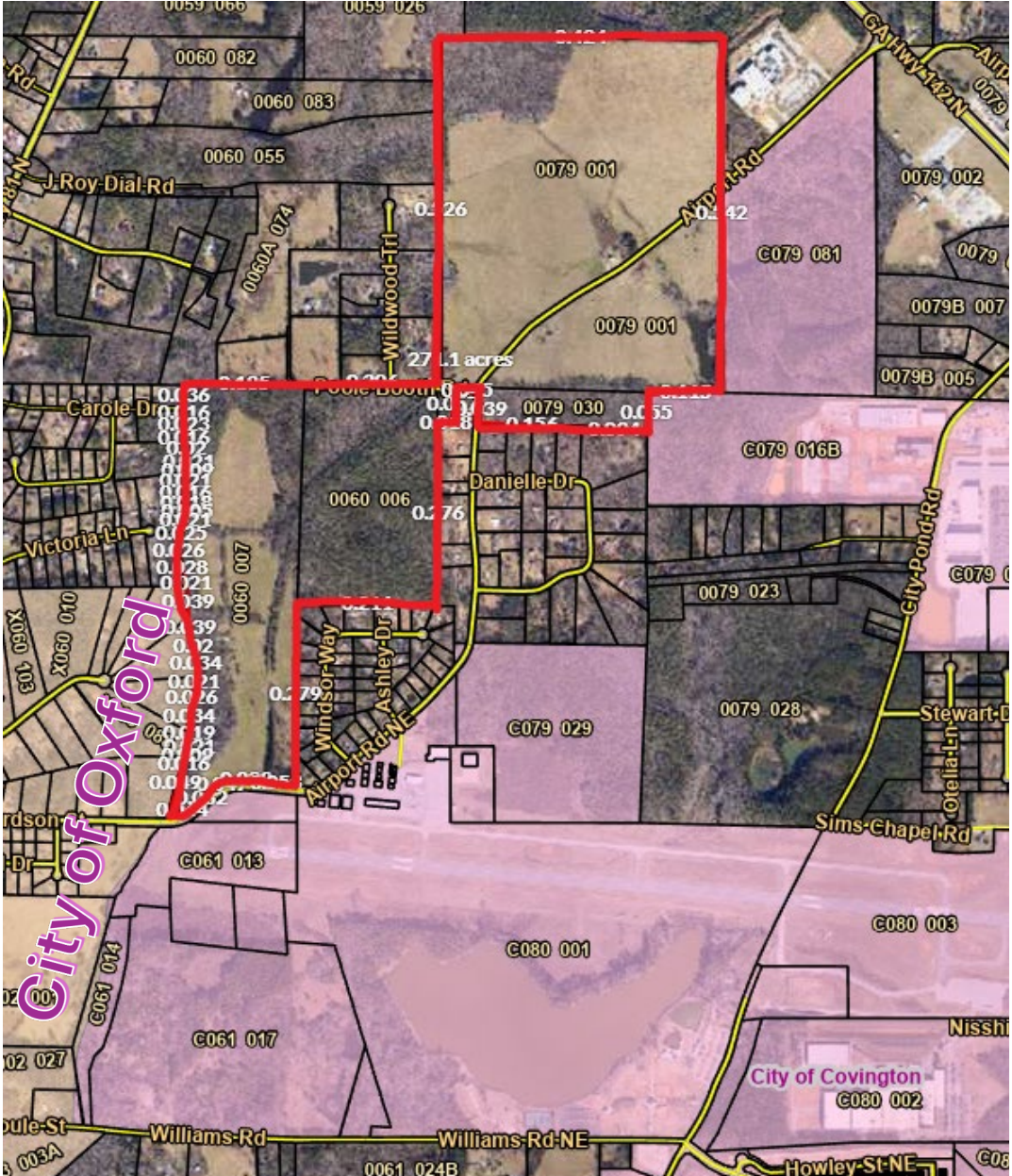
>> MAP 16. NEW DEVELOPMENT + PIPELINE PROJECTS JONESBORO ROAD AND I-75





Phillips  
Property

Approximately  
271 Acres total





**PLANNING AND ZONING DEPARTMENT**  
**ZONING APPLICATION FOR THE CITY OF OXFORD**

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

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

Existing Zoning District: R4 - Residential

Proposed Zoning District: R-7.5 (conditional)

Existing Use of Property: Vacant

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

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


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

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

Signature:  Date: December 15, 2023

.....  
Application Withdraw:  
I hereby withdraw the application. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Staff Use Only

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

3060706556  
PARTICIPANT ID

BK:55 PG:287-287

P2023000148

FILED IN OFFICE  
CLERK OF COURT  
08/03/2023 10:41 AM  
LINDA D. HAYS, CLERK  
SUPERIOR COURT  
NEWTON COUNTY, GA

*Linda D. Hays*

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

RECORDING INFORMATION

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

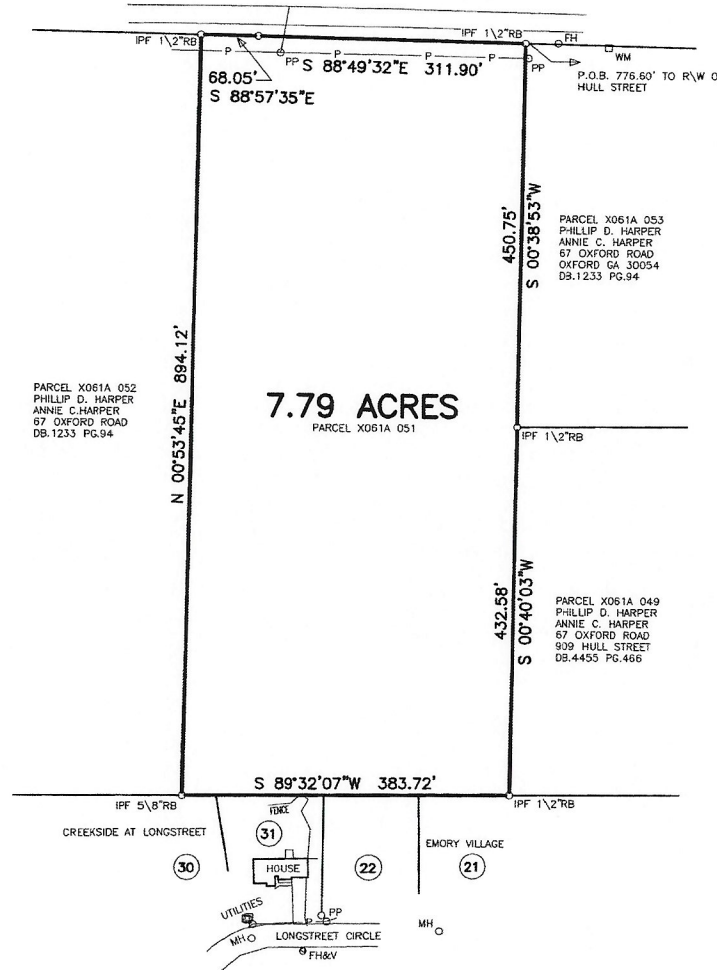
*James S. Hull, Jr.*  
James S. Hull, Jr. GA RLS 2876  
PARCEL X061A 051  
DB.2485, PG.226



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

OXFORD ROAD

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



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

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

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

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

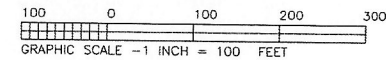
This property is in zone "X" a Federal Flood Area as indicated by F.I.A. Official Hazard Maps. Flood Map No. 13217C0107D, Dated: 03/17/2014.

RETRACEMENT SURVEY FOR:

# ANDERSON SIGNATURE HOMES

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

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



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

TEXT LEGEND

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

JOB NO. 23-392  
DWG. NO. 36222







**Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**Whereas,** the first Arbor Day in Oxford was celebrated by the students of Emory College by planting a tree on February 27, 1891, and

**Whereas,** Arbor Day is now observed throughout the nation and the world, and

**Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**Whereas,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal.

**Now, Therefore,** I, David S. Eady, Mayor of the City of Oxford, Georgia, do hereby proclaim Saturday, February 22, 2025 as

# Arbor Day

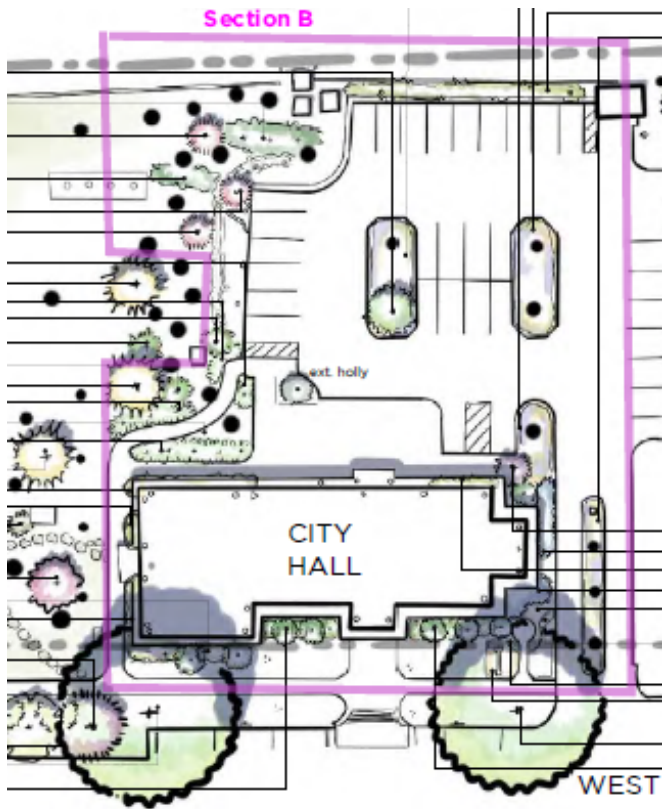
in the City of Oxford, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**Further,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**Dated** this 22<sup>nd</sup> day of February 2025.

BY: \_\_\_\_\_  
David S. Eady, Mayor

Please note, the email below is from Kate Freeman, with Shades of Green. I had informed Ms. Freeman that most of the Council would prefer not to have the two White Oaks positioned in front of City Hall as illustrated below. I also asked if she could recommend alternative sites for those two trees. Mayor Eady requested this be brought before the Council for further discussion.



Hi Bill,

Thank you for sharing the council's feedback. I completely understand their concern about preserving the view of City Hall, and I appreciate the importance of maintaining the building's visibility.

That said, I'd like to respectfully make the case for keeping the white oaks as part of the design. These trees were carefully selected to enhance the grandeur of City Hall, both visually and ecologically. Their mature size and majestic form will create a balanced and inviting entrance, while also providing critical shade and supporting the site's ecosystem.

To address the council's concerns, the trees can be strategically placed and pruned over time by Oxford's maintenance team to preserve sightlines to the building. This approach ensures the trees enhance the space without obstructing the view.

If the council remains strongly opposed to the white oaks in front of City Hall, we'd be happy to explore alternate locations on the site where they can still serve as anchors to the design and provide their ecological benefits.

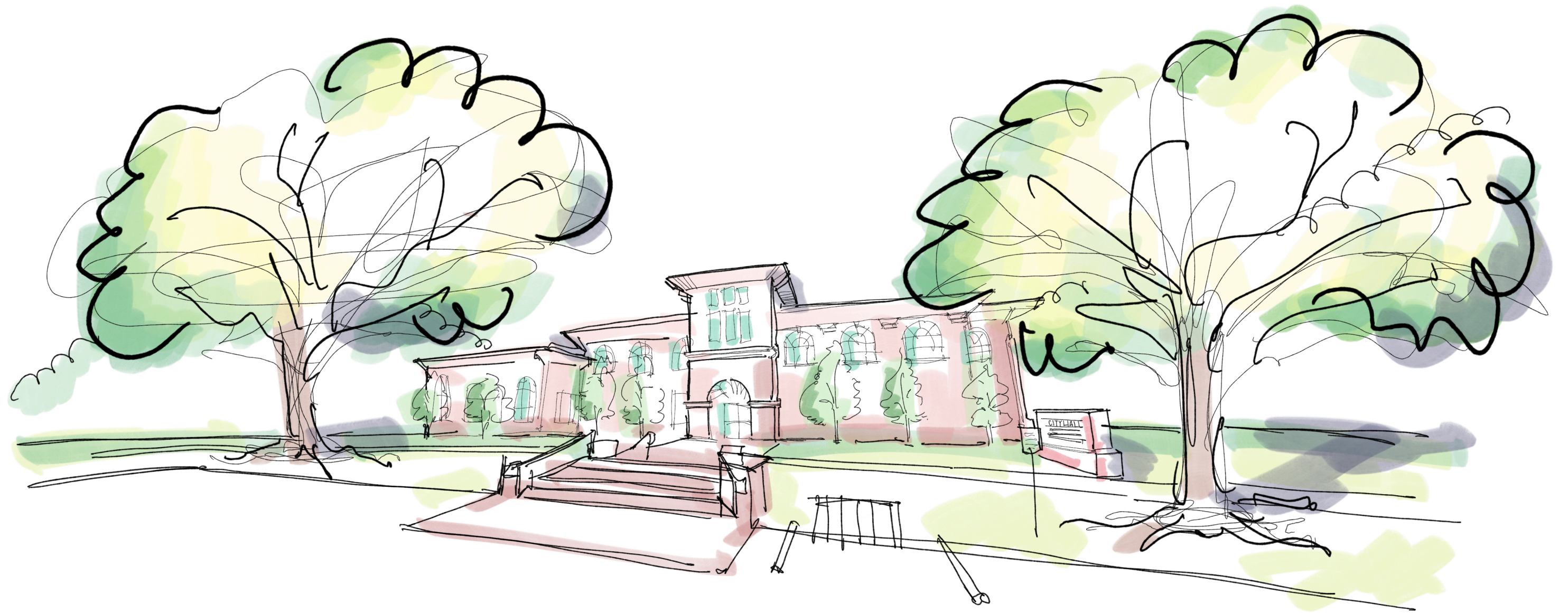
Additionally, the trees have already been dug up for transplanting, and changing the plan now would result in significant waste and additional costs.

I'm happy to provide visual simulations or additional information to help the council visualize how the trees will look once mature. Our goal is to create a space that everyone can be proud of, and we believe the white oaks are an essential part of that vision.

Thank you for considering this, and please let me know how we can move forward.

Best regards,  
Kate







From Kate Freeman: Here's some images of the mature white oak in spring/summer, fall, and winter:



Here is a website I recommend to learn more about the White Oak's ecological context as a keystone species:

[Quercus alba \(American White Oak, Eastern White Oak, Forked-leaf White Oak, Northern White Oak, Oaks, Quebec Oak, White Oak\) | North Carolina Extension Gardener Plant Toolbox](#)



## Budget Calendar for FY2026 (DRAFT)

Monday, February 10, 2025	Budget forms distributed to department heads
Monday, February 24, 2025	Department budget requests submitted to City Manager
March 10-14, 2025	Budget reviews individually with Department heads
Thursday, March 20, 2025	8:00 a.m. to Noon – Special Called Council work session review of budget with focus on operations
Thursday, April 3, 2025	8:00 a.m. to Noon – Special Called work session review of budget with focus on capital projects
Sunday, April 27, 2025	Combined advertisement appears in <i>Covington News</i> for presentation to council, public hearing, and adoption. (At least a week must intervene between the ad & public hearing.)
Monday, May 5, 2025	Public hearing at 6:00 p.m. and draft budget presented at regular City Council meeting - 7:00 p.m.
Monday, May 19, 2025	Public Hearing – 6:00 p.m. and work session (At least a week must intervene between the public hearing and budget adoption.) Remind Council about adopting the millage rate.
Monday, June 2, 2025	Adopt Budget - 7:00 p.m. (Decision point if millage is to be raised.)
Tuesday, July 1, 2025	Receive Tax Digest from County Tax Commissioner. Note: If Council does not increase millage or adopts the rollback rate, we will have the advertisement of the city's Five-Year History ready for publication.
Sunday, July 8, 2025	Five-Year History Ad with notice of public hearing published.
Monday, July 16, 2025	Hold Two (2) public hearings for Council to adopt millage rate. 9:00 a.m. and 6:00 p.m.
Monday, August 4, 2025	Hold final public hearing 6:00 p.m. for millage rate. Council adopts new millage rate at regular session meeting.
Tuesday, August 5, 2025	Tear sheet and PT38 to Tax Commissioner.
Friday, August 29, 2025	Tax Commissioner delivers report to State by this date.

**Notice: If the millage rate is increased above the rollback rate, law requires (3) three public hearings and advertising seven days apart from each other prior to final adoption.**

## City Manager Update Notes – February 17, 2025

- 1) I received this notice regarding the Reconnecting Communities Initiative we were participating in to reconnect Oxford with Covington: The U.S. Department of Transportation (“DOT”) has issued a Stop-Work Order on the contract that funds the Reconnecting Communities Institute, while they review its compliance with Executive Orders 14091 and 14092. Accordingly, we will be postponing all previously scheduled training and technical assistance activities provided to you under the Reconnecting Communities Institute until further notice from DOT. This includes our upcoming trainings on infrastructure project funding and financing. We will provide additional updates as soon as we receive guidance from DOT.
- 2) The paving contractor (East Coast Grading) is still working to get a weather window to lock in our paving. If the temperatures are cooperative, they could be mobilized within the week. For optimal asphalt paving, the ambient temperature should ideally be at least 50 degrees Fahrenheit and rising.
- 3) Oxford had submitted a letter to GDOT for the Dried Indian Creek Trail project to be renamed to Catova Creek. GDOT has requested we send the request to Congressman Hank Johnson’s Office, so staff is working to get the right contact for that letter.
- 4) Keck & Wood has sent in corrections/clarifications requested by GDOT for the Phase 2 Sidewalk Construction Plans. We are still waiting for the approval of the permit but are planning for construction to begin in late March.
- 5) Keck & Wood is planning to conduct a site visit this week to verify that all the punch list items have been addressed for Phase 1 of the Emory Street Sidewalk Project.
- 6) Whatcoat Street is well underway and are hoping to be finished in approximately 8 to 10 weeks.
- 7) The City has submitted its application for Community HOME Improvement Program (CHIP) funds for rehabilitating low to moderate-income, owner-occupied housing. It is unclear whether these funds will be available from the federal government at this time.
- 8) New Emory Street Bridge over I-20 – Staff is continuing to have good communication with GDOT, Covington and Community about this project including a bike/ped component. As it stands now, the bridge will be built in place with no planned detour.