

OXFORD PLANNING COMMISSION

AGENDA

March 11, 2025 – 7:00 PM

Meeting at Oxford City Hall – 110 W. Clark Street, Oxford, GA

1. **Opening** – Jonathan Eady, Chair
2. ***Minutes** – Please consider for approval the minutes from the February 11, 2024 Planning Commission meeting.
3. ***1107 Asbury Street:** Mr. Scott Daniell (Emory Street Station, LLC) is requesting consideration for a Development Permit Application for the addition of a two-car garage. There could be two potential issues with this application for your consideration:
 - a. Side setback – If this garage is considered “detached” or an “accessory building, then it requires a 10-foot setback. The garage is connected by a breezeway. The side setback would be 15 feet for a primary structure.
 - b. The other issue is the placement of the front of the garage relative to the front of the dwelling. Mr. Daniell has indicated the garage will be set back 7’ 4.5” from the front of the porch, which would align the garage with the front wall that is directly behind the porch.

Section 40-288, the City Code States: Parking garages for individual units. Garages should be located to the rear or side of the dwellings they serve, but if they must be located in the front of the dwelling, garages must be recessed back at least five feet behind the front wall of the dwelling so that it is subordinate rather than dominant when viewed from the City street on which the dwelling fronts.
4. ***Discussion of TSW Proposal:** The City Council indicated in their December 2024 Retreat that they would like to pursue an update to the planning, zoning, and development code. This is a proposal they will be reviewing for a second time at their March 17 Work Session.
5. **Other Business:**
6. **Adjournment**

*** Attachments**

MEMBERS OF THE PLANNING COMMISSION: Jonathan Eady, Chair; Mary Glenn Landt, Vice-Chair; Juanita Carson, Secretary; Mike McQuaide, Dave Huber, and Troy Willis.

DRAFT

OXFORD PLANNING COMMISSION

Minutes February 11, 2025

The meeting was held at the Oxford City Hall – 110 W Clark Street, Oxford, GA 30054

MEMBERS: Jonathan Eady, Chair; Mary Glenn Landt, Vice-Chair; Juanita Carson, Secretary; Mike McQuaide, and Troy Willis (Mr. Willis joined the meeting at 7:02 PM and so did not participate in the vote on the minutes).

STAFF: Bill Andrew, Zoning Administrator

GUESTS: Mr. Charles Bartholomew was present to discuss a Development Permit Application for 205 Emory Street and Ms. Stacie Harper was present to discuss a Development Permit Application for 308 Cindy Court.

OPENING: At 6:56 PM, Mr. Eady called the meeting to order.

MINUTES: The minutes from the November 20, 2024 meeting of the Planning Commission Meeting were reviewed. *Upon the motion from Ms. Landt to approve the minutes and a second by Mr. McQuaide. The vote to approve the minutes was 4 yes and 0 no.*

205 Emory Street: Mr. Charles Bartholomew represented a Development Permit Application for the addition of a two-car garage and 608 square feet of heated living space. The property is currently considered a non-conforming use. It is encroaching into the 15-foot side setback on its southern side and is under the minimum square footage requirement of 1,800 sq. ft. for R-20 zoning.

Under Section 40-575 (5), the significant modification or improvement of the home beyond 50% of its fair market value requires the entire structure to be brought into conformance with all the applicable ordinances, rules, and requirements. However, this is modified by Section 40-578 (c)(2) in which the Zoning Administrator may apply a standard of reasonable progress toward compliance in cases where complete correction or compliance with the nonconforming situation would require undue hardship, practical difficulty, or might unreasonably reduce the size, scale, or other significant aspect of the development proposal to a point where strict compliance would jeopardize the building or development proposal. In applying a standard of reasonable progress toward compliance, the Zoning Administrator shall have authority to approve the building, development, or improvement even though it does not meet a standard of strict compliance, if the relief granted is the minimum necessary to effectuate the building, development, or improvement.

The home currently appears to be at 1,176 sq. ft. and the addition would be 608 sq. ft. for a total of 1,784 sq. ft. Lacking 16 sq. ft, it was agreed that Mr. Bartholomew would expand the addition, so the home is able to meet the 1,800 sq. ft. minimum.

The last issue regarding compliance with the code pertains to the garage addition. The code states in Section 40-288:

Parking garages for individual units. Garages should be located to the rear or side of the dwellings they serve, but if they must be located in the front of the dwelling, garages must be recessed back at least

five feet behind the front wall of the dwelling so that it is subordinate rather than dominant when viewed from the City street on which the dwelling fronts.

The historical interpretation of this section has been that if you are entering the garage from the front, then the garage must be recessed back five feet to decrease the visual dominance of the garage in its relationship to the rest of the home. Unfortunately, the code section lacks clarity due to the lack of the words, "entry" or "entrance" in relation to the front of the garage.

Mr. Bartholomew indicated he did not agree with this interpretation and felt that in both aesthetics and costs, shifting the garage back five feet or entering the garage from the side would not be desirable.

A majority of the Commission did not interpret Section 40-288 to mean there was a limitation of the position of the garage in relation to the home. The Commission did agree the home would need to get to 1,800 sq. ft. to comply with the R-20 requirements and that the DPA would be amended to reflect this requirement.

Upon the motion by Ms. Landt to approve the application as amended to minimally add 16 sq. ft., there was a second by Ms. Carson and the vote was 4 yes and 1 no, with Mr. Eady voting to deny.

308 Cindy Court: Ms. Stacie Harper, the sister of the applicant, Mr. Ryan Harper, appeared before the Planning Commission to present a Development Permit Application for the installation of a new, slightly larger shed to replace the one currently on the property. The current detached shed is on blocks and the new shed will be on a poured slab and largely located in the same position. Measurements were taken on the property, and the new shed site was found to follow the required setbacks.

Upon the motion by Mr. McQuaide to approve the application as presented, there was a second by Ms. Landt and the vote was 5 yes and 0 no.

Discussion of the TSW Proposal: There was discussion concerning the need for code updates and for the Planning Commission to provide input at the beginning of the process.

Other Business: No other business came before the Commission.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:13 PM.

Submitted by:

Bill Andrew, Zoning Administrator



DEVELOPMENT PERMIT APPLICATION

This is NOT a Building Permit but, is a requirement for an application to the City of Oxford Building Inspector for the appropriate required Building Permit. All items must be completed, or marked N/A. See the attached Checklist. The completed form must be submitted 10 days before the next meeting of the Planning Commission.

GENERAL INFORMATION

Name of Applicant: Scott Daniell Emory Street Station LLC Date of Application: 3/5/2025
Address of Applicant: 75 Old Hickory Ln Oxford, GA 30054
Telephone # and Email Address of Applicant: (770) 402-0258
Address/Subdivision /Lot#/Parcel#(s) where work will occur (list all): 1107 Asbury St Oxford GA
Owner of above location(s): Scott Daniell / Emory Street Station LLC
Name of General Contractor (if different from Applicant): _____

Type of work: New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other

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

Briefly describe the proposed work: detached garage/carport
the buyer of house is mobility challenged; this new garage/carport will provide low step (or no step) entry into home

Does the proposed work change the footprint (ground outline) of any existing structures? YES NO

Does the proposed work add a structure(s)? YES NO

List additions to: Heated Sq.ft. _____ Unheated Sq.ft. _____ Garage Sq.ft. +/- 400 New Sq.ft. _____
Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
(Map available from City Clerk)

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

Zoning District R-30
Setback Requirements:
Front setback 10* ft. Side setback 15** ft. Rear setback 30*** ft. 5' behind front edge of house
Minimum required lot width at building line 100 ft. 10' side of yard from detached garage/carport

MECHANICAL INFORMATION (if utility work is included in the proposed work)

- A) Sewerage: Is there a change? Yes No City Sewer Septic If so, describe: _____
- B) Water Supply: Is there a change? Yes No City Water Well If so, describe: _____
- C) Number of Restrooms (Commercial): Is there a change? Yes No Full Half If so, describe: _____
- D) Number of Baths (Residential): Is there a change? Yes No Full Half If so, describe: _____
- E) Heating: Is there a change? Yes No Electric Gas Oil Propane Other If so, describe: _____
- F) Electrical: 3 number of outlets

*Front Setback is 10 feet, plus or minus 5 feet.
**If the garage was considered an accessory bldg., the side setback would be 10 feet.
***If the garage was considered an accessory bldg., the rear setback would be 10 feet.

CITY OF OXFORD

Checklist Applying for a Development Permit

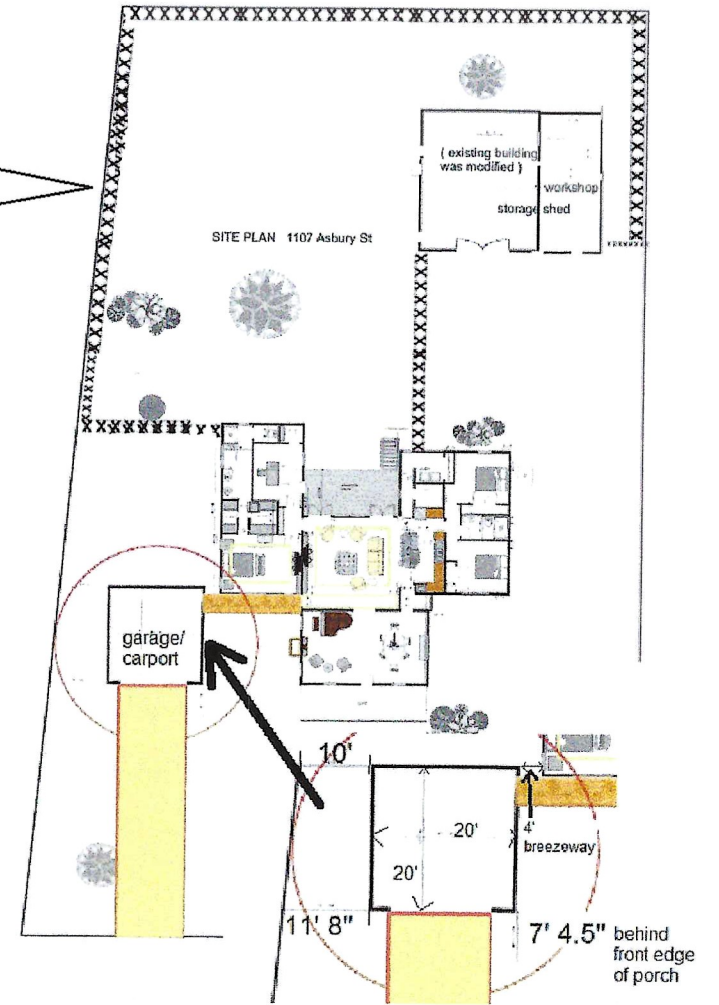
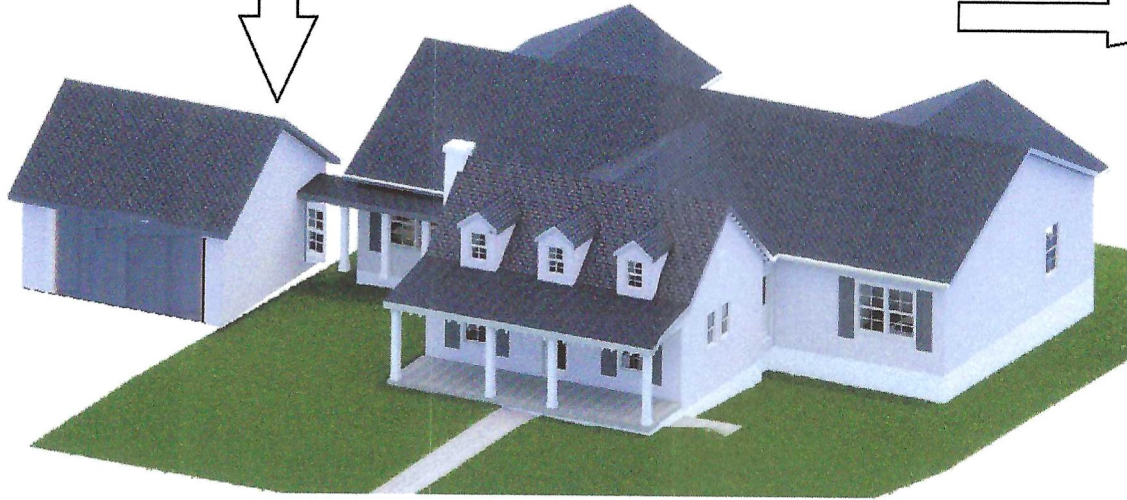
1. Obtain a Development Permit Application from the City Clerk's office.
2. Complete the Application and attach a site plan (either drawn by a professional or sketched on graph paper) with dimensions showing:
 - Shape, size and location of the lot.
 - Shape, size, height, use and location of the buildings to be erected, constructed, altered or moved, as well as any building(s) already existing on this building lot.
 - Indicate how many dwelling units the building(s) are designed to accommodate.
 - Setback lines from adjoining streets and lots.
3. Submit the completed Application to the City Clerk's office.
4. All corners of the lot and any proposed building must be clearly staked out on the ground.
5. The City Clerk will give the application to the Zoning Administrator to review and to schedule a review by the Planning Commission.
6. The regular meetings of the Planning Commission are on the second Tuesday of each month at 7 PM. The applicant will be notified when the application is scheduled for review. The Planning Commission will not review the application unless the applicant or a representative is present at the meeting. A picture or diagram of what is proposed will help the Planning Commission review the request.
7. If the application is approved, an approved copy will be given to the applicant by the Planning Commission.
8. The City of Oxford is responsible for issuing the Building Permit and collecting any required fees. A copy of the approved Development Permit is required before a Building Permit can be issued. The applicant should contact the city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

The foregoing checklist is a brief summary and does not modify or amend the Oxford Zoning Ordinance. See Section 40-841 of the Oxford Zoning Ordinance for a detailed description of the process for applying for a development permit and building permit.

1107 Asbury St

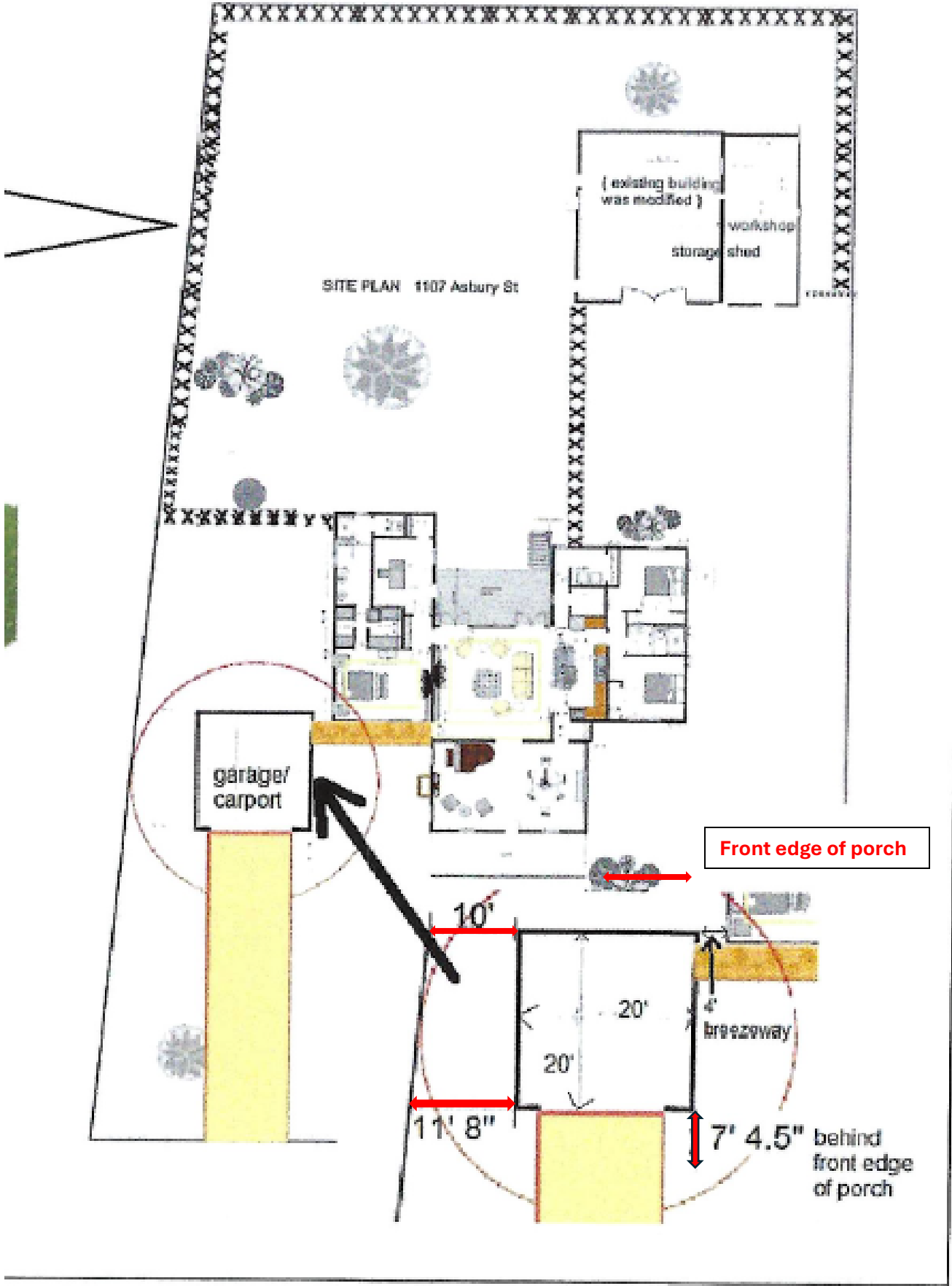
proposed
garage / carport

site plan



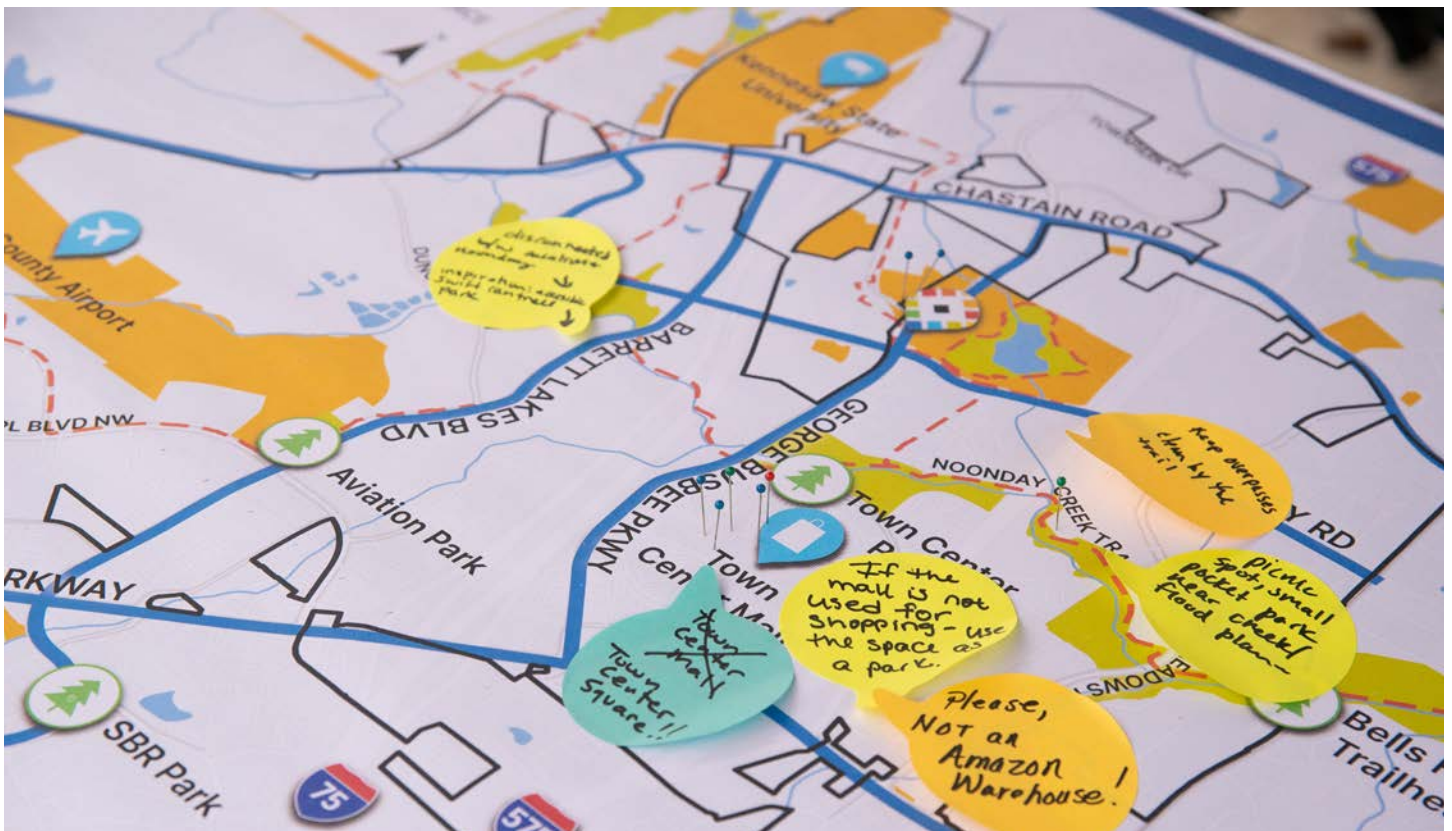
Scott Daniell / Emory Street Station LLC
770-402-0258

This is just an enlargement of the drawing within the DPA so the measurements may be more easily read.



REVISED PROPOSAL - February 2025

City of Oxford Planning Services



SUBMITTED BY:

TSW

Primary Contact: Allison Stewart-Harris, AICP

1447 Peachtree Street NE, Suite 850

Atlanta, GA 30309

Main: 404.873.6730

Direct: 470.751.2420

Email: astewart-harris@tsw-design.com

Web: www.tsw-design.com



February 27, 2025

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

Dear Mr. Andrew:

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

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

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

Sincerely,

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

Allison Stewart-Harris, AICP
Associate Principal

1. About Us

TSW

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

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

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

Croy Engineering

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

Codes & Zoning Experience

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

Zoning Ordinances & Unified Development Codes

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

Specialized & Small Area Codes or Guidelines

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

Comprehensive, Strategic, and Visioning Plans

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

Wastewater Capacity Planning (Croy Engineering)

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

TSW Team Organizational Chart

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

PLANNING
Christopher Myers
Nick Johnson

ENGINEERING
Bert Kuyrkendall
Melanie Brueggemann



Caleb Racicot, AICP, LEED AP

Principal-in-Charge

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

Education:

2001 Master of City Planning
Georgia Institute of Technology

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

Professional Affiliations:

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

Awards:

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



Representative Projects

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

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

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

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

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

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

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

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

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



Allison Stewart-Harris, AICP

Project Manager/Senior Planner

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

Representative Projects:

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

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

Education:

Bachelor of Science in Civil Engineering, Auburn University

Professional Status:

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

Representative Projects:

MCDONALD FARM SEWER PLANNING | HAMILTON COUNTY, TN

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

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

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

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

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



2. References

Milton Unified Development Code

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

Hall County Unified Development Code

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

Chattahoochee Hills Unified Development Code

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

Statesboro Unified Development Code

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

3. Project Scope + Fees

Project Understanding

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

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

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

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

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

Revised Scope of Work

Step 1: Development Test Cases

Task 1.1. Kick-Off and Tour

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

Task 1.2 Site Identification + "As Is" Development Outcomes

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

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

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

SECTION 3: PROJECT UNDERSTANDING & APPROACH

Task 1.3 Stakeholder Review

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

Task 1.4 Development Alternatives

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

Task 1.5 Public Input

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

Task 1.6 Summary Document

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

Task 1.7 Presentation to City Council and Revised Summary Document

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

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

Anticipated Timeline: 3-4 months

Step 2. Code Revisions

Task 2.1 Draft Coding Memo

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

Recommendations will be based on:

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

Task 2.2 Draft Coding Memo Review

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

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

SECTION 3: PROJECT UNDERSTANDING & APPROACH

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

Task 2.3 Draft Zoning Updates – Discussion Draft

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

Task 2.4 Draft Zoning Updates V0 Review

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

Task 2.5: Draft Zoning Updates V1

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

Task 2.6: Public Review

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

Task 2.7. Draft Zoning Updates V2

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

Task 2.7. Public Adoption Hearings

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

Task 2.8. Final Updates

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

Step Assumptions and Exclusions

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

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

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

Anticipated Timeline: 2 months

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

Anticipated Timeline: to be determined



4. Experience

TSW Code Experience Examples in the Last 5 Years

Hall County Unified Development Code

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

Client Information:

Hall County
Randi Doveton, Director of Planning and Development
770.297.5544

Services Provided by TSW:

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

Value of Services: \$230,000

Status: Final review before adoption

Project Management:

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

Milton Unified Development Code

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

Client Information:

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

Services Provided by TSW:

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

Value of Services: \$200,000

Status: Adopted 2024

Project Management:

Caleb Racicot, Principal-in-Charge

City of Gainesville Unified Land Development Code

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

Client Information:

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

Services Provided by TSW:

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

Value of Services: \$268,000

Status: Diagnostic Report completed

Project Management:

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

Forsyth County Residential Design Standards

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

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

Client Information:

Forsyth County
Jennifer Scott, Town Manager
706.654.5720

Services Provided by TSW:

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

Value of Services: \$71,845

Status: Adopted in 2019

Project Management:

Caleb Racicot, Project Advisor

Dunwoody Comprehensive Plan & Unified Development Ordinance

Dunwoody, GA



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

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

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

CLIENT:

City of Dunwoody

PROJECT STATUS:

Ongoing

PROJECT HIGHLIGHTS:

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



Buford 2045 Comprehensive Plan Update

Buford, GA



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

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

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

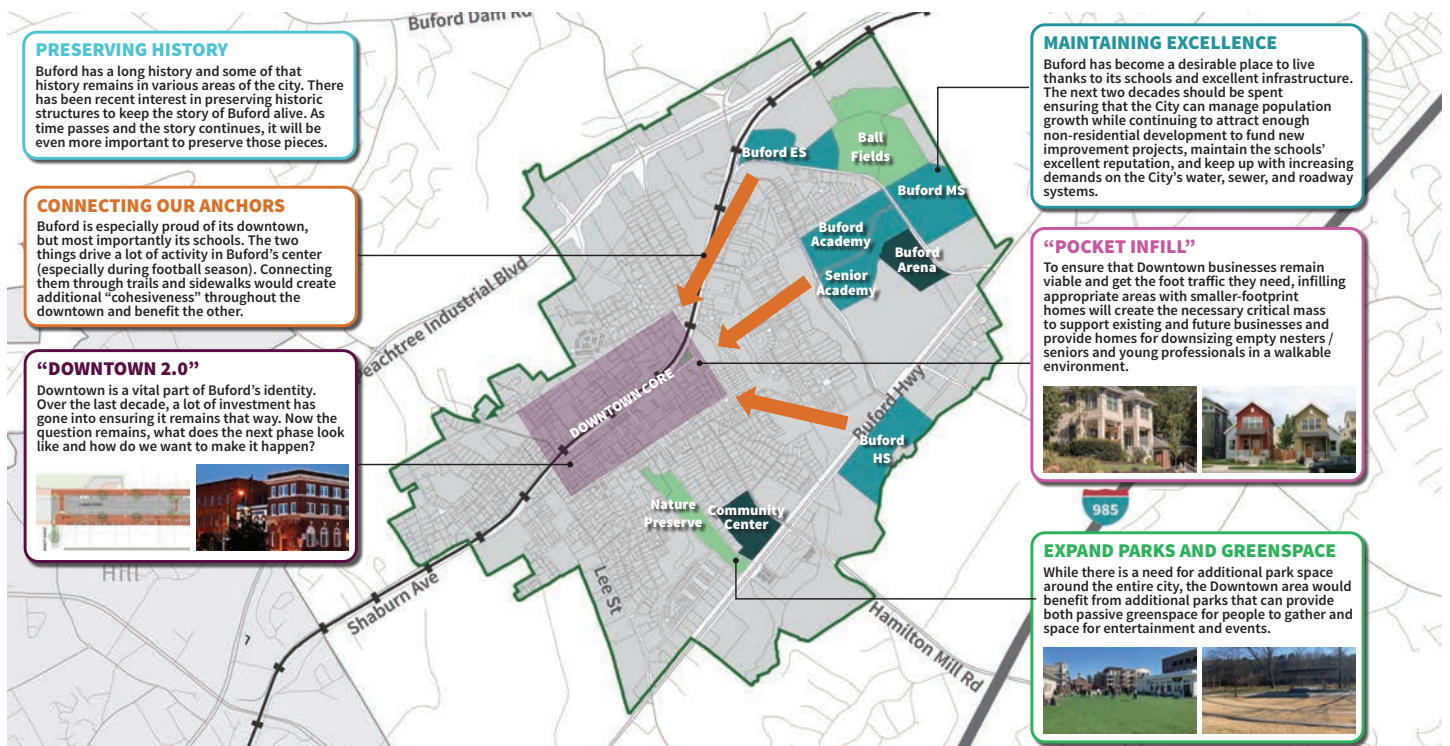
plans and considers the impacts that proposed projects and policies have across disciplines. This plan retained the overall vision of the 2040 plan, but made significant changes to the priority strategies to maintain the energy, leadership, and policy direction that has brought the city to where it is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

CLIENT:
City of Buford

PROJECT STATUS:
Adopted in 2024

PROJECT HIGHLIGHTS:

- Revised priority strategies



Henry County Comprehensive Plan Update

Henry County, Georgia



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

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

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

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

CLIENT:

Henry County

PROJECT STATUS:

Started in February 2022 - Ongoing

PROJECT HIGHLIGHTS:

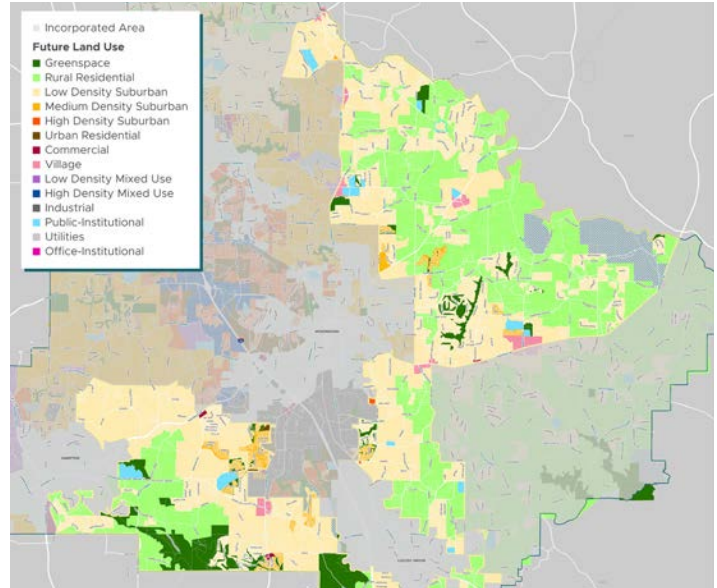
- Project Management
- Inventory and Analysis
- Community Engagement
- Project and Policy Recommendations

CLIENT REFERENCE:

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

DESIGN FEES:

\$187,700



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

