

# OXFORD PLANNING COMMISSION

## AGENDA

**April 13, 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 March 11, 2025 Planning Commission meeting. Please note, we did not meet in April.
3. **\*107 Oxford North Road:** Mr. Giovanni di Capo is requesting consideration for a Development Permit Application for the construction of a single-family home.
4. **Other Business:**
5. **Adjournment**

### **\*Attachments**

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, or the facilities are required to contact City Hall at 770-786-7004 promptly to allow the City to make reasonable accommodations for those persons.*

## OXFORD PLANNING COMMISSION

Minutes March 11, 2025

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

**MEMBERS:** Jonathan Eady, Chair; Juanita Carson, Secretary; Dave Huber, and Troy Willis

**STAFF:** Bill Andrew, Zoning Administrator

**GUESTS:** Mr. Scott Daniell (Emory Street Station, LLC) was present to discuss a Development Permit Application for 1107 Asbury Street. Mrs. Laurie Vinson and Mr. Art Vinson were present in the audience.

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

**MINUTES:** The minutes from the February 11, 2025 meeting of the Planning Commission were reviewed, and edits were suggested. *Upon the motion from Mr. Huber to approve the minutes with the suggested edits and a second by Ms. Carson. The vote to approve the minutes was 3 yes, 0 no and 1 abstention (Mr. Huber had not attended the 2/11/25 meeting).*

**1107 Asbury Street:** Mr. Scott Daniell represented a Development Permit Application for the addition of a two-car garage to the home he has been remodeling. With this lot being within an Infill Overlay District, Mr. Daniell agreed to slightly expand the garage to 400 square feet so that it may travel under the Infill Overlay District and thus have the flexibility of this code section and additionally be granted a minor variance to reduce the side setback for the garage from 10 feet down to 9 feet. The fact that the home is not being built new and is a remodel-expansion of an old home on an angled lot line also factored into this discussion.

*Upon the motion from Mr. Huber to approve the Development Permit Application with the stipulation of expanding the garage to 400 square feet and granting the minor variance for the 9-foot setback (all as described above); there was a second by Mr. Willis. The vote to approve the motion was 4 yes, 0 no. Mr. Andrew was authorized to amend the DPA to reflect these changes and to inspect the garage door to make certain it was in concert with the aesthetics of the front elevation of the home.*

**Discussion of the TSW Proposal:** There was discussion concerning the need for code updates and the need for a platform for consensus in our community for future development. 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 8:07 PM.

Submitted by:

Bill Andrew, Zoning Administrator



## STRUCTURAL INFORMATION

Type of Foundation: ☐ Moveable ☐ Pier & Footer ☒ Slab on grade ☐ Basement ☐ Other

Type of Construction: ☒ Frame ☐ Masonry ☐ Structural Insulated Panel ☐ Insulated Concrete Form  
☐ Panelized ☐ Industrialized ☐ Manufactured

## SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)

- A) Attach an accurate scale drawing or copy of the official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:
- |                                                                                                                        |          |                    |                |
|------------------------------------------------------------------------------------------------------------------------|----------|--------------------|----------------|
| Width of lot at proposed work location                                                                                 | ___ feet | Width of new work  | <u>68</u> feet |
| Depth of lot at proposed work location                                                                                 | ___ feet | Length of new work | <u>65</u> feet |
| Height of new work <u>22</u> feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts) |          |                    |                |

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.**

Giovanni S. di Tapo  
Signature of Applicant

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

Date Received by Zoning Administrator: April 28, 2025  
Date Reviewed by the Planning Commission: \_\_\_\_\_

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

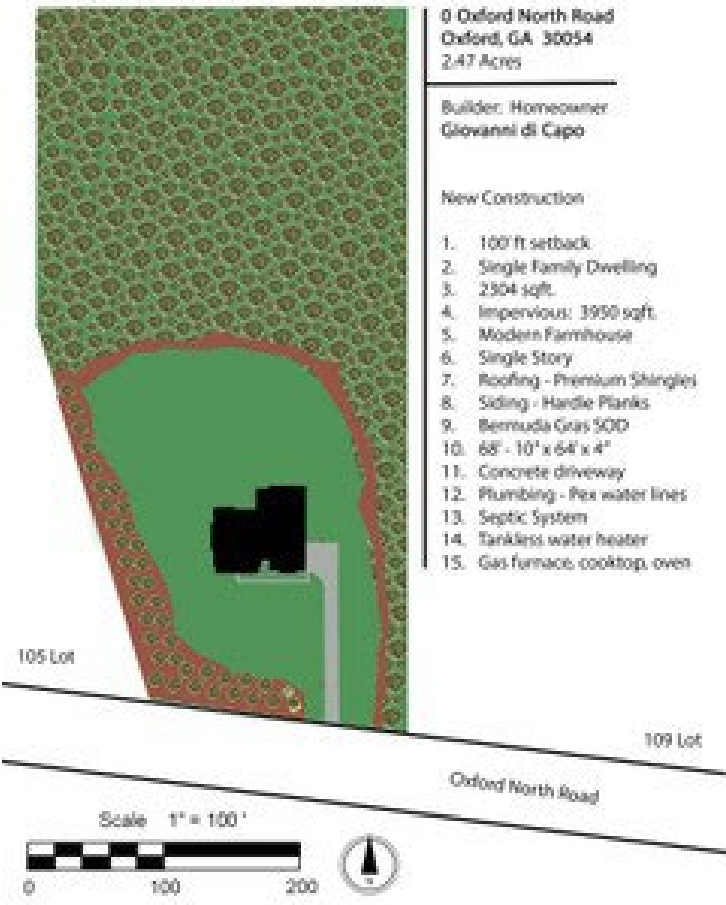
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
Zoning Administrator

**NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit.**  
**(Form October 2018)**

This is a home Mr. di Capo recently built in Conyers and is basically the same home he intends to build here. This house was 5 bedrooms and he intends to build 3 here.



I was able to scale the map on my computer. Mr. di Capo and I agreed the home is setback 100 ft from the street, 75 ft from the western property line, 62.5 ft from the eastern property line, and 350 ft from the rear property line. The lot width at the building line is a little over 200 feet wide.

Rural Residential is not called out specifically in our tree canopy requirements, but I would think the R-30 requirements would apply and would require at least 40% of the lot remaining wooded. Both the layout and in emails, Mr. di Capo indicated this 40% requirement would be exceeded.

**Sec. 38-62. Tree canopy cover on new development.**

- (a) Each new development within the City shall be required to conserve, or plant if trees are not available for conservation, a specified amount of tree canopy cover as a percent of the buildable land area. The tree canopy cover requirements are shown in table 38-62.

TABLE 38-62. TREE CANOPY COVER REQUIREMENTS BY ZONING DISTRICT

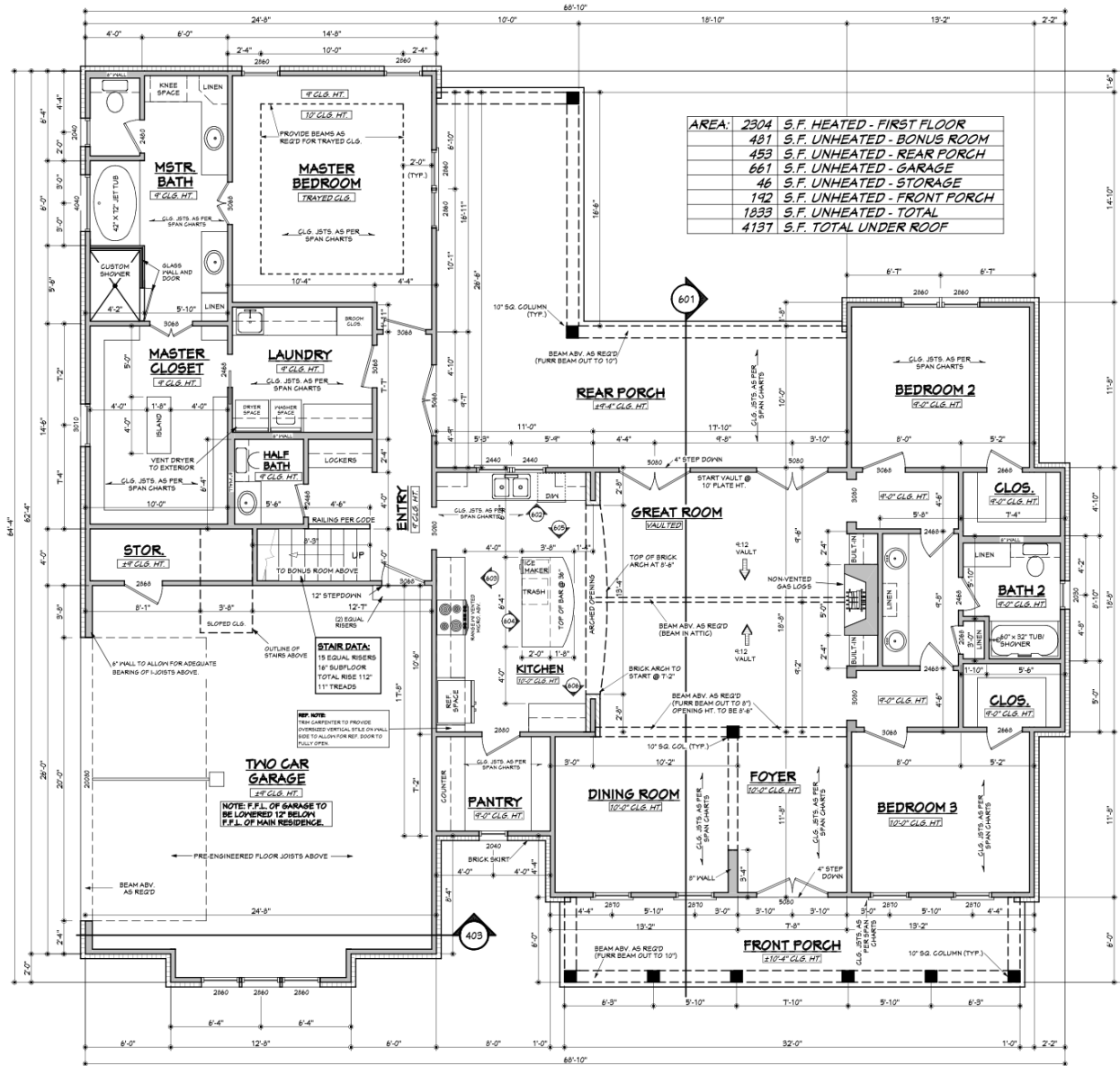
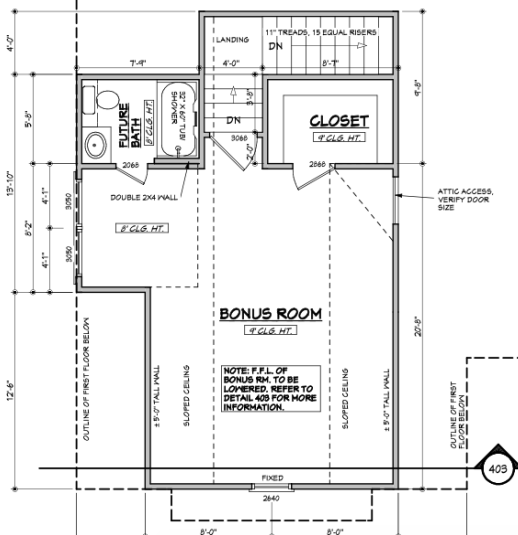
| Zoning District |                                                            | Tree Canopy Coverage (in percent) |
|-----------------|------------------------------------------------------------|-----------------------------------|
| R-30            | Single-Family Residential - Low Density District           | 40                                |
| R-20            | Single-Family Residential - Low To Medium Density District | 30                                |
| R-15            | Single-Family Residential - Medium Density District        | 30                                |
| R-7.5           | Single-Family Residential - High Density District          | 20                                |
| R-TH            | Residential Townhouse District                             | 10                                |
| INST            | Institutional District                                     | 40                                |
| IC              | Institutional Campus District                              | 40                                |
| OP              | Office Professional District                               | 20                                |
| C               | Commercial District                                        | 20                                |
| TC              | Town Center District                                       | N/A                               |

# NOTES:

1. ALL DIMENSIONS & SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
2. ALL FINISHES (INTERIOR & EXTERIOR) TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
3. VERIFY ALL DOOR AND WINDOW STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION. MANUFACTURER TO SUPPLY ALL ROUGH OPENING SIZES.
4. CONTRACTOR TO VERIFY ALL CLEARANCES OF ALL DOORS, WINDOWS AND OTHER ITEMS THAT ARE CRITICAL, PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO ADAPT PLANS AS REQUIRED TO MEET ALL APPLICABLE CODES AT SITE.
6. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER.
7. PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW AT ANY POINT WITHIN 36 INCHES HORIZONTALLY SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30 INCHES ABOVE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 34 INCHES IN HEIGHT MEASURED VERTICALLY FROM THE NOSING OF THE TREADS. INSECT SCREENING SHALL NOT BE CONSIDERED AS A GUARD. IRC 2015, R312.1.1 & R312.1.2 & M1003.1.3 APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR AND UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 20 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 5 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES, AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE. EXCEPTIONS:
8. THE PASSAGEWAY AND LEVEL SERVICE SPACE ARE NOT REQUIRED WHERE THE APPLIANCE CAN BE SERVICED AND REMOVED THROUGH THE REQUIRED OPENING.
9. WHERE THE PASSAGEWAY IS UNOBSTRUCTED AND NOT LESS THAN 6 FEET HIGH AND 22 INCHES WIDE FOR ITS ENTIRE LENGTH, THE PASSAGEWAY SHALL BE NOT MORE THAN 30 FEET LONG.
10. APPLIANCE ACCESS FOR INSPECTION SERVICE, REPAIR AND REPLACEMENT. APPLIANCES SHALL BE ACCESSIBLE FOR INSPECTION, SERVICE, REPAIR AND REPLACEMENT WITHOUT REMOVING PERMANENT CONSTRUCTION, OTHER APPLIANCES, OR ANY OTHER PIPING OR DUCTS NOT CONNECTED TO THE APPLIANCE BEING INSPECTED, SERVICED, REPAIRED OR REPLACED. A LEVEL WORKING SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PROVIDED IN FRONT OF THE CONTROL SIDE TO SERVICE AN APPLIANCE. INSTALLATION OF ROOM HEATERS SHALL BE PERMITTED WITH AT LEAST AN 18-INCH WORKING SPACE. A PLATFORM SHALL NOT BE REQUIRED FOR ROOM HEATERS.
11. M1003.1.1 FURNACES AND AIR HANDLERS, FURNACES AND AIR HANDLERS WITHIN COMPARTMENTS OR ALCOVES SHALL HAVE A MINIMUM WORKING SPACE CLEARANCE OF 3 INCHES ALONG THE SIDES, BACK AND TOP WITH A TOTAL WIDTH OF THE ENCLOSING SPACE BEING AT LEAST 12 INCHES WIDER THAN THE FURNACE OR AIR HANDLER. FURNACES HAVING A FIREBOX OPEN TO THE ATMOSPHERE SHALL HAVE AT LEAST A 6-INCH WORKING SPACE ALONG THE FRONT COMBUSTION CHAMBER SIDE. COMBUSTION AIR OPENINGS AT THE REAR OR SIDE OF THE COMPARTMENT SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 17.
12. EXCEPTION: THIS SECTION SHALL NOT APPLY TO REPLACEMENT APPLIANCES INSTALLED IN EXISTING COMPARTMENTS AND ALCOVES WHERE THE WORKING SPACE CLEARANCES ARE IN ACCORDANCE WITH THE EQUIPMENT OR APPLIANCE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
13. EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL BE OPERATIONAL FROM THE INSIDE OF THE ROOM WITHOUT THE USE OF KEYS, TOOLS OR SPECIAL KNOWLEDGE. WINDOW OPENING CONTROL DEVICES COMPLYING WITH ASTM F 2040 SHALL BE PERMITTED FOR USE ON WINDOWS SERVING AS A REQUIRED EMERGENCY ESCAPE AND RESCUE OPENING. ALL SLEEPING ROOMS TO HAVE AN EXTERIOR ACCESS THROUGH A DOOR OR WINDOW WITH A MINIMUM OF 5.7 SQUARE FEET NET CLEAR OPENING AS PER IRC 2015 R310.2.1. EXCEPTION: GRADE FLOOR OR BELOW GRADE OPENINGS SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5.7 SQUARE FEET. MINIMUM HEIGHT TO BE 44 INCHES. MINIMUM NET CLEAR OPENING HEIGHT TO BE 24 INCHES. MINIMUM NET CLEAR OPENING WIDTH TO BE 20 INCHES.
14. ALL RETURN AIR GRILLS ARE TO BE LOCATED TO COMPLY WITH SECTION M1602 OF THE IRC 2015.
15. 12. ALL SQUARE FOOTAGE MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM ACTUAL CONSTRUCTED RESIDENCE OR BUILDING.
16. 13. FIRE SINKER SYSTEM TO BE DESIGNED AND INSTALLED (IF REQUIRED BY LOCAL CODES) AS PER THE IRC 2015 AND BY A LICENSED PROFESSIONAL IN THE AREA OF CONSTRUCTION.
17. 14. ALL BATHROOM EXHAUST VENTS SHALL BE VENTED DIRECTLY TO THE EXTERIOR OF THE HOME AND NOT INTO THE ATTIC. IRC 2015, M1501.2

## BONUS ROOM FLOOR PLAN

SCALE: 1/4" = 1'-0"



NOTE: CONTRACTOR TO LOCATE WATER HEATER AND HVAC UNITS AT SITE.

## BB-2304AR FLOOR PLAN

SCALE: 1/4" = 1'-0"

Mr. di Capo submitted this floor plan for illustrative purposes and asked for us to note that although the architect has the garage on the left side, he is reversing the build, so the house is flipped, and the garage will be on the right side.