

OXFORD PLANNING COMMISSION

AGENDA

June 10, 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 May 13, 2025 Planning Commission meeting.
3. ***801 Emory Street:** Mr. Tulio Pineda will be presenting a Development Permit Application for work at the tennis courts at the corner of Moore and Haygood Streets. The work there will encompass the demolition of a practice wall, which is being replaced by a new fence, the installation of sunshades between the courts, and the moving on an existing shed between the two groups of courts.
4. **Other Business:**
5. **Adjournment**

***Attachments**

Individuals with disabilities who require certain accommodations 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

DRAFT

Minutes May 13, 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, Dave Huber, and Troy Willis

STAFF: Bill Andrew, Zoning Administrator

GUESTS: Mr. Giovanni di Capo was present to discuss a Development Permit Application for 107 Oxford North Road.

OPENING: At 6:59 PM, Mr. Eady called the meeting to order.

MINUTES: The minutes from the March 11, 2025 meeting of the Planning Commission were reviewed, and the correction of a typographical error was suggested. *There was a motion from Ms. Landt to approve the minutes with the suggested edit and a second of the motion by Ms. Carson. The vote to approve the minutes was 6 yes and 0 no.*

107 Oxford North Road: Mr. Giovanni di Capo presented a Development Permit Application for the construction of a single-family home. The DPA will be corrected to indicate the setbacks of 15 feet for the side and 30 feet for the rear. During the design review discussion, it was agreed that the plans for the home met the design criteria requirements of the code. Further, with the design indicating a side entrance for the garage, the home meets the parking design criteria. Mr. di Capo indicated he plans to exceed any possible requirement for tree canopy preservation.

Ms. Landt made a motion to approve the Development Permit Application with the understanding that the home design will ultimately be “flipped” from the drawing as presented; there was a second of the motion by Ms. Carson. The vote to approve the motion was 6 yes, 0 no. Mr. Andrew was authorized to amend the DPA to reflect these changes to the setbacks and to ensure the building plans were correctly oriented as discussed.

Review of Possible Planning Issues with Oxford College: Mr. Andrew reviewed recent discussions with Emory College and various projects they are considering.

Other Business: No other business came before the Commission.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:28 PM.

Submitted by:

Bill Andrew, Zoning Administrator

DEVELOPMENT PERMIT APPLICATION

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 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 938 feet | Width of new work 107 feet |
| Depth of lot at proposed work location 1598 feet | Length of new work 219 feet |
| Height of new work 11.83 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.

Tulio Pineda
Tulio Pineda (Jun 5, 2025 14:53 EDT)
Signature of Applicant

----- OFFICIAL USE ONLY ----- **DEVELOPMENT PERMIT**

Date Received by Zoning Administrator: 6/3/2025
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

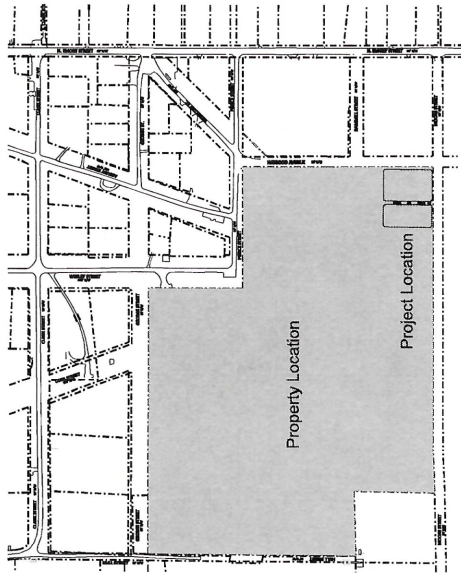
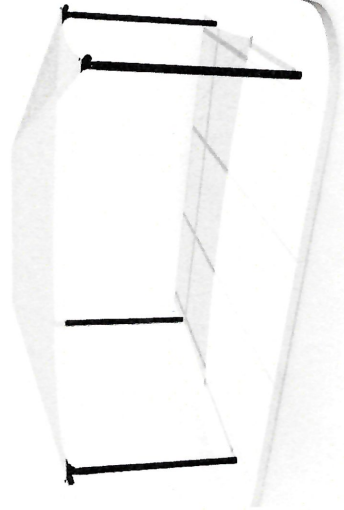
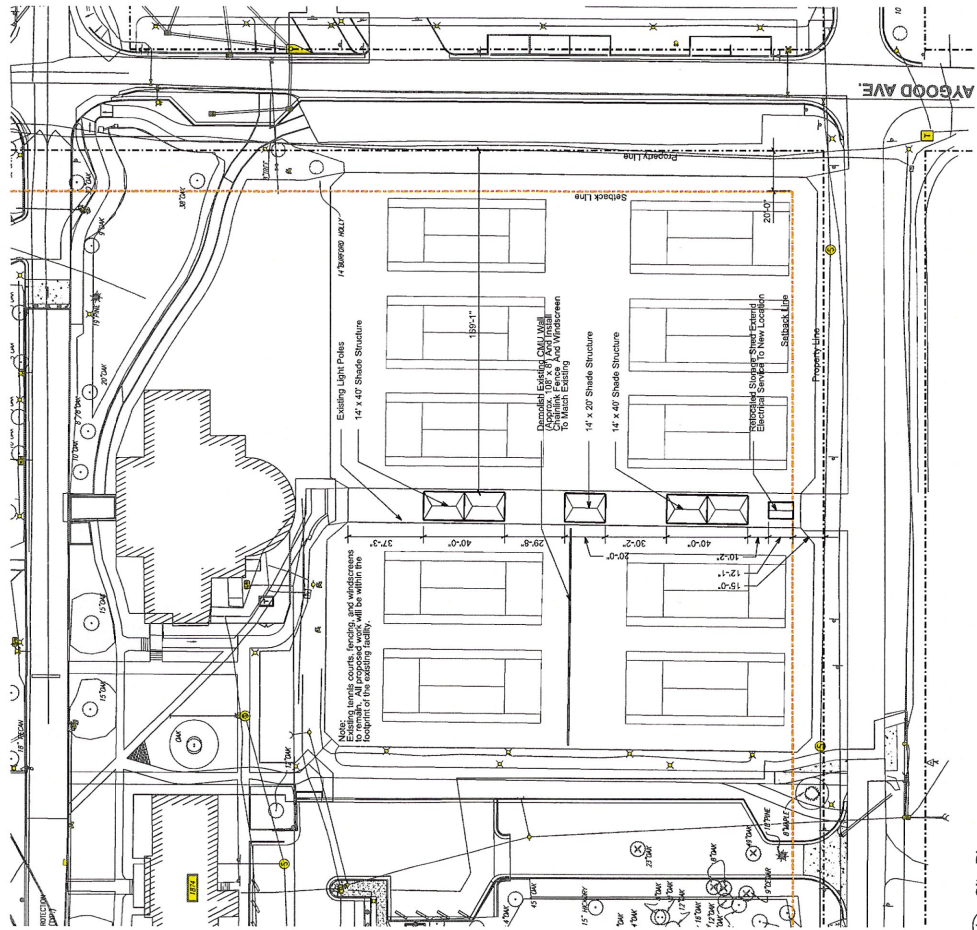
**NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit.
(Form October, 2018)**

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.

[illegible]

Project Description

*Cline Tennis Center
Improvements*

OXFORD COLLEGE

NEWTON COUNTY, GEORGIA

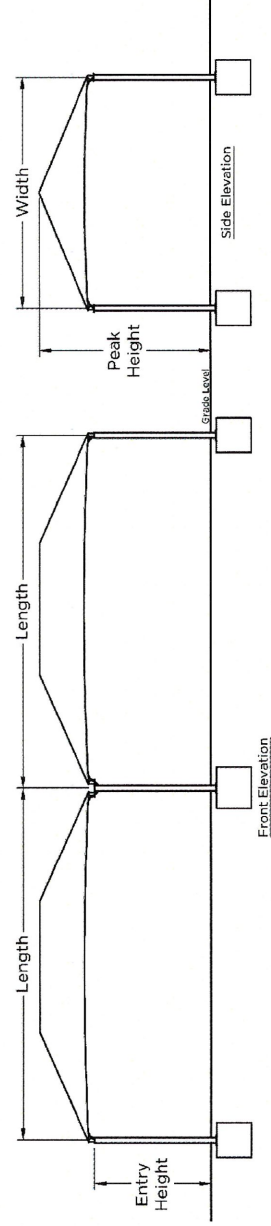
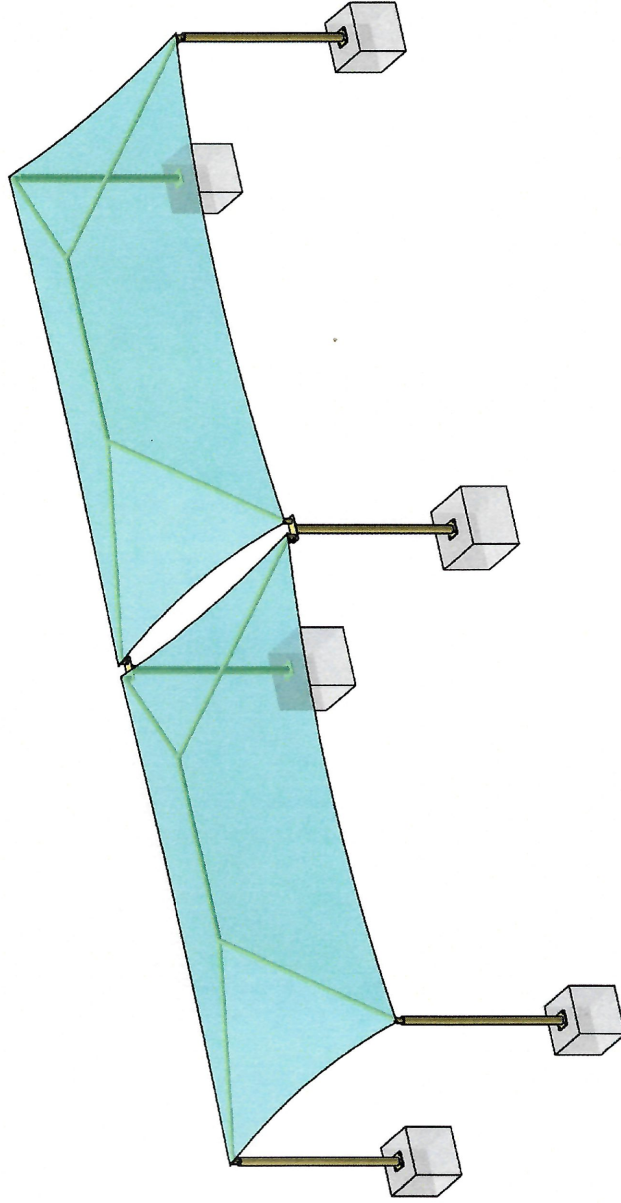
Drawn	Designed	Date
JR/J	JR/J	3 Jun, 25

Site Plan

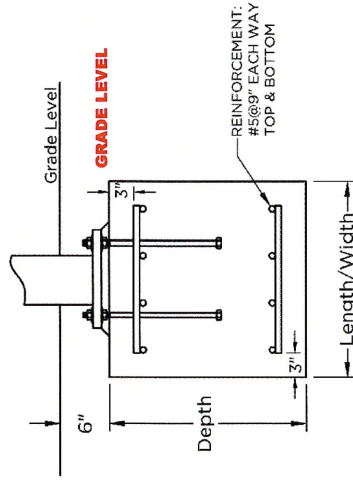
1-1

Multi-Dome Hip Shade

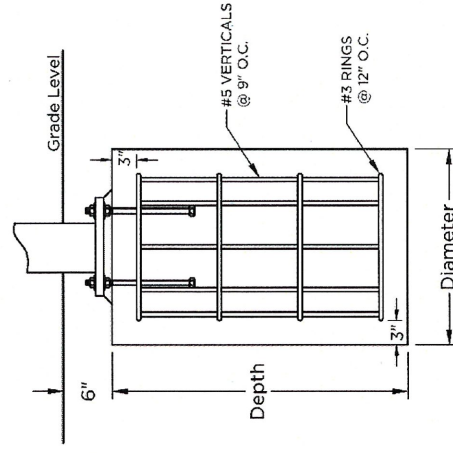
Length	20'	Width	14'	Entry Height	9'
Peak Height	11.83'	Elbow	Standard	Column Mount	Base Plate
Column Size	Ø5.0" 11-Ga	Rafter Size	Ø2.875" 12-Ga	Ridge Size	Ø2.875" 12-Ga
Column Length	9.5'	Rafter Length	9.95'	Ridge Length	7.03'
Dome Qty.	2	Column Qty.	6		



Square Footing		
Column	Length & Width	Depth
Single Cap	2.12	3
Double Cap	2.332	3



Auger Footing		
Diameter	Single Cap Depth	Double Cap Depth
1'-6"	3.43	4.16
2'-0"	Out of range	Out of range
2'-6"	Out of range	Out of range
3'-0"	Out of range	Out of range



These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.

Superior Shade

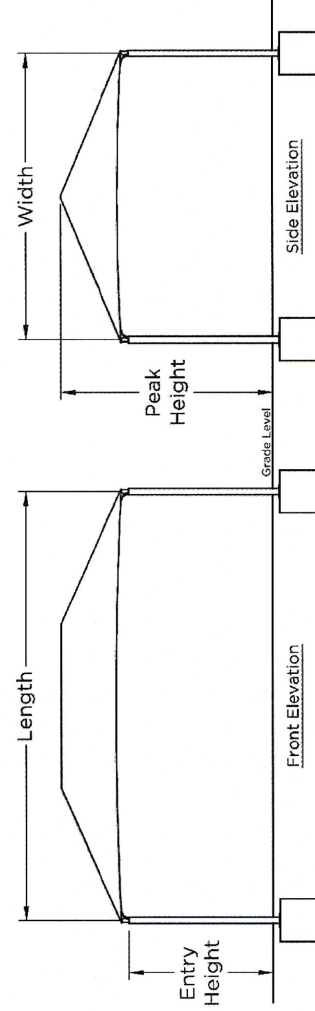
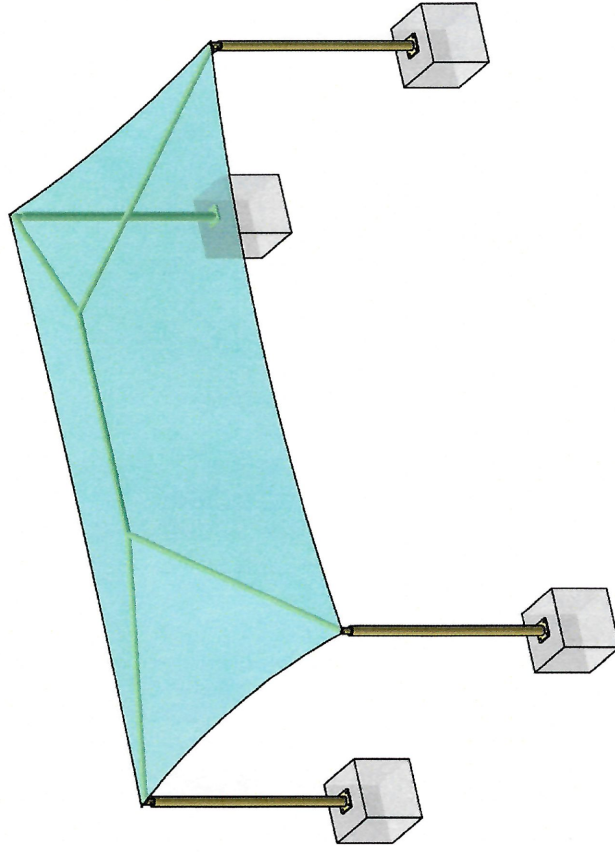
QUOTE
98148-A

SHADE SIZE
20 X 14

SHADE STYLE
Multi-Dome Hip Shade

Hip Shade

Length	20'	Width	14'	Entry Height	9'
Peak Height	11.83'	Elbow	Standard	Column Mount	Base Plate
Column Size	Ø3.5" 11-Ga	Rafter Size	Ø2.875" 12-Ga	Ridge Size	Ø2.875" 12-Ga
Column Length	9.5'	Rafter Length	9.95'	Ridge Length	7.03'
Dome Qty.	1	Column Qty.	4		



SuperiorShade

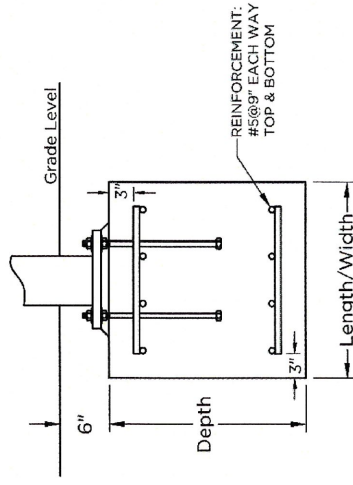
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98148-B

SHADE SIZE
20 X 14

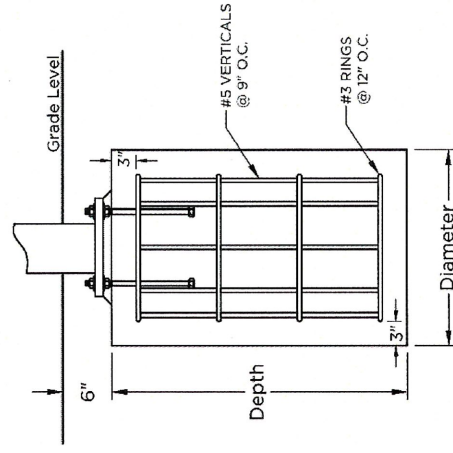
SHADE STYLE
Hip Shade

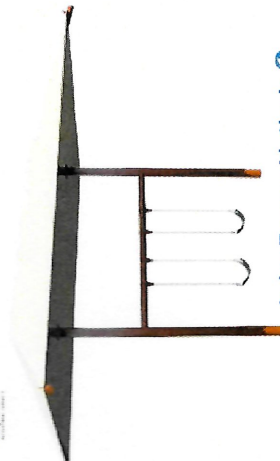
These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1500 PSF soil bearing pressure.

Square Footing		
Column	Length & Width	Depth
Single Cap	2'-12"	3'
Double Cap	N/A	3'



Auger Footing		
Diameter	Single Cap Depth	Double Cap Depth
1'-6"	3'-4.3'	N/A
2'-0"	Out of range	N/A
2'-6"	Out of range	N/A
3'-0"	Out of range	N/A





Swing Frame with Shade

- Conforms to ASTM International standards
- Features 6 W® posts
- Protects children from harmful UV rays while swinging
- Available in one, two, three, or four bays

Swing seats and chains sold separately.

SIZES

- 1 Bay: 23 1/2' x 16'
- 2 Bay: 36' x 16'
- 3 Bay: 46 1/2' x 16'
- 4 Bay: 58' x 16'

FEATURES AND FABRIC

Available Only with Glides Elbow™
Traditional Shade Fabric



Warranty

Superior Recreational Products (SRP) warrants that its product will be free from defects in materials and workmanship as well as maintain structural integrity for the periods listed below from the date of invoice and once SRP has been paid in full. This warranty is in effect only if the product has been assembled and installed strictly in accordance with the setup instructions provided by SRP, good construction practices, general maintenance and care is provided as per instructions in the customer packet, and has been subjected only to normal use and exposure. Product should be maintained per the instructions given at time of delivery.

- LW** Lifetime* Warranty on stainless steel hardware
- 20** 20-Year Limited Warranty on framework
- 10** 10-Year Limited Warranty on fabric
- 5** 5-Year Limited Warranty on powder coat
- 1** 1-Year Limited Warranty on cables
- 1** 1-Year Limited Warranty on materials not above

Pricing Policy

All prices are F.O.B. factor and do not include freight, installation, shipping, handling, surfacing, or applicable taxes. Prices are subject to change without notice.

Cancellation and Return Policy

To view our return policy, please visit superiorrecreationalproducts.com/returns.

Shipping Policy

To view our shipping policy, please visit superiorrecreationalproducts.com/shipping-policy.

***View our complete warranty at srphade.com/warranty.**

Color Options

Frame

Gloss



Matte, Textured, or Metallic



Fabric

Traditional Fabric

This option includes colors that are California Fire Marshal certified and pass the NFPA 701 or ASTM E84 tests. Select color options are flame retardant.



Dual Color Fabric

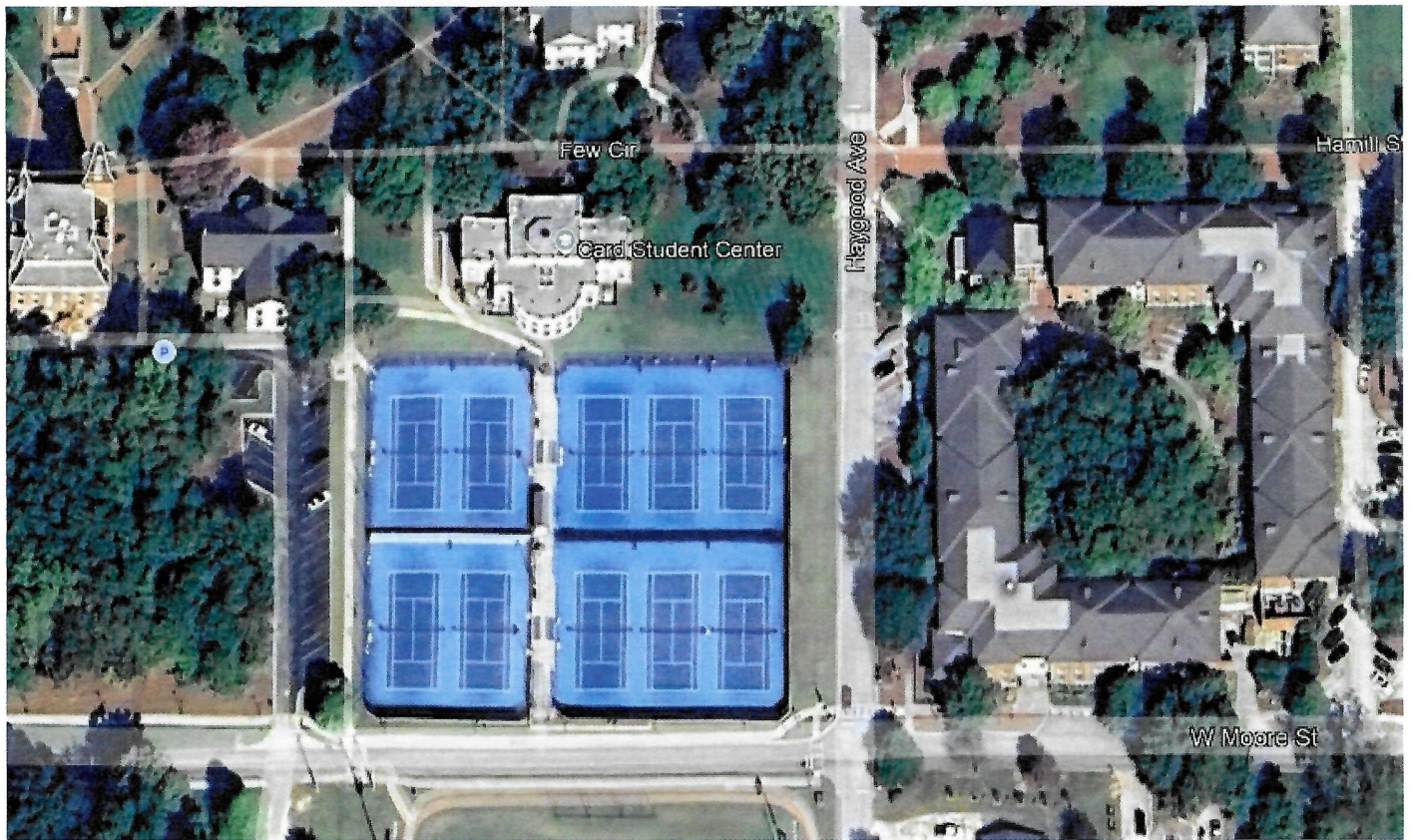
This option is available for an upcharge exclusively for our Hyper Umbrella, Triangle Sail and Hyperbolic Sail.



Waterproof Fabric

This option is available exclusively for our Archad Canister, Flower, and Single Post and Canister Waterproof Umbrellas.





Looking towards the NE at the wall between the courts. This wall will be removed and replaced with fencing to match the existing fencing.



Looking towards the SE at the wall between the courts. Note, the shed is also visible, which will be moved further south towards Moore Street but within the existing fence perimeter.



The sunshades will be between these two courts on this side and the three courts on the other side.



You may see the existing building in the background; it will be moved to the foreground and this corridor between the courts will have the sunshades erected within it.