

# OXFORD PLANNING COMMISSION

## AGENDA

**April 13, 2021 – 7 PM (Via Teleconference)**

### Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 922 5366 5037

Passcode: 028178

1. **Opening** – Jonathan Eady, Chair
2. **\*Minutes** – We have attached the minutes for February 9, 2021.
3. **\*Joseph Budd Development Permit Application** – Joseph Budd has submitted a development permit application to replace two complete HVAC systems at his home at 203 W. Clark Street. He is working with Liesl McWhorter, a permit specialist with Cool Air Mechanical, to receive his development permit application. We have attached the development permit application.
4. **\*Larry Houston Development Permit Application** – Larry Houston has submitted a development permit application to install a 10' x 16' storage building on the property located at 108 Green Street. We have attached the development permit application.
5. **\*Scottie Croy Development Permit Application** – Scottie Croy has submitted a development permit application to install a 10' x 16' storage building on the property located at 1417-A Wesley Street. We have attached the development permit application.
6. **\*Art and Laurie Vinson Development Permit Application** – Art and Laurie Vinson have submitted a development permit application to grade a driveway and install curbing and permeable slate fines at 903 Asbury Street. We have attached the development permit application.
7. **\*Proposal for Signage for the Oxford Farmer's Market** – Marcia Brooks has submitted a proposal for temporary signage for the city's farmer's market. We have attached the proposal.
8. **\*Rezoning Discussion** – In 2020, the Planning Commission made a recommendation to rezone six (6) parcels located along E. Clark Street and Emory Street from Town Center to R-20 Residential. The Commission will continue their previous discussions and consider whether to recommend rezoning an additional 18 parcels located along E. Clark

MEMBERS OF THE PLANNING COMMISSION: Jonathan Eady, Chair; Zach May, Vice-Chair; Juanita Carson, Secretary; Mike McQuaide, Jeremy Baker, and Mike Ready.

Street and the east side of Emory Street. Currently, the 18 parcels are zoned R-7.5. We have attached a copy of the zoning map that includes the properties.

9. **\*Discussion on Amendments to Chapter 40** – The Planning Commission will continue their previous discussion regarding amendments to different sections of the city’s zoning ordinances.

10. **Other Business**

11. **Adjournment**

**\* Attachments**

# OXFORD PLANNING COMMISSION

Minutes – February 9, 2021

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready, Jeremy Baker, and Mike McQuaide.

**STAFF:** Matthew Pepper, City Manager and Zoning Administrator.

**GUESTS:** Susan and Steve Roan; Melissa Tice; Sammy Griffin; Randy Simon, Director of Facilities Planning and Operations, Oxford College; Laura Gafnea, Director of Community Relations, Oxford College.

**OPENING:** At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Ready, seconded by Mr. McQuaide, the minutes for the meeting of January 12, 2021 were adopted as amended. The vote was 6-0.

**REZONING DISCUSSION:** In November 2020, the Commission made a recommendation to rezone six (6) parcels located along E. Clark Street and Emory Street from Town Center to R-20 Residential. The Commission revisited their previous recommendation and considered whether to recommend rezoning an additional 18 parcels located along E. Clark Street and the east side of Emory Street. Currently, the 18 parcels are zoned R-7.5 Residential. R-7.5 allows for the highest density of residential development. Prior to the meeting, the Commission invited the affected property owners to join the discussion.

Mr. Eady explained that the Commission had previously observed that the R-7.5 designation was not consistent with the current use of the properties. Mr. Eady further explained that the parcels were assigned the R-7.5 designation by a prior Commission with the thought that several of them were underdeveloped from a full intensity of land use perspective. At that time, it was to contemplate the possibility of future additional development on these properties. Currently, the feeling of the community is to preserve the natural borders surrounding the Dried Indian Creek corridor.

During the discussion, Ms. Tice shared that her grandmother owns the property located at 708 Emory Street. She asked about the impact on the properties that have a lot width that is less than the required 100'. Mr. Eady responded that any lot within the city is already an existing subdivided lot filed through Newton County's subdivision process, which means that it is an official, permissible lot irrespective of the zoning designation. If a particular existing lot were rezoned, it would not instantly make that lot unbuildable, nor would it affect the existing dwelling.

Ms. Tice asked if an existing dwelling would need to be rebuilt, which zoning criteria would the homeowner follow? Mr. Eady responded that if a house is destroyed, it would need to comply with requirements of the current zoning designation during reconstruction.

In addition, Ms. Tice asked what prompted the Commission to review the lots zoned Town Center. Mr. Eady responded that the area of the city that is commercially developable is located on the west side of Emory Street. Mr. Eady further explained that the six lots zoned Town Center on the east side of Emory Street are exclusively being used for a residential purpose. Therefore, the Commission concluded that it would be undesirable for the current residents to live next to a property with a commercial use.

Ms. Tice asked for access to the city's current zoning map. Mr. Pepper stated that he will send her a link to the city's interactive zoning map on the city's website.

Mr. Griffin asked what are the Commission's intentions in considering the rezoning? Mr. Eady responded that the Commission's goal is to preserve the city's identity as a residential community with limited commercial development in the town center area (i.e. – city greenspace).

In addition, Mr. Griffin asked if Oxford College is going to purchase the existing post office. Mr. Simon and Ms. Gafnea said that they knew of no plans for the college to purchase the post office.

The Commission agreed that many of the existing lots under consideration comply with the criteria assigned to the R-20 zoning. In addition, they agreed that the present uses of the properties are inconsistent with the R-7.5 designation. They also agreed that it is in the city's best interest to focus on lower density development while balancing the community's desire to be environmentally conscious, especially the area around the Dried Indian Creek Corridor.

The Commission will continue their discussion on the rezoning recommendation at their March meeting. As part of their discussion in March, the Commission will undertake a review of Section 40-638(g) "criteria for amendments to official zoning maps" as they develop the recommendation. In addition, the Commission will analyze whether the current square footage of the existing dwellings and lot widths will conform with the R-7.5 zoning criteria. As before, they will invite each affected property owner to join the discussion to offer input on the recommendation. Once the Commission approves the recommendation, it will be sent to the Mayor and Council for consideration through a formal public hearing process.

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission continued their discussion on the amendments to Chapter 40 Zoning, specifically Sections 40-575, 40-712, 40-713, 40-841, 40-842, and Division 16 – Residential Infill Overlay District. Prior to the meeting, Mr. Eady shared a summary of the proposed amendments with the Commission. Mr. Eady asked that the Commission review the summary and provide any feedback on the proposed amendments. The Commission will then review the feedback at the March meeting.

During the discussion, Mr. Pepper asked if the Commission is open to include making repairs to an existing driveway to the specific scope of improvements that would not require a development permit. The Commission agreed that it would be appropriate to include it.

In addition, Mr. Pepper asked if installing a shed in a backyard could be approved administratively. The Commission agreed that a shed in the backyard of a specific size (to be determined at a later date) with no setback issues could be approved administratively. They also agreed developing criteria for size, materials, lack of utilities, etc. for administrative approval.

Prior to the meeting, Mr. Pepper sent the Commission a list of permits that the city approved when it contracted for third-party building inspection and permitting services. The Commission agreed that structures like pools, decks, and fences would require a variation of a building permit as currently adopted.

As for trade permits, the Commission agreed that only a trade permit would be required for maintenance or replacement of a dwelling's plumbing, HVAC, or electric system.

The Commission will continue their discussion on amendments to Chapter 40 during future meetings. They will share their recommendations with the Mayor and Council.

**OTHER BUSINESS:** Mr. Pepper shared with the Commission the letter that the city sends to each resident annually to explain the permitting process. The Commission had no comments.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:20 PM.

Submitted by:

Juanita Carson, Secretary



**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: Cool Air Mechanical: Liesl McWhorter Date of Application: 3/10/21  
Address of Applicant: 1950 Guffin Lane, Marietta 30066  
Telephone # (s) of Applicant: 470-586-0170  
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 203 West Clark Street  
Parcel: X010 012A  
Owner of above location(s): Joseph Budd  
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: replace two complete HVAC systems due to old age and trouble running  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_ 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 \_\_\_\_\_  
Setback Requirements:  
Front setback \_\_\_\_\_ft. Side setback \_\_\_\_\_ft. Rear setback \_\_\_\_\_ft.  
Minimum required lot width at building line \_\_\_\_\_ft.

**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:  number of outlets

**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 \_\_\_ feet      Width of new work \_\_\_ feet
  - Depth of lot at proposed work location \_\_\_ feet      Length of new work \_\_\_ feet
  - Height of new work \_\_\_ 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.**

John Carden  
Signature of Applicant

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

Date Received by Zoning Administrator: \_\_\_\_\_  
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)**

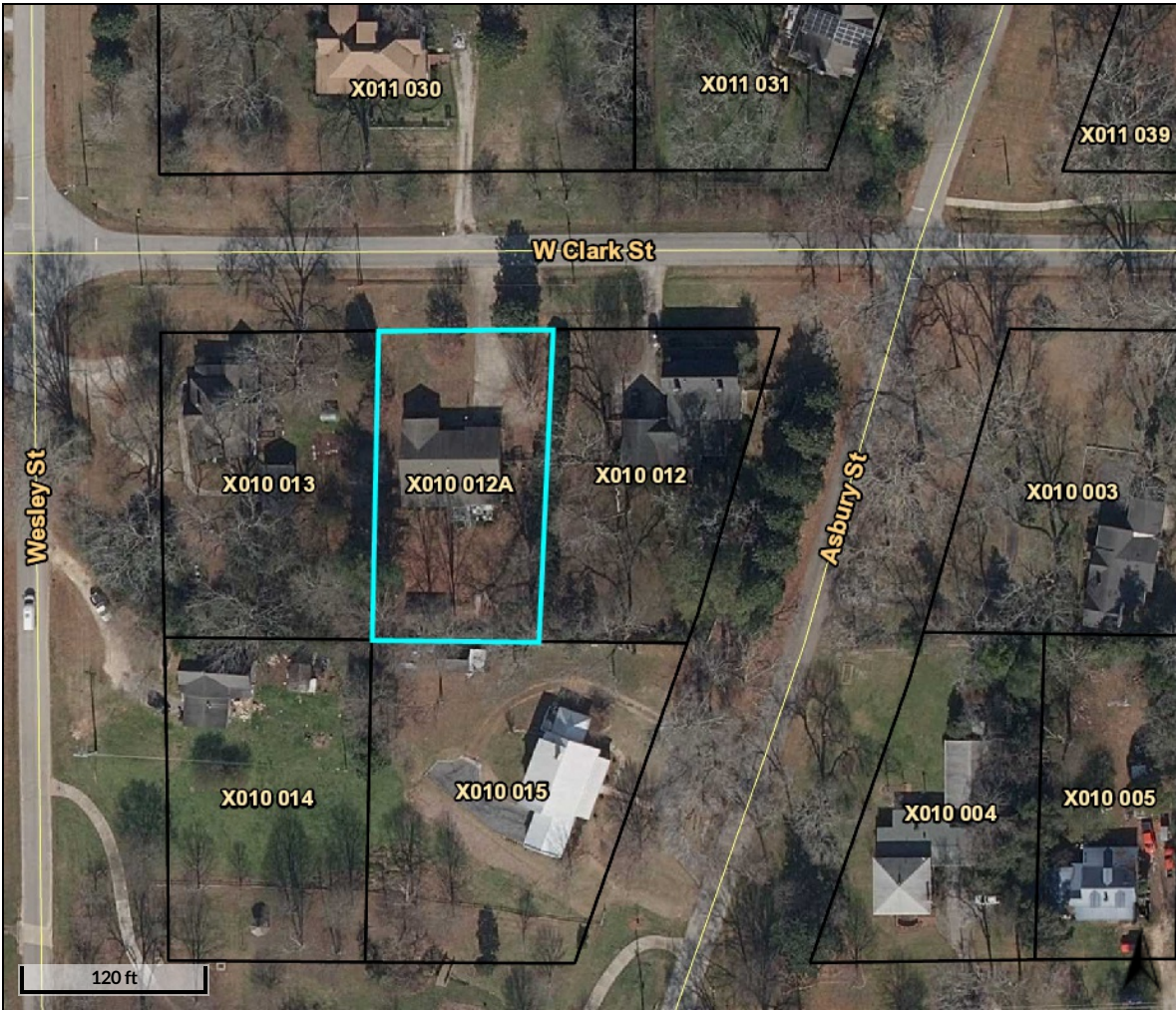
# CITY OF OXFORD

## Checklist Applying for a Development Permit

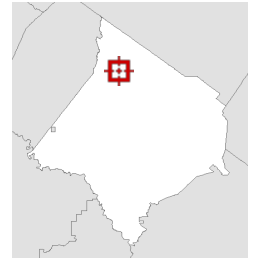
1. Obtain a Development Permit Application from the City Clerk's office.
2. Complete the Application and attach a site plan (either drawn by a professional or sketched on graph paper) with dimensions showing:
  - Shape, size and location of the lot.
  - Shape, size, height, use and location of the buildings 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.

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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.



Overview



Legend

- Parcels
- Roads

Parcel ID	X01000000012A00	Owner	BUDD JOSEPH D & CHERYL L	Last 2 Sales			
Class Code	Residential		917 WEST CAROLINE BLVD	Date	Price	Reason	Qual
Taxing District	OXFORD	Physical Address	PANAMA CITY, FL 32401	5/14/2020	0	E	U
	OXFORD		203 W CLARK ST	5/14/2020	0	E	U
Acres	0.49	Assessed Value	Value \$113800				

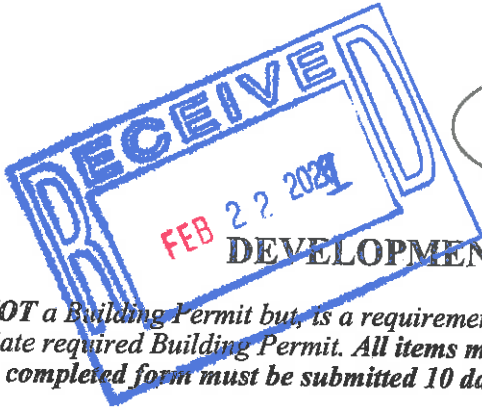
(Note: Not to be used on legal documents)

Date created: 4/6/2021

Last Data Uploaded: 4/6/2021 4:23:42 AM

Developed by Schneider GEOSPATIAL





### 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: Larry Houston Date of Application: 02-22-2021  
 Address of Applicant: 108 Greene St. Oxford, MA 01054  
 Telephone # (s) of Applicant: 770-787-8091  
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): \_\_\_\_\_  
 Owner of above location(s): Larry Houston  
 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: To buy a 10x16 storage building to put on my lot at 108 Greene St.

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. \_\_\_\_\_ 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-15  
 Setback Requirements:  
 Front setback \_\_\_\_\_ ft. Side setback 10 ft. Rear setback 10 ft.  
 Minimum required lot width at building line \_\_\_\_\_ ft.

#### 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: \_\_\_\_\_ number of outlets

**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 \_\_\_ feet      Width of new work \_\_\_ feet
  - Depth of lot at proposed work location \_\_\_ feet      Length of new work \_\_\_ feet
  - Height of new work \_\_\_ 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.**

  
Signature of Applicant

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

Date Received by Zoning Administrator: 2-22-21  
Date Reviewed by the Planning Commission: \_\_\_\_\_

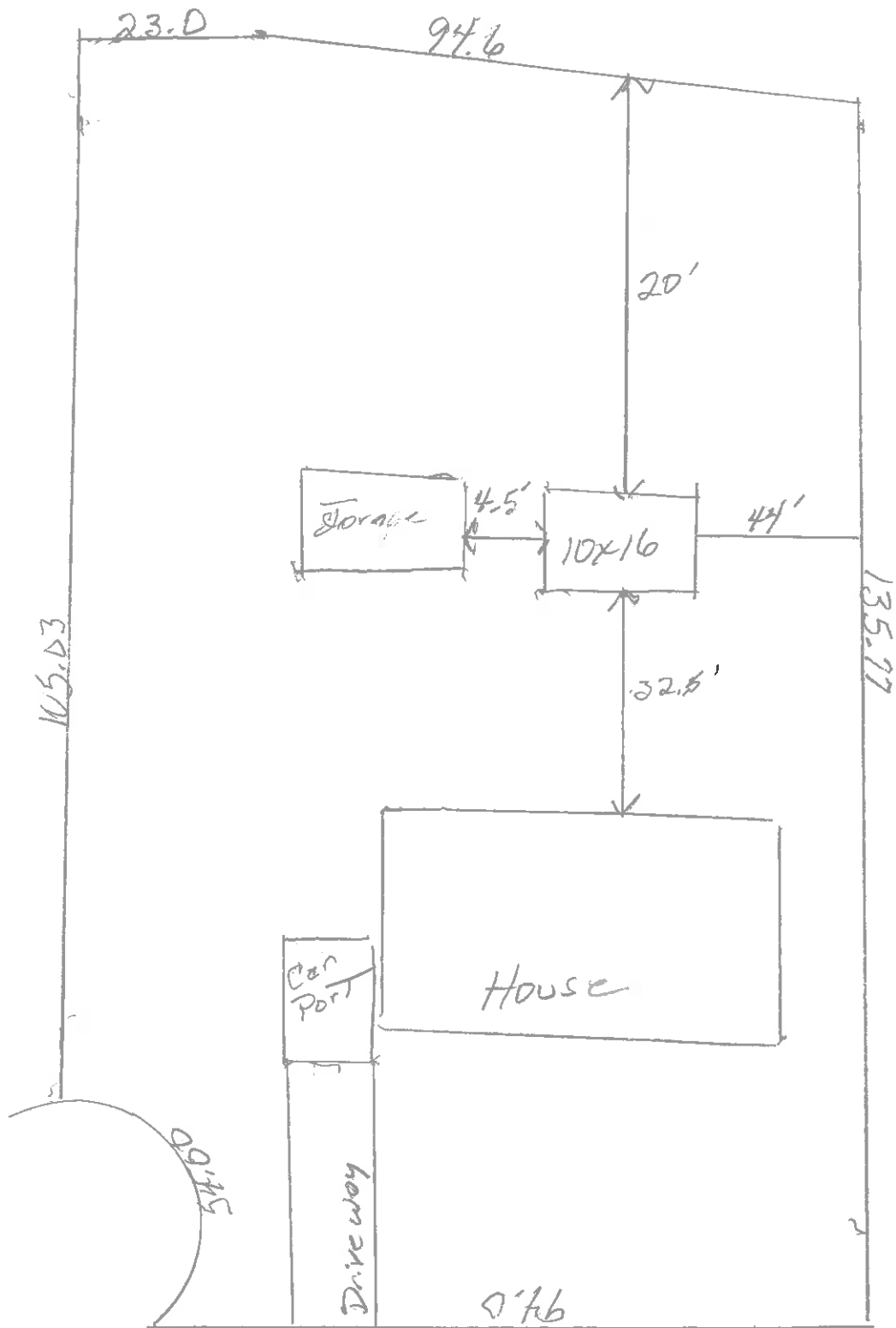
The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

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)**



108 Greene St.



**Overview**



**Legend**

- Parcels
- Roads

Parcel ID X00200000016C00  
 Class Code Residential  
 Taxing District OXFORD  
 OXFORD  
 Acres 0.37

Owner HOUSTON LARRY  
 108 GREEN STREET  
 OXFORD, GA 300542152  
 Physical Address 108 GREEN ST  
 Assessed Value Value \$81100

Last 2 Sales			
Date	Price	Reason	Qual
n/a	0	n/a	n/a
n/a	0	n/a	n/a

(Note: Not to be used on legal documents)

Date created: 4/6/2021  
 Last Data Uploaded: 4/6/2021 4:23:42 AM

Developed by  Schneider  
 GEOSPATIAL



### 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: Scottie Croy Date of Application: 4-01-21

Address of Applicant: 1417-A Wesley St

Telephone # (s) of Applicant: 678-652-9867

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 1417-A Wesley St

Owner of above location(s): Scottie Croy

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: Storage Bwldg - 10' x 16' - Aluminum or Wood

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. \_\_\_\_\_ 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 \_\_\_\_\_ ft. Side setback 10 ft. Rear setback 10 ft.

Minimum required lot width at building line \_\_\_\_\_ ft.

#### 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: 0 number of outlets

## 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

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Signature of Applicant

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

Date Received by Zoning Administrator: 4-1-2021  
 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.
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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.

Wadley St

49.5'

House

54'

24'

10'

10' Storage Building

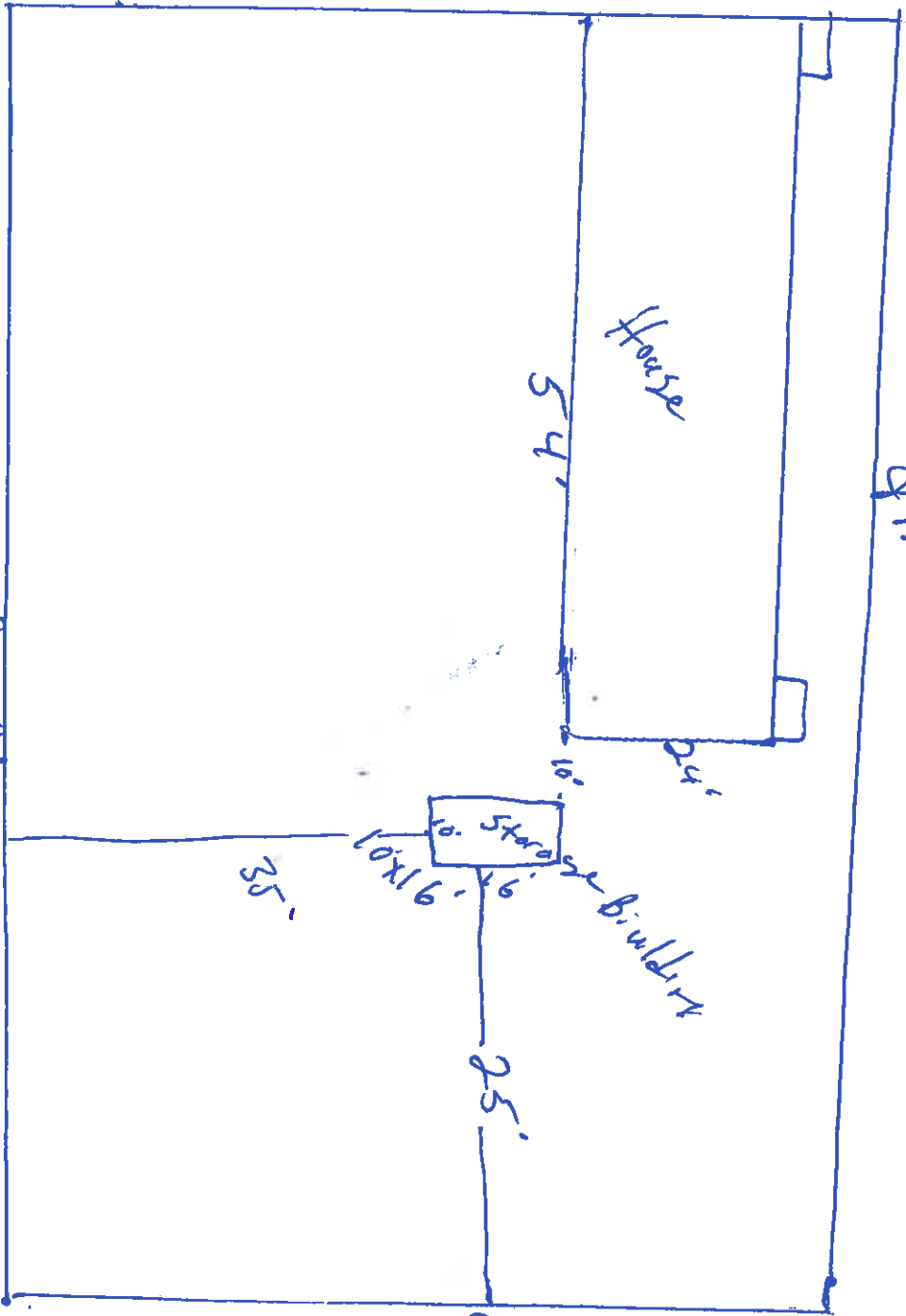
25'

49.73'

47.91'

49.48'

25'







Overview



Legend

- Parcels
- Roads

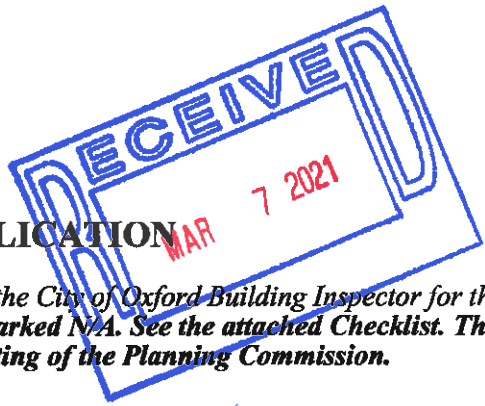
<b>Parcel ID</b>	X01300000009000	<b>Owner</b>	BALLARD SUSAN	<b>Last 2 Sales</b>			
<b>Class Code</b>	Residential		209 NEMORY ST	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	OXFORD		OXFORD, GA 30054	9/1/2006	\$20000	UI	U
	OXFORD	<b>Physical Address</b>	WESLEY ST	4/18/2004	0	UI	U
<b>Acres</b>	0.23	<b>Assessed Value</b>	Value \$36000				

(Note: Not to be used on legal documents)

Date created: 4/6/2021

Last Data Uploaded: 4/6/2021 4:23:42 AM

Developed by Schneider  
GEOSPATIAL



### 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: Art Vinson and Laurie Vinson Date of Application: 3/7/2021  
 Address of Applicant: 903 Ashbury St Oxford GA  
 Telephone # (s) of Applicant: 404 312 9048  
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 903 Ashbury St, Oxford GA  
 Owner of above location(s): Arthur Vinson and Laurie Vinson  
 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: grade driveway, install curbing and permeable stone fines

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. 0 Unheated Sq.ft. 0 Garage Sq.ft. 0 New Sq.ft. 0  
 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 10 ft. Rear setback 10 ft.  
 Minimum required lot width at building line 100 ft.

#### 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: N/A number of outlets

**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 *N/A*

**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 198 feet      Width of new work 12 feet
  - Depth of lot at proposed work location 210 feet      Length of new work 150 feet
  - Height of new work 1 feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)  
*(max)*

**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.**

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of Applicant

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

Date Received by Zoning Administrator: 3-7-2021  
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

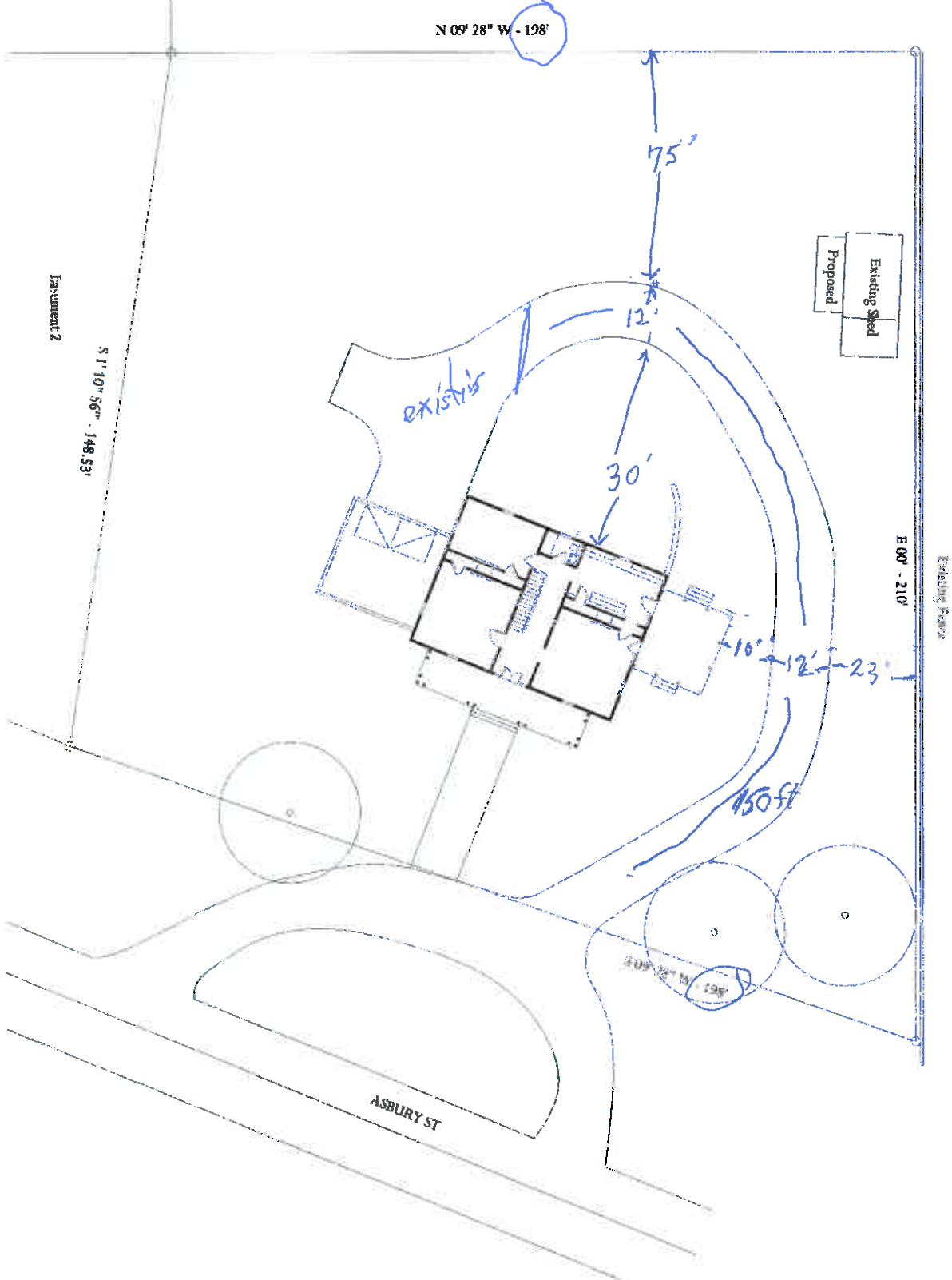
**NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit.  
(Form October, 2018)**

R-30

903 Asbury St., Oxford, Georgia  
Site Plan for Art & Laurie Vinson

June 29, 2020  
Randy Vinson

Scale: 1" = 20'





100%

Camera: 445 m 33°37'22"N 83°52'10"W 230 m

## **Proposal for Signage for Oxford Farmers Market**

The Farmers Market on the City green is governed by Section 8-124 of the City of Oxford Code of Ordinances regarding Non-Licensed Sales. Temporary signs are permitted for non-licensed sales pursuant to Section 40-934 (a)(1) of the Code of Ordinances. However, the City green where the Oxford Farmers Market is held is within the Town Center District, which does not mention temporary signs as being permitted according to the table in Section 40-932.

The staff of the City of Oxford requests an interpretation of the aforementioned ordinances by the City of Oxford Planning Commission as to whether temporary signs may be used for the Oxford Farmers Market. The proposal is described below.

**To generate interest in the Oxford Farmers Market and to direct patrons to parking on West Clark Street, the City of Oxford proposes the following signs which can easily be removed as needed:**

- 1. Two (2) customized 13-ft. feather flags to be placed at intervals along the City property on Emory Street. An example of this type of sign is shown here:**



2. One sign that can be hung on the existing signpost along Emory Street directing patrons where to park (on W. Clark Street). This signpost is currently used to advertise an upcoming City Council meeting. A possible mockup is shown here:



3. Parking sign on W. Clark Street – temporary real estate type sign – possible mockup:

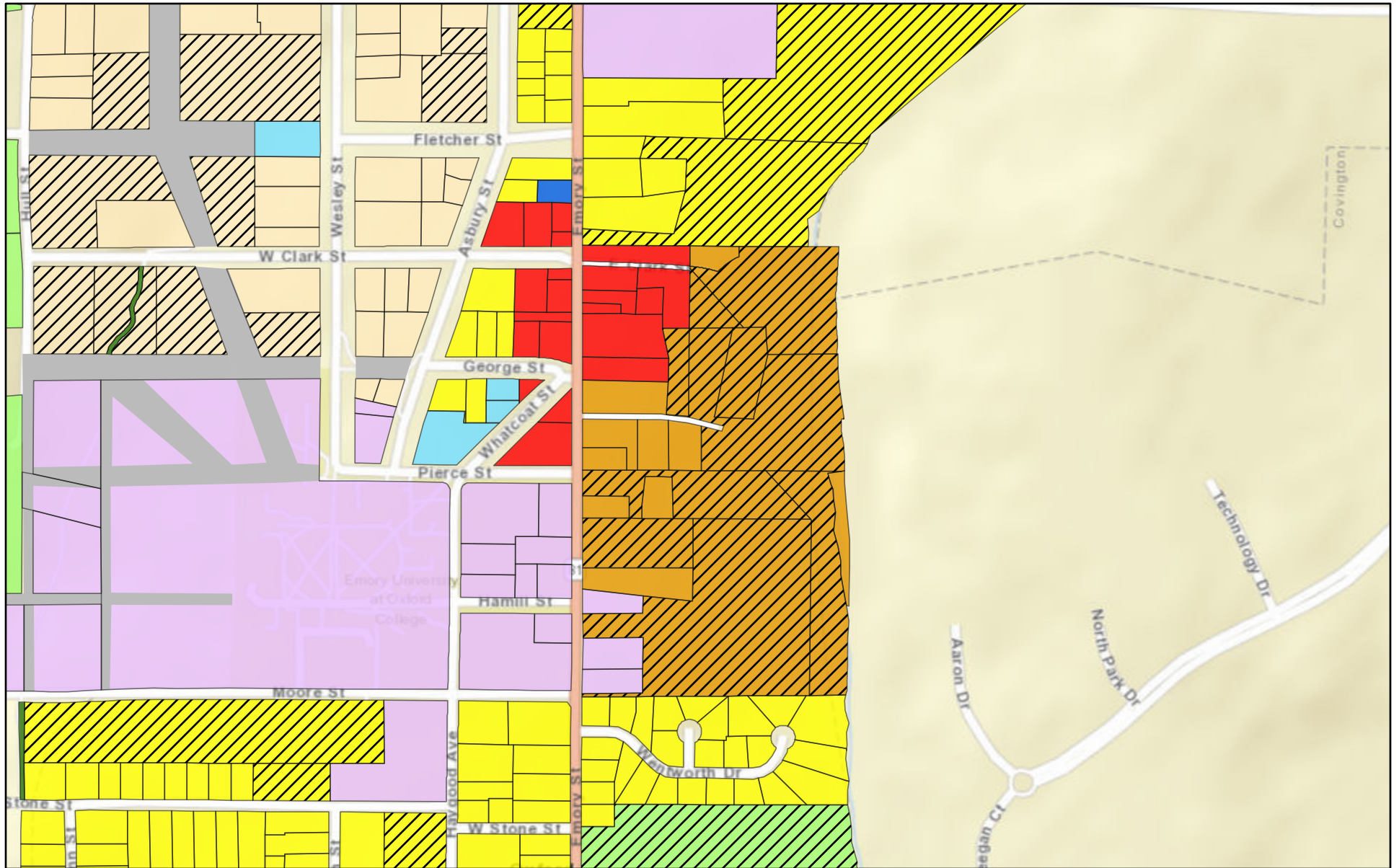


Proposed layout showing sign placement:





# Oxford Zoning Map



February 3, 2021

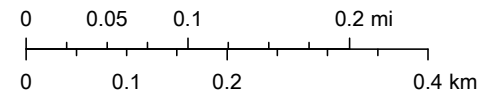
R-7.5 (Brown)

R-20 (Yellow)

Town Center (Red)

Institutional Campus (Pink)

1:9,028



Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS

## POTENTIAL AMENDMENTS TO OXFORD ZONING ORDINANCE

1. Evaluate changes to provisions addressing nonconformities.

### §40-575 Nonconforming Use

- (4) Repair or Reconstruction following Casualty Event: Must conform to requirements if cost to repair exceeds 50% of value of structure or more than fifty percent (50%) of structure is destroyed.
  - (5) Customary Maintenance and Repair: Normal ongoing maintenance and repair work (e.g., painting, roofing, new appliances, floor covering) of a nonconforming structure is allowed.
  - (6) Significant Modification or Improvement to Structure: Must conform entire structure if the cost of improvements exceeds 50% of fair market value of existing structure. [See current language reasonable progress proportionately in §40-578; should Zoning Admin make the decisions.]
2. Variances - §40-712 and §40-713  
Adopt minor variances as recommended.
  4. Development Permit - §40-841  
Is there any scope of “improvements” where a development permit should not be required?
    - Painting, roofing, maintenance of systems, landscaping, clearing of trees and brush in connection with normal yard maintenance (not for construction or development), installation of new appliances if no plumbing or electrical work, floor coverings, resurfacing an existing driveway, making repairs to an existing driveway, minor interior renovations (e.g., replacing cabinets, countertops, etc.).
    - Improvements that can be approved administratively – fences, sheds, etc.
  5. Per §40-842, could a building permit be required if no development permit
    - Exception (no building permit) for fencing in rear yard, temporary sign, but inspection is needed.
  6. Residential Infill Overlay District [do we want this flexibility?]
    - Same size, footprint, mass, & height as existing houses [may permit smaller houses than the zoning designation requires]
    - Facilitate development where meeting all existing rules is difficult
    - Provides design flexibility
    - Allows use of lot size averaging
    - Allows lot width variation
    - Allows set back adjustments
    - Contemplates a north/south artery on east side of Emory be included in subdivision plans