

# OXFORD PLANNING COMMISSION

## AGENDA

**July 13, 2021 – 7 PM**

1. **Opening** – Jonathan Eady, Chair
2. **\*Minutes** – We have attached the minutes for June 8, 2021.
3. **\*Terry Clayton Development Permit Application** – Terry Clayton has submitted a development permit application to install windows and replace the siding on the front side of the existing house located at 1406 Emory Street. We have attached the development permit application.
4. **\*Oxford College Development Permit Application** – Oxford College has submitted a development permit application to replace the existing furnace in the existing house located at 1205 Wesley Street. We have attached the development permit application.
5. **\*Renovation discussion with Josephine Kelly and Hugh Burnett** – Josephine Kelly and Hugh Burnett have requested to discuss with the Planning Commission their plans to improve the existing house located at 205 Fletcher Street. We have attached a copy of the lot taken from the Newton County Tax Map.
6. **Other Business**
7. **Adjournment**

### **\* Attachments**

# OXFORD PLANNING COMMISSION

Minutes – June 8, 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; Johnny Lyons, Building Inspector.

**GUESTS:** Paul Green; Jeremy York, The Homestar Group; Doug Hicks, Dean of Oxford College; Danielle Miller, Senior Associate Dean of Finance, Operations and Technology, Oxford College; Randy Simon, Director of Facilities Planning and Operations, Oxford College; Lucy Williams, Program Manager, Emory University; James Johnson, University Landscape Architect, Emory University.

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Upon motion of Mr. Ready, seconded by Ms. Carson, the minutes for the meeting of May 11, 2021 were adopted as amended. The vote was 6-0.

**PAUL GREEN DEVELOPMENT PERMIT APPLICATION (814 Emory Street):** The Commission reviewed the development permit application to renovate the existing structure at 814 Emory Street. Mr. Green included the following in the scope of work: replace the existing siding and windows, remodel the bathrooms and kitchen, install an air conditioning system, and move the existing drive onto the property which would require a new curb cut onto Emory Street. During the discussion, the Commission explained that Mr. Green would need to supply additional plans and specifications for the proposed interior renovations to obtain the requisite building permits. As for the curb cut, the Commission explained that the property fronts on Emory Street, which is a state highway. Consequently, Mr. Green would need to apply for access to the street with the Georgia Department of Transportation.

Mr. Eady explained that the city has begun the formal process to change the zoning district for this parcel from Town Center to Single Family Residential R-20. The public hearing is scheduled for June 21<sup>st</sup> with a formal vote from the Mayor and Council to follow on July 6<sup>th</sup>. The Commission confirmed the existing structure met the setback requirements for both the Town Center and R-20 zoning districts.

*Upon motion of Mr. McQuaide, seconded by Mr. Baker, the Planning Commission approved the development permit application to renovate the existing structure at 814 Emory Street (the motion does not include the curb cut onto Emory Street). The vote was 6-0.*

**WILLIE MAE RHODES DEVELOPMENT PERMIT APPLICATION (506 Moore Street):** The Commission reviewed the development permit application to renovate the interior of the existing home at 506 Moore Street. The structure suffered fire damage. Jeremy York, with The Homestar Group, presented the application on behalf of Ms. Rhodes. During the discussion, the Commission noted that the existing structure is a permitted non-conforming dwelling. It does not meet the 1,500 square foot minimum for a dwelling unit located within the R-15 Residential Zoning District as stated in Table 4.2. The Commission further noted that in Sec. 40-575 (4) "Repair" that a nonconforming use cannot be repaired after damage exceeding 50 percent of its replacement cost. With the application, Ms. Rhodes provided a cost estimate of \$66,683.27 to repair the existing structure.

Mr. York estimated the cost to rebuild the structure at \$150 per square foot. Based on this estimate, the total cost to rebuild the structure is approximately \$150,000. The Commission noted that the \$150,000 replacement cost estimate is above twice the estimated repair costs (\$132,000) and therefore would meet the repair threshold stated in Sec. 40-575 (4). In addition, the Commission confirmed that the existing structure met the setback requirements and that some minor cosmetic work on the exterior was necessary. The Commission explained to Mr. York that he will need to submit the requisite

applications for a building permit to the city's building department. Once they are approved, Mr. York can start work on the project.

*Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to renovate the interior of the existing home at 506 Moore Street. The vote was 6-0.*

**OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION:** The Commission reviewed the development permit application to install 16 pre-manufactured temporary student housing modules and a pre-manufactured double wide building for a student common space. During the discussion, Dean Hicks explained that Oxford College is expecting an additional 80 students to join the incoming class. Consequently, the college will need to install temporary housing in the parking lot behind the Haygood Dormitory. The temporary housing request includes two 44-bed modular units. The request also includes a separate building that would serve as a common area. The modular units would be connected to utilities including power, water, and sewer. The college expects to have the units operational by August 6<sup>th</sup>.

The Commission noted that under "Other Uses" in Table 4.4 includes the provision that the Commission can approve temporary uses and structures located within the Institutional Campus zoning district. The Commission confirmed that the development permit approval is expressly limited to a two-year definition to meet the temporary requirement.

As for the building permit requirements, Mr. Lyons explained that the College would need to submit additional plans pertaining to the decks, stairs, and landings. In addition, the College would need to include plans for the exterior lighting for the units. The modular units were not manufactured in Georgia so they will have to be approved by the Department of Community Affairs. Mr. Simon replied that they are working to address these issues prior to the construction phase of the project.

*Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to install 16 pre-manufactured temporary student housing modules and a pre-manufactured double wide building for a student common space in the parking lot behind Haygood Hall. The vote was 5-0 with Mr. Eady abstaining.*

**DISCUSSION ON AMENDMENTS TO CHAPTER 40:** The Commission reviewed the document with the proposed amendments to Chapter 40. During the discussion, the Commission agreed to adjust their recommendation to Sec. 40-575 "Repairs or Reconstruction following Casualty Event" to state that if a homeowner promptly rebuilds the structure, they would not be required to change the dimensional requirements. In addition, they also agreed to remove their recommendation to amend the section pertaining the Residential Infill Overlay Residential district. They will revisit this section at a later date.

In addition, the Commission discussed the process moving forward:

- Mr. Pepper will share the Commission's recommendations with the Mayor and Council at a conceptual level.
- If the Mayor and Council are supportive, the city will move forward with asking the City Attorney or another entity to draft the official language to amend the ordinance.
- The Commission will review and approve the draft language to send to the Council for final adoption.

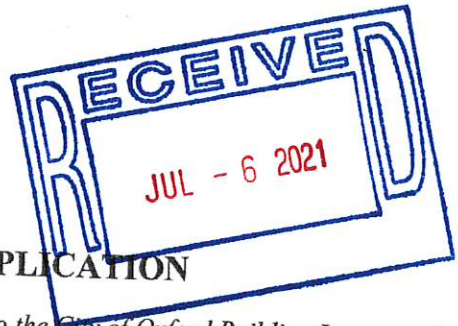
**OTHER BUSINESS:** The Commission discussed returning to in-person meetings in July. During the discussion, Mr. Pepper informed the Commission that the City Council held their June Regular Session Meeting in-person with an option to join via Zoom. In addition, the City Council will consider amending the city's mask policy to conform with the current CDC guidelines at the June Work Session. Mr. Pepper

will inform the Commission on the Council's decisions regarding masks. The Commission tentatively agreed to meet in-person beginning in July.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:02 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: Terry Clayton Date of Application: 7/6/2021  
 Address of Applicant: 5030 Turner Court Covington  
 Telephone # (s) of Applicant: 770-480-1420  
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 1406 Emory street Oxford  
 Owner of above location(s): Terry L Clayton  
 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: INSTALL WINDOWS + SIDING ON FRONT HOUSE

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 35 ft. Side setback 10 ft. Rear setback 25 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**

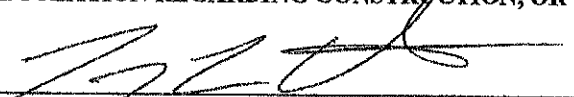
Type of Foundation:  Moveable  Pier & Footer  Slab on grade  Basement  Other

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: 7-6-2021  
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.**

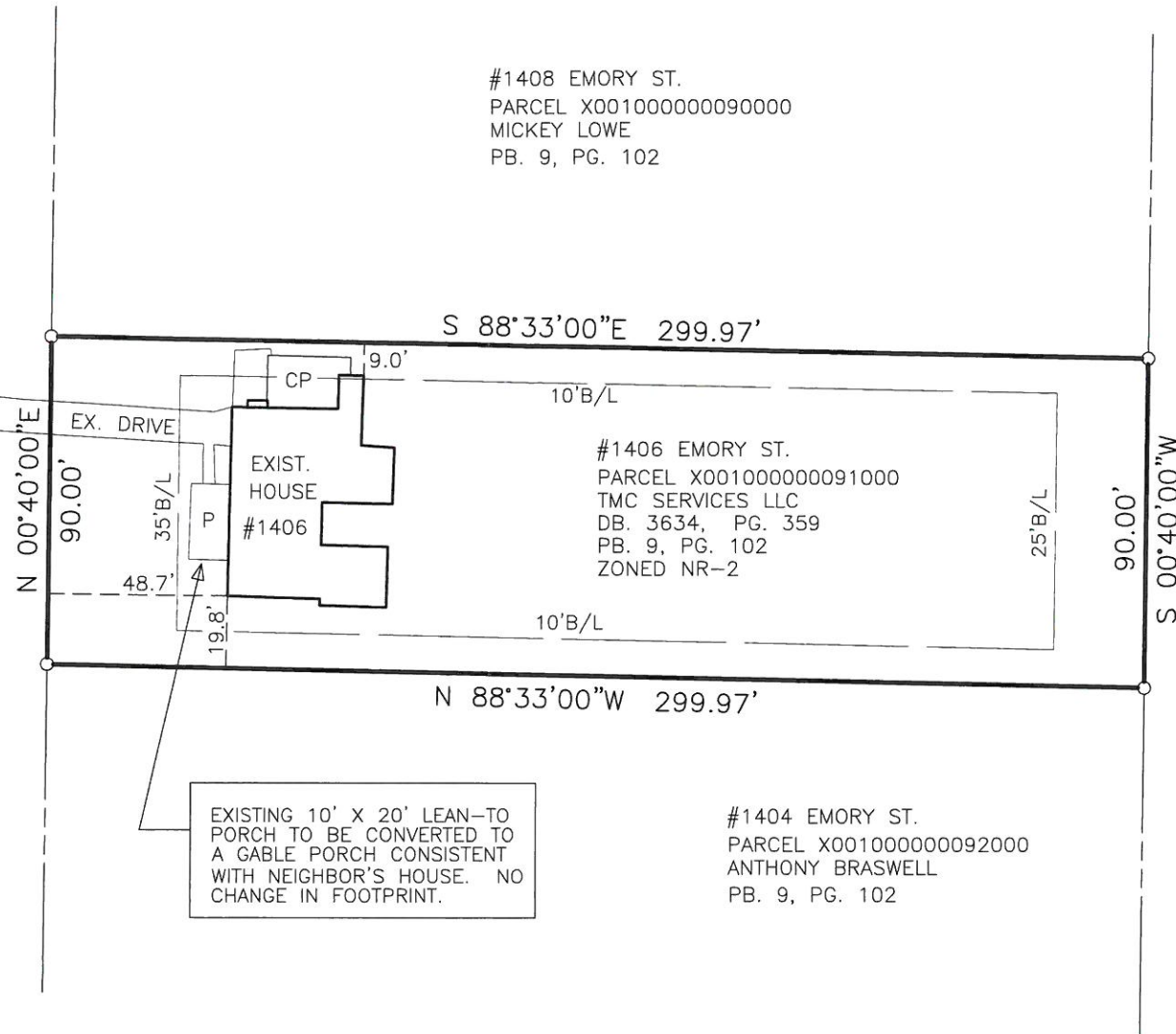
Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Zoning Administrator

**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)**

RECORD NORTH  
FROM PB. 9, PG. 102



EMORY STREET - 100'R/W



EXISTING 10' X 20' LEAN-TO PORCH TO BE CONVERTED TO A GABLE PORCH CONSISTENT WITH NEIGHBOR'S HOUSE. NO CHANGE IN FOOTPRINT.

OWNER: TMC SERVICES, LLC  
TERRY CLAYTON

LEGEND  
CP CARPORT  
P PORCH

SITE PLAN FOR:

# TMC SERVICES, LLC

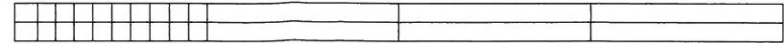
LOT 26, BLOCK E, OXFORD SQUARE SUBDIVISION, UNIT VI  
9TH DISTRICT

TOWN OF OXFORD

NEWTON COUNTY, GEORGIA

DATE: 4-9-2018

50 0 50 100 200



GRAPHIC SCALE: 1 INCH = 50 FEET



PREPARED BY:  
CHARLES O. WIGGINS, RLS NO. 2293  
FOR THE FIRM: WIGGINS LAND SURVEYING, LLC  
CERTIFICATE OF AUTHORIZATION NO. LSF 1213  
1781 HONEY CREEK ROAD SW  
CONYERS, GA. 30094 PH. 404-427-8279







**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.
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- 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 637 feet      Width of new work      feet
  - Depth of lot at proposed work location 595 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.**

*Randy M. Simon*

\_\_\_\_\_

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.



Revisions

Date	Description

THIS DRAWING IS THE PROPERTY OF EMORY UNIVERSITY AND MAY NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION

Project Description  
*Oxford College Dean's House  
 Furnace Improvements*  
**Oxford College**  
 OXFORD, GEORGIA

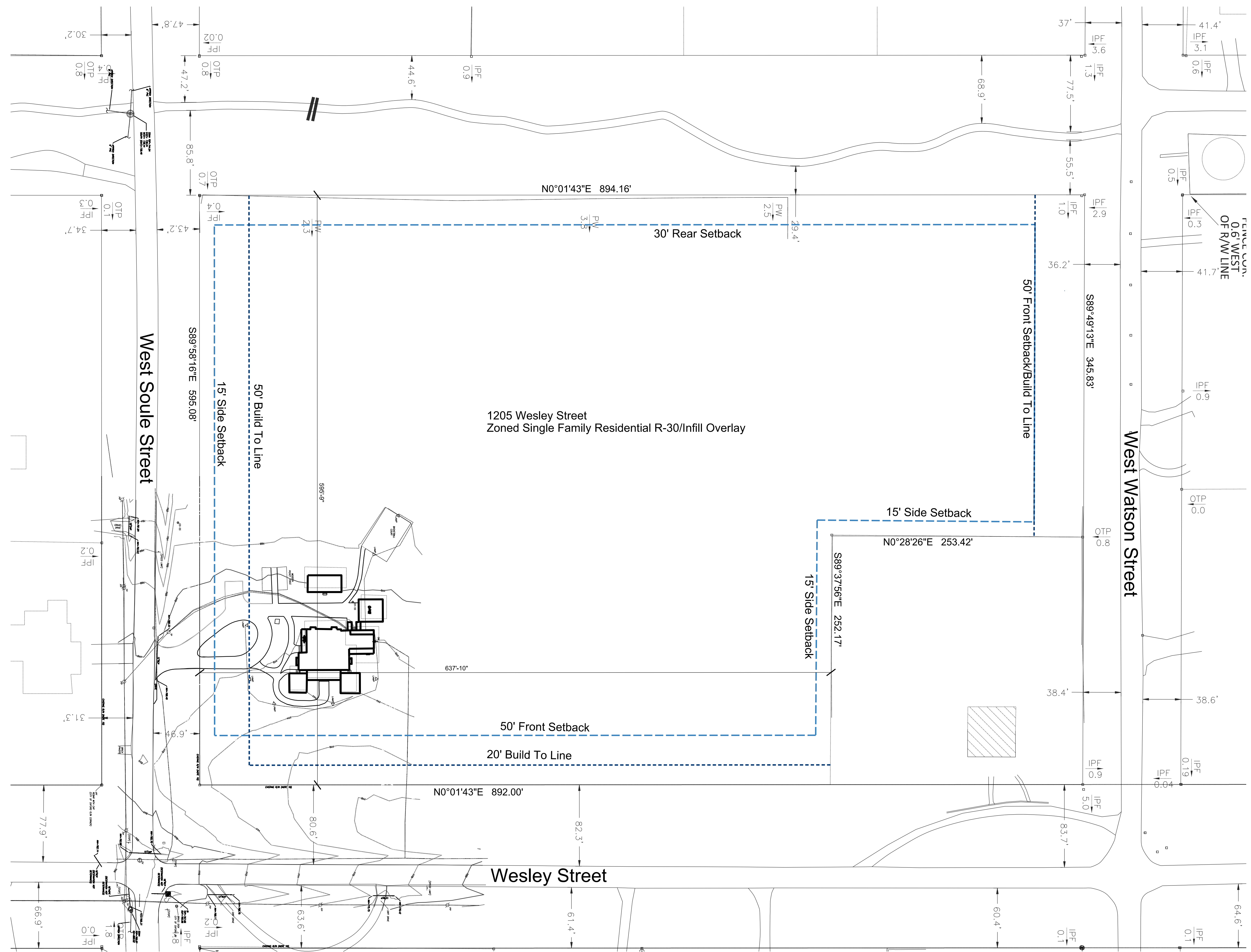
Drawn	Designed	Date
JRJ	JRJ	30 June 21

Sheet Title

Site Plan

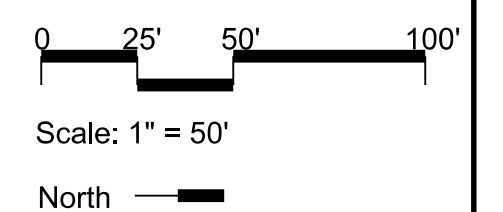
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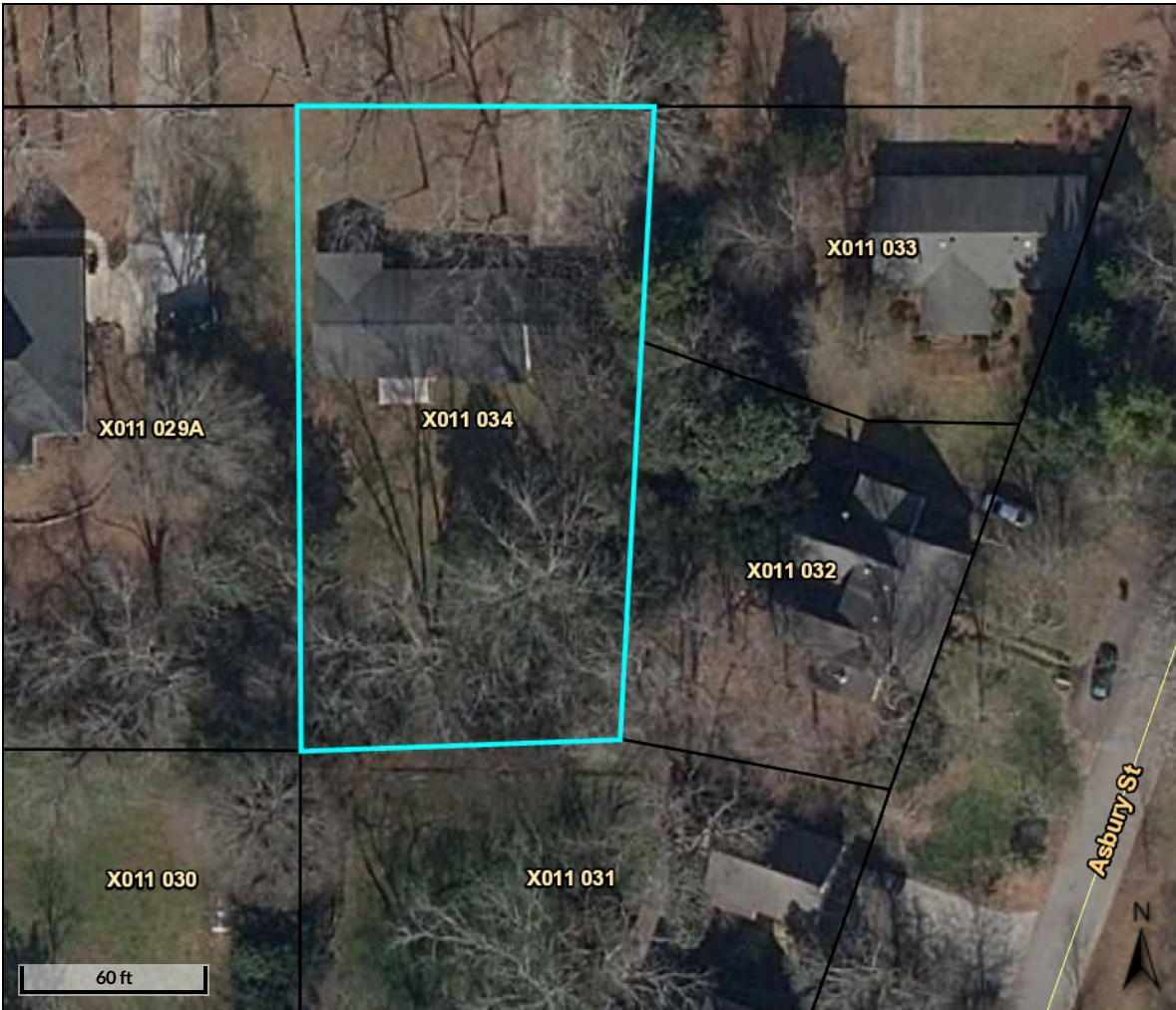
L-1



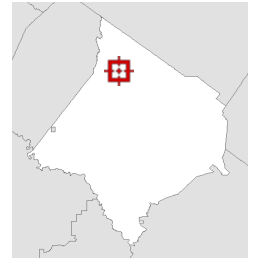
**1**  
**L1** **Site Plan**  
 SCALE 1" = 20'-0"

Note: Site plan based on 2018 GeoSurvey field survey of Dean's House and the 2016 Jordan Engineering Survey of City of Oxford Rights of Way.





Overview



Legend

- Parcels
- Roads

<b>Parcel ID</b>	X01100000034000	<b>Owner</b>	BURNETT HUGH & KELLY JOSEPHINE	<b>Last 2 Sales</b>			
<b>Class Code</b>	Residential		PO BOX 42	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	OXFORD		PORTERDALE, GA 30070	5/18/1993	\$50000	FM	Q
	OXFORD	<b>Physical Address</b>	205 FLETCHER ST	n/a	0	n/a	n/a
<b>Acres</b>	0.48	<b>Assessed Value</b>	Value \$85400				

(Note: Not to be used on legal documents)

Date created: 7/7/2021  
Last Data Uploaded: 7/7/2021 4:15:17 AM

Developed by Schneider  
GEOSPATIAL