

Oxford Mayor and Council
Work Session
Monday, December 15, 2025 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. **Mayor's Announcements:**
2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Review of Variance Application #2025-01:** This is a variance request to exceed the 3-story/35' building height restriction with a 4-story 68'8" dorm (see City Code Sec. 40-347).
4. ***Review of Variance Application #2025-02:** This is a variance request to reduce the stream buffer from 100' to 25' for the same dorm construction (see especially, City Code Sec. 14-134 (15)).
5. ***Consideration of Relocation and Undergrounding Bids for W. Soule Street:** The power lines on W. Soule need to be moved from the south to the north side of W. Soule Street to accommodate the Multi-Use Trail from the intersection of Emory Street down along Mainstay Academy. In addition to relocating the lines, this project will underground the lines to improve the aesthetics and protect the lines from disruption. We have obtained the following bids:
 - a. Over and Under - \$66,451.45
 - b. Wesco - \$97,786.56
 - c. U-tec - \$152,460.35
 - d. Service Electric - \$188,250.00

All bids are for labor and equipment and do not include parts/supplies. So, we will need to add the Gresco parts/supplies for \$77,920.33 to the project cost. The City has pledged \$1,315,398 in matching funds for the grant award of \$2,200,000.

6. ***PermaTrak Boardwalk and Handrail Order:** For the E. Bonnell Street Trail, AtkinsRéalis requested PermaTrak to provide a proposal for the boardwalk materials and the handrailing. Installation and footings are not included. Their proposed cost for the boardwalk and handrail material is \$532,630.00. By purchasing the material directly from the manufacturer, there is savings of 10% - 15%, in lieu of the contractor including the cost in their bid. By purchasing the material directly, we would expedite the overall manufacturing and construction process, helping to get the project completed by the October deadline. The current schedule calls for the Two Trails Project to be out for bid by 1/19/26, bids received on 2/12/26, Council consideration 2/16/26 and bid award on 3/2/26. That provides 8 months of construction. (7 ½ months to construct). This is considered a very short construction timeframe.

7. ***Appointment of the Mayor Pro Tem** – The current Mayor Pro Tem is Erik Oliver. His one-year term runs out in January 2026.
8. ***Appointment of City Attorney and City Solicitor:** Please note, last year state law allowed for a two-year appointment for the Municipal Judge and so Judge Hathorn was appointed for both 2025 and 2026.
9. ***2026 City Council Meetings Schedule and City Holidays**
10. **Permit Fee Increase for the Oxford Farmers' Market:** Staff is requesting that the annual permit fee for a Farmers' Market vendor be increased from \$5.00 per year to \$10.00 per year. Additionally, we would like to charge \$20.00 per event for the three large Saturday market events that we have during the year. For comparison, Covington charges \$10.00 for each regular market day.
11. ***Other Business:** Questions or concerns on the a) City Manager Update or the b) Police Department Update.
12. **Work Session Meeting Review:** The Mayor will review all the items discussed during the meeting.
13. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

***Attachments**

Individuals with disabilities who require certain accommodation to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, are requested to contact City Hall at 770-786-7004 to allow the City to make reasonable accommodation for your concerns.

Variance Application # 2025 - 01

PLANNING AND ZONING
VARIANCE APPLICATION FOR THE CITY OF OXFORD

Note: The applicant must complete all information. Failure to complete all information will result in the refusal of the application. The Planning Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

Applicant

James Johnson

301 FM Drive, Atlanta Georgia 30322

Phone: 404.210.6636

Fax:

E-Mail: james.johnson@emory.edu

Property Owner (If different from applicant)

Oxford College

801 Emory Street Oxford, Georgia 30054

Phone: 770.784.8888

Fax:

E-Mail:

Existing Zoning District: IC Institutional Campus

Existing Use of Property: Private College - Parking lot and storage building

Proposed Use: Private College - Residence Hall

Tax Map/Parcel Number X009000000009000

Acreage: 52.30

Address of Property: 801 Emory Street Oxford, Georgia 30054

Subdivision Name and Lot Number: _____

DESCRIPTION OF THE REQUESTED VARIANCE

Identify the variance you are requesting. In describing the variance, you must indicate the specific Article, Chapter, and Section of the City' Zoning Code you are requesting to be varied. If more than one section is proposed to be varied, a separate application must be provided for each section varied (and separate variance application form completed):

Article Number and Title

Article II Zoning Districts

Chapter Number and Title

Chapter 40 Zoning

Section Number and Title

40.347.b Dimensional Requirements

The Code requires building height within transitional buffer to not exceed 3 stories and 35'

I petition to reduce the requirement to allow 4 story 68'8" bldg. as shown on the attached site plan.

APPLICANT'S JUSTIFICATION FOR THE REQUESTED VARIANCE

Any applicant requesting consideration of a variance to any provision of the Oxford Zoning Ordinances shall provide a written justification that one or more of the following condition(s) exist. Indicate how the requested variance meets the criteria provided below:

- (a) **There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.**

The property where the building is proposed to be located is the best location due to its current developed state, minimal number of trees, and distance from adjacent neighbors. The requested variance will allow for a more compact building while preserving as much greenspace as possible.

- (b) **A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.**

Literally interpreting the ordinance limits the ability to develop the property effectively for the institutional campus use.

- (c) **Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.**

- (d) **The requested variance will be in harmony with the purpose and intent of this Zoning Code and will not be injurious to the neighborhood or to the general welfare.**

The impact on adjacent residentially zoned properties will be minimal. There are four parcels north of the project site owned by a single individual that contain 3 residential buildings. The closest structure is ~280' from the property line including the undeveloped George St. Right of Way. The distance and existing tree canopy will effectively screen the proposed building.

(e) **The special circumstances are not the result of the actions of the applicant.**

The need for the variance is the result of the zoning conditions required by the Ic Transitional
buffer.

(f) **The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.**

The requested variance will allow for the construction of a condensed footprint building that
better suits the small community housing layout that is preferred in student housing and reduce
the need to expand development into undeveloped areas.

(g) **The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.**

The proposed use of the property is consistent with the uses allowed within the Institutional
Campus zoning requirements.

PROPERTY OWNER CERTIFICATION

I hereby certify that I am the property owner or am otherwise authorized to file this application on behalf of the property owner (submit separate signed permission) and that the above information and all attached information are true and correct.

Signature: _____ Date: _____

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CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this form, have you submitted:

- ☒ Survey plat of the property showing all property lines with metes and bounds/ dimensions.
- ☒ Legal Description (or deed of property). If deed is submitted – include a copy of any plat book and page referred to in the deed.
- ☒ Site plan of the subject property at an appropriate engineering scale showing the proposed use and relevant information regarding the proposed variance.
- ☐ Other information as may be required by the Zoning Administrator.

Variance Application # 2025 - 01

AUTHORIZATION OF PROPERTY OWNER
(complete this form only if the property owner is not the applicant)

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Newton County, Georgia, and that I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

Name of Applicant(s) _____

Address _____

Telephone Number _____

The Property Owner, _____

Personally appeared before me
who swears that the information contained
in this authorization is true and correct to
the best of his or her knowledge and belief.

Notary Public

Date

My Commission Expires: _____

Variance Application # _____

**PLANNING & ZONING CITY OF
OXFORD**

110 W. Clark Street
Oxford, GA 30054
770-786-7004

PUBLIC NOTICE REQUIREMENTS

The zoning regulations require that public notice must be given prior to all zoning hearings as follows:

- 1) A legal advertisement shall be published not less than 15 days and not more than 45 days prior to the public hearing.
- 2) A public notice sign shall be placed in a conspicuous location on the property not less than 15 days and not more than 45 days prior to the public hearing.

The City is required to post the sign and ensure that it remains in place during the entire zoning proceeding. The sign must be placed on the property within the specified time and in a conspicuous location.

The purpose of the sign is to inform the public that an application has been filed. Legally, the Council cannot consider a request until all public notice requirements have been met. If it is determined at any time during the zoning proceeding that the sign has not been properly posted on the site, the Council must table or delay the request. Council members and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

Multiple sign posting on a site may be required as determined by the City. The sign will be conspicuous and in a location where it is clearly visible. The sign will not be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign will remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the city so the sign can be replaced. When the proceeding is complete and final Council action has occurred, the sign will then be removed from the property by the City.

THIS SIGN WILL BE POSTED NO LATER THAN _____

STAFF RECOMMENDATION: ☐ **APPROVE** ☐ **DENY**

REASON: _____

ARTICLE VIII. VARIANCES

Sec. 40-706. Intent.

It is the intent of this section to permit the filing of an application for variance simultaneously with a rezoning or conditional use application, or both, and have both the concurrent variance and companion applications considered in the same cycle of review (i.e., "concurrent" variance application). It is also the intent to allow the filing of applications for variance independently of any application (i.e., "stand alone" variance application).

(Code 1997, § 40-1005(1); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-707. Pre-application conference encouraged.

Applicants for variances are strongly encouraged but not required to schedule an applicant orientation meeting with the Zoning Administrator. An applicant orientation meeting is a time where applicants can seek a determination of the number and nature of variances required, familiarize themselves with the application requirements and processes, and gain preliminary input from staff as to the suitability of the proposed variances.

(Code 1997, § 40-1005(2); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-708. Separate applications required when more than one section is requested to be varied.

A separate variance application, and a separate fee, shall be required for each individual section of this chapter for which a variance is requested or from which relief is sought.

(Code 1997, § 40-1005(3); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-709. Regulations that cannot be varied.

Variances shall not be granted to minimum lot size requirements of a given zoning district; or permit a use which is not allowed in the zoning district in pertaining to the subject property (i.e., a "use" variance).

(Code 1997, § 40-1005(4); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-710. Application submittal process.

Applications for a variance shall require submittal of an application fee, application form, and supporting materials specified by this section in advance by the Zoning Administrator. No application described in this section shall be processed by the Zoning Administrator unless it is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this section. If an application described and regulated by this section does not comply with all the submission requirements of this section, the Zoning Administrator may reject the application and refuse to process it.

(Code 1997, § 40-1005(5); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-711. Application requirements.

No application specified in this section shall be processed by the Zoning Administrator unless it meets the requirements of this section as follows:

- (1) Application fee as established by resolution of the City Council;
- (2) Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner;
- (3) Metes and bounds legal description of the property;
- (4) Boundary survey plat of the property; in the case where a building or structure was already constructed and requires a setback variance, the boundary survey shall include as-built placement of the building or structure for which the setback is requested to be varied;
- (5) Letter of intent describing the regulations to be varied (specific sections and the amount of numerical variation sought), and including analysis of how the proposed development compares favorably with one or more of the criteria for granting variances as established in this section;
- (6) If pertaining to future development, a site plan of the property and proposed development shall be submitted at an appropriate engineering scale showing the proposed use and relevant information regarding the variance request. Site plans must show information as reasonably required by the Zoning Administrator.

(Code 1997, § 40-1005(6); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-712. Referral to and action by planning commission.

Upon receipt of a completed application for variance or within a reasonable time thereafter, the Zoning Administrator shall refer the application to the City Planning Commission. The meeting at which the Planning Commission considers the application shall be open to the public, but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.

- (1) *Major Variance.* The Planning Commission shall make a recommendation on the application for variance within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council. The Planning Commission may submit any additional report it deems appropriate. The applicant will be notified in writing by the Zoning Administrator of the recommendation within seven working days of the decision. The recommendation and any report shall upon publication be available upon request to the public. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.
- (2) *Minor Variance.* The Planning Commission may grant a minor variance for the development activity on a lot in individual cases where strict application of the development standards for the district in which the lot is located would result in practical difficulties to, or undue hardship upon, the property owner for reason of narrowness, shallowness, shape, topographic conditions or other conditions of the lot or the location of the existing principal building on the lot. The authority to grant minor variances shall be limited to variances from the following requirements:
 - a. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than ten percent of the minimum requirement for the district in which the lot is located (e.g. if the required width is 100 feet, the width requirement for the lot may not be reduced to less than 90 feet).

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- b. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20 percent (e.g. if the required setback is ten feet, the minimum setback may not be reduced to less than eight feet).
 - c. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 20 percent (e.g. if the required setback is 30 feet, the minimum setback may not be reduced to less than 24 feet).

Pursuant to Section 105 of the Oxford Building Ordinance, all applications for development permits are reviewed by the Planning Commission. In the event the Planning Commission determines that a minor variance should be granted in connection with the issuance of a development permit, the Planning Commission will grant such minor variance at the regular meeting of the Planning Commission where the application for such development permit is reviewed. If the Planning Commission fails to grant a requested minor variance, then the Mayor and Council may take action in lieu of the Planning Commission action.

(Code 1997, § 40-1005(7); Ord. of 2-6-2012, § 1(40-1005); Ord. of 1-9-2023(2))

Sec. 40-713. Notice of City Council public hearing.

At least 15 but not more than 45 days prior to the date of the public hearing before the City Council, the Zoning Administrator shall cause to be published within a newspaper of general circulation within the territorial boundaries of the City a notice of the public hearing on the application. The notice shall state the time, place, and purpose of the public hearing. In addition, notice shall include the location of the property and the section or sections proposed to be varied; and a sign containing the required information shall be placed in a conspicuous location on the property not less than 15 days prior to the date of the public hearing before the City Council and which shall remain through the date of any public hearings advertised thereon.

(Code 1997, § 40-1005(8); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-714. Criteria for variances.

One or more of the following criteria may be considered applicable or potentially applicable:

- (1) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- (2) A literal interpretation of the provisions of this chapter would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- (3) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- (4) The requested variance will be in harmony with the purpose and intent of this chapter and will not be injurious to the neighborhood or to the general welfare.
- (5) The special circumstances are not the result of the actions of the applicant.
- (6) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the zoning district in which the development is located.

(Code 1997, § 40-1005(9); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-715. City Council public hearing and action.

The City Council shall hold a public hearing on the application as advertised and after review and recommendation by the Planning Commission. In the event that the Planning Commission has not submitted its report and the public hearing has already been advertised, the City Council may elect to proceed with the advertised and scheduled public hearing, or it may reschedule and re-advertise the public hearing for a day after which the Planning Commission's recommendation will be available. In rendering a decision on any such application, the City Council shall consider all information supplied by the Zoning Administrator and the Planning Commission, any information submitted by the applicant, any information presented at the public hearing, and the extent to which the application meets the criteria specified for conditional uses as prescribed in this section. The City Council may approve or disapprove the application as proposed, or it may place conditions of approval on the application and approve the application with conditions. The applicant will be notified in writing by the Zoning Administrator of the decision within seven working days of the decision.

(Code 1997, § 40-1005(10); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-716. Withdrawal.

Any application for variance may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Zoning Administrator, up until the public hearing by the City Council. No refund of the required application fee or portion thereof shall be made once the application has been scheduled for public hearing.

(Code 1997, § 40-1005(10); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-717. Limitations on the frequency of filing applications.

No application regulated by this article and affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until 12 months shall have elapsed from the date the application was denied by the City Council.

(Code 1997, § 40-1005(11); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-718. Judicial review.

Decisions by the City Council with regard to variances are final; provided, however, any person or persons, jointly or severally, aggrieved by any decision of the City Council with regard to a decision on a variance application under the terms of this section may take an appeal to or seek judicial review by the Newton County Superior Court.

(Code 1997, § 40-1005(12); Ord. of 2-6-2012, § 1(40-1005))

Secs. 40-719—40-749. Reserved.

PART II - CODE OF ORDINANCES
Chapter 40 - ZONING
ARTICLE II. - ZONING DISTRICTS
DIVISION 11. INSTITUTIONAL CAMPUS DISTRICT (IC)

DIVISION 11. INSTITUTIONAL CAMPUS DISTRICT (IC)

Sec. 40-345. Purpose and intent.

- (a) The Institutional Campus (IC) District provides opportunity for large public or private, nonprofit institutional uses, including college/university campuses, primary and secondary schools, medical facility complexes, recreational complexes, and similar campus-oriented institutions, to develop and function as holistic campus areas with unique needs and characteristics.
- (b) The IC district shall apply to public and private institutional uses in the following circumstances:
 - (1) Total land area under the ownership, management, or control of a single legal entity and its ancillaries is equal to or greater than five acres, and individual parcels are contiguous, or proximate (when bisected by public streets or thoroughfares).
 - (2) Multiple principal buildings are located on a single parcel, or on adjacent or proximate parcels, and support a common institutional purpose (i.e., education or recreation).
 - (3) Total population of the legal entity's employees, students, members, or patrons is equal to or greater than 500. The Planning Commission may recommend that the City Council apply this district in other circumstances as deemed necessary and appropriate.
- (c) The primary intent of this division is to enable the City to plan for significant development anticipated within the IC District, and, in cooperation and coordination with the institutions within the IC district, ensure infrastructure, utilities, land use, transportation and public safety issues (and other issues that may arise) are adequately addressed. Given the holistic nature and significant scale of institutions within the IC district, development proposals and land uses must be considered in light of the cumulative effect on public facilities, infrastructure and services as well as public health, safety and welfare. Therefore, institutions within the IC district are required to create and maintain a future development plan consistent with the City comprehensive plan.
- (d) The future development plan is programmatic in nature, presenting anticipated needs for development or use of buildings and land within the district, as a holistic campus environment, over a ten year planning horizon. The future development plan provides input necessary for the City to maintain its comprehensive plan in accordance with state minimum standards and procedures.
- (e) The future development plan shall identify options for arrangements of buildings and spaces, and their respective uses, and may be updated and resubmitted at any time, to provide flexibility in its execution and to account for uncertainty within the planning horizon. The future development plan shall be updated, if necessary, when applications for development permits for new projects are submitted, and a development permit shall not be issued if the future development plan has not been reviewed and accepted by the City Council.

(Code 1997, § 40-410-1; Ord. of 2-6-2012, § 1(40-410-1))

Sec. 40-346. Permitted and conditional uses.

- (a) The principal use within the IC district shall be reserved for public or private nonprofit institutions, including, but not limited to: colleges, universities, primary and secondary schools, technical schools, medical facility

complexes, multi-service centers, and similar campus-oriented institutions, as well as uses supporting and ancillary to those institutions.

- (b) Permitted and conditional uses shall be as provided in table 4.4, permitted and conditional uses for nonresidential zoning districts. Additionally, each IC district shall have a transitional area within which uses are limited to minimize adverse impact on neighboring residential areas.

(Code 1997, § 40-410-2; Ord. of 2-6-2012, § 1(40-410-2))

Sec. 40-347. Dimensional requirements.

- (a) Dimensional requirements shall be as delineated on the future development plan or supporting documentation as required by this section.
- (b) Within the district, a transitional area (TA) shall be established as the land area within 200 feet of the district boundary wherever the district is adjacent or, when bisected by a public street or thoroughfare, proximate to a residential district. The front, side, and rear set back requirement for construction within the TA shall be 30 feet, at a minimum, and the building height within the TA shall not exceed 35 feet.

(Code 1997, § 40-410-3; Ord. of 2-6-2012, § 1(40-410-3))

Sec. 40-348. Design principles and guidelines.

Design criteria to be applied in this zoning district shall be as provided in table 4.6, design criteria for nonresidential zoning districts.

(Code 1997, § 40-410-4; Ord. of 2-6-2012, § 1(40-410-4))

Sec. 40-349. Future development plan requirements.

The following elements shall be provided in the future development plan for all new or existing institutions seeking development under the Institutional Campus (IC) district:

- (1) *Mission and objectives.* The institution shall provide a statement of its organizational mission and objectives, including any services to be provided to residents of adjacent neighborhoods or to the City. The statement shall include the institution's existing and projected population (over a ten-year planning horizon), including employees, students, or patrons.
- (2) *Property and uses.* The institution shall provide an inventory of existing property and uses, including:
 - a. Aerial map, based on the most up-to-date aerial photographs available from the Newton County Geographic Information System (GIS) Center or the office of the county tax assessor, showing the district boundary and all land, buildings and other structures within the IC district as of the date of submission of the future development plan. The map also shall delineate the TA and include other land area and infrastructure within 300 feet of the district.
 - b. Narrative keyed to the aerial map with description of footprints and uses of existing land parcels, buildings, structures, roads, sidewalks, parking areas, recreational facilities, and other significant site developments.
 - c. Floor area (in square feet), building height (in stories and feet), and current occupant capacities (i.e., number of persons allowed by fire code) of each building, as well as location, land area, and capacity of parking facilities.

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- (3) *Anticipated institution needs.* The institution shall provide a statement of anticipated needs with respect to future development and land use within the district, including projections over a ten-year time horizon for the following:
 - a. Number of employees, students, members, or patrons;
 - b. Facility needs in assignable square feet (by facility type);
 - c. Acreage of athletic or recreational facilities;
 - d. Number of parking spaces;
 - e. Electricity, water, sewerage capacity, or other utility demand; and
 - f. Vehicular and pedestrian circulation along city streets and public spaces.
 - (4) *Future land use.* The institution shall include in the future development plan anticipated future land uses, with an accompanying map drawn to scale, illustrating land use changes and circulation (vehicular and pedestrian) over the ten-year planning horizon. The future land use plan and accompanying map specifically shall illustrate:
 - a. Existing and proposed land use, including academic, housing, recreation, ancillary (e.g., dining, maintenance, etc.) and mixed-use, as well as the anticipated location (or alternate locations), size (in square feet) and capacity (in population served) of future facilities;
 - b. Existing and proposed conservation areas and open spaces;
 - c. Existing and proposed vehicular circulation patterns, including deliveries;
 - d. Existing and proposed parking facilities with their capacities.
 - (5) *Traffic management.* The institution shall demonstrate how it will manage or otherwise regulate campus-related vehicular and pedestrian circulation, as well as parking facilities, to mitigate impact on adjacent and proximate residential neighborhoods.

(Code 1997, § 40-410-5; Ord. of 2-6-2012, § 1(40-410-5); Ord. of 4-3-2017, § 1)

Sec. 40-350. Institutional campus future development plan procedures.

This section sets out the required review and acceptance procedures for the institutional campus future development plan.

- (1) *Application.* The institution shall prepare and submit the future development plan to the Planning Commission for review. (If the institution's existing master plan meets all of the requirements in this chapter for a future development plan, such master plan may be submitted as the future development plan.)
- (2) *Review.* The Planning Commission shall review the future development plan and make a recommendation to the City Council as to whether to accept the plan as submitted, to accept the plan with amendments or special stipulations, or to require further revision to the plan.
- (3) *Planning horizon and update requirements.* The future development plan shall cover a ten-year time horizon, and it shall be updated every years and submitted for review by the Planning Commission at its January meeting. Every five years the full plan shall be submitted for review by the Planning Commission and acceptance by the City Council.
- (4) *Amendment procedures.* An institution with an accepted future development plan may submit an amendment to the plan at any time. Proposed amendments shall be reviewed by the Planning Commission for acceptance in accordance with the review process outlined in this section.

(Code 1997, § 40-410-6; Ord. of 2-6-2012, § 1(40-410-6); Ord. of 4-3-2017(1), § 1; Ord. of 4-3-2017, § 1)

Sec. 40-351. Approval criteria.

- (a) In accordance with this chapter, a site and design plan shall be required before a development permit, building permit or other permit, as appropriate, is issued or any improvement, grading, alteration of lands, or construction of buildings commences. acceptance of the future development plan by the City Council shall not constitute approval of a development permit.
- (b) In accordance with this chapter, a development permit shall be required for any proposed use of lands or buildings, and before any improvement, grading or alteration of lands or buildings commences to indicate and insure compliance with all provisions of this chapter and other applicable regulations in this Code.
- (c) The Planning Commission shall review, and the City Council shall accept, future development plans based on one or more of the following policies and standards:
 - (1) Whether the future development plan is complete in terms of required content and is consistent with the adopted plans of the City, such as the city comprehensive plan.
 - (2) Whether future development proposed (conceptually and concretely) in the future development plan will adversely impact public services and infrastructure.
 - (3) Whether the future development plan complies with all applicable standards of this chapter.
 - (4) Whether the future development plan will result in significant adverse impacts to other property in the vicinity of the applicant institution, or to the natural environment.
 - (5) Whether the plan will have significant adverse impacts on the livability of adjacent or nearby residential zoning districts, especially with respect to:
 - a. Noise, glare from lights, late-night operation, odors and litter;
 - b. Privacy, traffic, parking and other safety issues; and
 - c. Mass, height and overall scale of buildings.
 - (6) Whether any differences in appearance or scale from the surrounding area are sufficiently and appropriately mitigated through setbacks, screening, landscaping or other design features.
 - (7) Whether the future development plan has adequate mitigation measures for any other identified potential adverse impacts.

(Code 1997, § 40-410-7; Ord. of 2-6-2012, § 1(40-410-7))

Secs. 40-352—40-375. Reserved.

Sec. 40-467. Design principles and guidelines.

There are no design criteria specifically applied in this zoning district in advance, since a wide variety of development may be approved for annexation per this section. However, the City may apply any design principles and guidelines articulated in this chapter as conditions of rezoning approval, at the time of annexation and rezoning in Oxford.

TABLE 4.4. PERMITTED AND CONDITIONAL USES FOR NONRESIDENTIAL
ZONING DISTRICTS

P = Permitted; PA = Permitted as Accessory Use; C = Conditional Use;
X = Prohibited

Use Description (additional reference)	INST	IC	IC-TA*	OP	C	TC
ACCESSORY BUILDINGS, STRUCTURES AND USES						
Accessory uses and structures, determined by the Zoning Administrator to be normally incidental to one or more permitted principal uses	P	P	P	P	P	P
Signs, as permitted by article XV, signs	P	P	P	P	P	P
RESIDENTIAL USES						
Dwelling, single-family detached, fee simple, existing on the effective date of the ordinance from which these regulations are derived, including accessory uses and structures	P	P	P	P	P	P
Caretaker's residence	P	P	P	X	X	X
INSTITUTIONAL USES						
Adaptive reuse of a detached single-family dwelling for an office supporting an institutional use	P	P	P	P	P	P
Cemetery	P	P	P	X	X	X

Church, temple, synagogue, place of worship	P	P	P	P	P	X
Clinic, ancillary to institutional mission (i.e., exclusively for employees, students, or patrons)	P	P	C	X	P	X
Club or lodge, nonprofit (VA, Elks, etc.)	P	P	P	P	P	X
Club, private	X	P	P	C	P	X
Cogeneration facility	X	C	X	X	X	X
College or university	P	P	P	X	X	X
Continuing care retirement community	X	X	X	X	P	X
Continuing education	P	P	P	X	P	P
Crisis center	C	P	C	C	P	X
Day care center, nonprofit or ancillary to institutional mission (i.e. exclusively for employees, students, or patrons)	PA	PA	C	X	P	X
Dormitory (or residence hall)	X	P	C	X	X	X
Family day care home	X	X	X	P	P	X
Group home or rooming house, ten or fewer persons plus caretakers	C	P	C	P	P	X
Group home or rooming house, more than ten persons	C	P	X	C	C	X
Helicopter landing pad	X	C	X	X	X	X
Hospital or medical facility complex	C	C	X	X	P	X
Institutionalized residential living and care facilities, serving fewer than 18 persons	P	P	P	P	X	X
Institutionalized residential living and care facilities, serving 18 persons or more	C	P	X	X	X	X

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School, private, for the arts	C	P	C	P	P	X
School, private, elementary, middle, high	C	P	C	P	P	X
School, private, special	C	P	C	P	P	X
School, private, trade	C	P	C	C	C	X
COMMERCIAL USES						
Adaptive reuse of a detached single-family dwelling for an office supporting a commercial enterprise	X	X	X	P	P	P
Adult business	X	X	X	X	C	X
Automated teller machine	X	P	C	X	P	P
Automobile sales or service establishment	X	X	X	X	C	X
Bed and breakfast inn (section 40-527)	X	X	C	P	P	P
Broadcasting studio	P	P	C	P	P	X
Business service establishment, not exceeding 2,500 square feet of gross floor area	X	P	P	P	P	P
Business service establishment, more than 2,500 square feet of gross floor area	X	P	C	C	P	P
Camp or campground	X	C	C	X	C	X
Clinic, commercial (i.e., for profit)	X	X	X	P	P	X
Contractor's establishment	X	X	X	X	C	X
Convenience store with or without gasoline pumps	X	X	X	X	C	X
Country club	X	X	X	X	C	X
Crisis center	X	C	C	X	C	X
Day care center (for-profit) serving fewer than 18 persons	X	X	X	C	C	X

Day care center (for-profit) serving 18 or more persons	X	X	X	X	C	X
Exterminator, pest control or disinfecting service	X	X	X	C	P	X
Farmer's market	X	X	X	X	P	C
Finance, insurance, and real estate establishments, including bank, 2,500 square feet or less of gross floor area per establishment	X	X	X	X	P	P
Finance, insurance, and real estate establishments, including bank, more than 2,500 square feet of gross floor area per establishment	X	X	X	X	P	P
Funeral home, mortuary, or mausoleum	X	X	X	C	P	X
Greenhouse or plant nursery, commercial	X	X	X	X	P	X
Health spa	X	X	X	X	P	X
Kennel	X	X	X	X	P	X
Landscaping company	X	X	X	X	P	X
Live-work unit	X	X	X	C	C	P
Lodging service (hotel, motel)	X	X	X	X	P	C
Manufacturing, less than 5,000 square feet incidental to a permitted use	X	X	X	X	C	C
Manufacturing, 5,000 square feet to less than 10,000 square feet incidental to a permitted use	X	X	X	X	X	X
Manufacturing, less than 10,000 square feet, principal use	X	X	X	X	X	X
Museum	P	P	C	P	P	P
Office	P	P	C	P	P	P
Office/warehouse	X	X	X	X	C	X

Open air business	X	X	X	X	C	X
Parking lot, off-site	P	P	C	P	P	P
Parking structure	X	P	C	C	C	X
Personal service establishment, 2,500 square feet or less of gross floor area per establishment	P	X	X	P	P	P
Personal service establishment, more than 2,500 square feet of gross floor area per establishment	X	X	X	C	P	P
Research laboratory	P	P	X	C	P	X
Restaurant without drive-through	X	P	X	X	P	P
Restaurant with drive-through	X	X	X	X	C	C
Retail trade establishment, enclosed	X	C	X	X	P	P
Retreat center	P	P	C	C	P	X
Riding stable or commercial boarding of horses	X	X	X	X	C	X
Salvage yard or junkyard	X	X	X	X	C	X
Service and fuel filling station	C	C	X	X	C	X
Special event facility	P	C	C	C	P	X
Taxi-cab or limousine service	X	X	X	X	C	C
Tire retreading and recapping facilities	X	X	X	X	C	X
Vehicle emission testing facility	X	X	X	X	C	X
Veterinary clinic or animal hospital	X	X	X	X	P	X
Warehouse or storage building	C	P	C	X	C	X
Wholesale trade establishment, less than 10,000 square feet incidental to a permitted use	X	X	X	X	C	X

Wireless telecommunication equipment and wireless telecommunication facilities	X	P	C	X	C	X
RECREATIONAL USES						
Community garden	P	P	P	P	P	P
Conservation or common area	P	P	P	P	P	P
Indoor recreation facilities, commercial	X	X	X	X	P	P
Indoor recreation facilities, institutional	P	P	P	X	X	X
Outdoor recreation	PA	PA	PA	X	P	C
Outdoor recreation facilities, commercial	X	X	X	X	C	X
Outdoor recreation facilities, institutional	C	C	C	X	X	X
OTHER USES						
Mixed-use buildings and mixed-use developments	X	P	X	X	C	P
Public uses	P	P	P	P	P	P
Temporary uses and structures approved by the Planning Commission	P	P	P	P	P	P

*IC-TA is not a separate zoning district. This represents the 200' foot Transitional Area (TA) between the Institutional Campus (IC) District and all residential districts. Permitted and conditional uses in the IC-TA may vary from those within the IC.

TABLE 4.5. DIMENSIONAL REQUIREMENTS FOR NONRESIDENTIAL ZONING DISTRICTS
(For districts not listed, see specific zoning district section.)

Dimensional Requirement	INST	IC	IC-TA	OP	C
RESIDENTIAL DENSITY AND LOT SIZE AND WIDTH REQUIREMENTS					
Minimum area to rezone to this district (square feet)	40,000	40,000	40,000	15,000	30,000
Minimum lot width, all uses (feet)	50	50	50	50	75
BUILDING AND SITE REQUIREMENTS					
Maximum building coverage (percent)	50%	50%	50%	30%	40%

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Minimum landscaped open space (percent)	20%	20%	20%	20%	15%
Minimum landscape strip required along right-of-ways, except where build to line precludes installation (feet)	None	None	10	10	10
BUILDING HEIGHT REQUIREMENTS					
Maximum height (feet)	45	45	35	35	35
Maximum height (number of stories)	4	4	3	3	3
PRINCIPAL AND ACCESSORY BUILDING SETBACKS (MIN.)					
Front build-to Line	See build-to line map, as applicable				
Front (feet) (absent applicable build-to line)	20	20	30	20	20
Side (feet), abutting any R-30, R-20, R-15, or R-7.5 zoning district, including a natural vegetated buffer or fence or wall approved by Planning Commission	30	30	30	30	40
Side (feet), unless more specifically provided in this table	15	15	15	15	20
Rear (feet), abutting any R-30, R-20, R-15, or R-7.5 zoning district, including a natural vegetated buffer or fence or wall approved by Planning Commission	30	30	30	30	40
Rear (feet), unless more specifically provided in this table	30	30	30	20	30

TABLE 4.6. DESIGN CRITERIA FOR NONRESIDENTIAL ZONING DISTRICTS

A = applicable; N/A = not applicable

(For the TC District, see form based provisions.)

Design Criterion	INST	IC	IC-TA	OP	C
Compatibility. New development and improvements to existing properties need to be compatible with the existing character, including the sensitive treatment of perimeter property lines to mitigate impacts on abutting properties.	A	A	A	A	A
Historic character. In areas with identified historic buildings, structures, and sites, the proposed new development or land activity blends with or complements the historic character.	A	A	A	A	A
Alternative transportation. New development should accommodate and facilitate alternatives to transportation by automobile, including bicycle and pedestrian facilities.	A	A	A	A	A
Pedestrian access. All likely pedestrian routes should be identified in the design phase and provided for in the development. These include linkages to individual buildings, neighboring properties (when compatible), and existing or planned sidewalks along public roads, as appropriate.	A	A	A	A	A
Original town plan. Development or subdivision is consistent with the original plan for the City (1837 Thomas plan).	A	A	A	A	N/A
Open spaces. Small public open spaces (e.g., plazas, pocket	A	N/A	N/A	A	A

parks, and squares) are integrated into projects of sufficient size (i.e., 2 acres or more).					
Access and parking. The development provides for adequate access and off-street parking arrangements.	A	A	A	A	A
Fences and walls. Fences and walls that are used shall be of the same or compatible material, in terms of texture and quality, as the material and color of the principal building.	A	A	A	A	A
Chain link fencing. Chain link fencing is prohibited in front yards and discouraged in other locations but if used, it should be vinyl coated (black color encouraged).	A	A	A	A	A
Operations. All manufacturing, processing, assembly, fabrication, servicing, and repair operations, when permitted, are carried out within an entirely enclosed building.	N/A	N/A	A	N/A	A
Appearance/parking. The development layout avoids the appearance of strip commercial development, including the specific provision that no more than 1/2 of any required parking is located between the public street and the principal building line.	A	A	A	A	A
Parking screen. Where parking areas are located between a public street and the principal	A	A	A	A	A

building, vegetation, walls, fences, berms, or some combination is used to screen the view from the street to parking areas, except for approved drives and lot entrances.					
Temporary buildings. No establishment operates in any non-permanent structure such as a tent, mobile unit, trailer, recreational vehicle, or other temporary building or structure.	N/A	N/A	A	A	A
Storage. Equipment and materials must be stored within completely enclosed buildings.	A	N/A	A	A	A
Loading. All loading areas and facilities are located at the side or rear of a principal building.	A	A	A	A	A
Waste containers. Trash enclosures should be constructed of sturdy, durable, opaque materials (with trash receptacles screened from view).	A	A	A	A	A
Multiple buildings — compatibility. Multi-unit developments or sites with more than one building shall utilize a consistent or at least stylistically compatible (but not necessarily identical) palette of scale, forms, colors, materials, and textures.	A	A	A	A	A
Accessory buildings. Accessory structures should be architecturally compatible with the principal building or buildings.	A	A	A	A	A

Building materials. On front facades and other building sides visible from a public right-of-way, exterior building materials should not include any of the following: smooth-faced concrete block, tilt-up concrete panels, prefabricated steel panels, highly reflective, shiny, or mirror-like materials; mill-finish (non-colored) aluminum metal windows or door frames, exposed, unfinished walls, exposed plywood or particle board, and unplastered, exposed concrete masonry blocks.	A	A	A	A	A
Building facades. Lengthy, featureless facades and building walls should be avoided. Large, flat, blank expanses on a facade are not allowed.	A	A	A	A	A
Lighting: pedestrian. Use of low, bollard-type fixtures, 3-4 feet in height, are encouraged in all areas of significant pedestrian activity during evening hours.	A	A	A	A	A
Lighting fixtures. All luminaries used for outdoor lighting should be full cutoff luminaries which do not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.	A	A	A	A	A

(Code 1997, § 40-415-6; Ord. of 2-6-2012, § 1(40-415-6))