

OXFORD PLANNING COMMISSION

AGENDA

December 8, 2020 – 7 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 948 4270 0600

Passcode: 009661

1. **Opening** – Jonathan Eady, Chair
2. ***Minutes** – We have attached the minutes for November 10, 2020.
3. ***Lynn Bohanan Development Permit Application** – Lynn Bohanan has submitted a development permit application to remove an existing storage shed on her property located at 202 Fletcher Street. We have attached the development permit application.
4. ***Anthony Ellis Minor Subdivision Request** – Mr. Ellis has submitted a request for the review and approval of a plat for a minor subdivision. He is requesting approval to subdivide his lots on E. George Street. We have enclosed a copy of his request letter along with a plat of the subdivision prepared by John Knight. The review of minor subdivision is specified in §30-47 (5).

Sec. 30-47. - General platting procedures.

The procedure for the formal review and approval of a subdivision plat consists of one recommended stage and three required stages. These are the pre-application review stages recommended, preliminary plat stage (required), final plat stage (required), and recording and dedication (required), respectively.

(5) Exception of minor subdivisions. Subdivisions which do not involve the platting, construction, or opening of new streets, sewers, or water facilities, or improvement to existing streets shall be defined as minor subdivisions, and as such, are subject to only the requirements of the final plat stage and the recording and dedication stage. Subdivisions so defined shall be submitted to the Planning Commission for review and recommendation to the Mayor and City Council in the form of a final plat and the final plat shall comply in all respects to this chapter.

5. ***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. As a reference, we have attached an excerpt from the minutes that details the Commission’s previous discussion on this topic at the September 8th Special Called Meeting.

6. **Other Business**

7. **Adjournment**

*** Attachments**

OXFORD PLANNING COMMISSION

Minutes – November 10, 2020

MEMBERS: Jonathan Eady, Chair; Juanita Carson, Secretary; Mike Ready, Kibbie Hatfield, and Mike McQuaide. Zach May was absent.

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: Ernie Feliciano; Laura Todd, Permit Specialist with Tuff Shed; Tyler Bailey; Colleen Christian; Sheri Joyner; Brian Barnard; Darryl and Teresa Welch.

OPENING: At 7:03 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 October 13, 2020 were adopted. The vote was 5-0.

ERNIE FELICIANO DEVELOPMENT PERMIT APPLICATION (152 Longstreet Circle): The Commission reviewed the development permit application to construct a 12' x 24' storage shed in the rear yard of the lot located at 152 Longstreet Circle. Ms. Todd explained that the shed will be a prefabricated assembly and laid directly on the ground. The Commission confirmed that the proposed shed met the side and rear setbacks.

Upon motion of Ms. Carson, seconded by Ms. Hatfield, the Planning Commission approved the development permit application to construct a 12' x 24' storage shed in the rear yard of the lot located at 152 Longstreet Circle. The vote was 5-0.

KEN KNIGHT DEVELOPMENT PERMIT APPLICATION (202 E. Richardson Street): The Commission reviewed the development permit application to complete interior and exterior renovations on the existing home located at 202 E. Richardson Street. During the discussion, Mr. Bailey explained that the scope of work also included the addition of a bathroom and laundry room. In addition, it included adding a new gutter, repairing of the fascia and soffit, and replacing the back door. The Commission confirmed the setbacks. In addition, they informed Mr. Bailey that he will need to provide scaled construction drawings to the building inspector prior to obtaining a building permit.

Upon motion of Mr. Ready, seconded by Ms. Hatfield, the Planning Commission approved the development permit application to complete interior and exterior renovations on the existing home located at 202 E. Richardson Street. The vote was 5-0.

COLLEEN CHRISTIAN DEVELOPMENT PERMIT APPLICATION (322 Emory Street): The Commission reviewed the development permit application to install a carport on the property located at 322 Emory Street. Ms. Christian had previously installed the carport without receiving a development permit. The Commission confirmed that the existing carport did not meet the side setback requirement. Consequently, they informed Ms. Christian that she would need to move the carport to another location on the property (where setbacks could be met) or remove it entirely off the property. Ms. Christian stated that she will remove the carport from the property. The Commission took no action on the development permit application.

SHERI JOYNER DEVELOPMENT PERMIT APPLICATION (808 Emory Street): The Commission reviewed the development permit application to install a fence beginning in the front yard and covering the rear of the property located at 808 Emory Street. During the review, the Commission confirmed that E. George Street is a public street and therefore the property would be considered a corner lot. Per the city's zoning code, a fence constructed on a corner lot is subject to the front yard requirements for fence appearance. Consequently, the entire fence would need to be decorative in appearance. In addition, the

Commission stated the proposed attached metal wiring (as depicted in the photograph) has not typically met the standard for a decorative fence. Ms. Joyner stated that the wiring for the fence is intended to keep out smaller dogs and other animals. The Commission stated that the wiring would be acceptable if the fence posts had decorative tops. The Commission concluded that the development permit application will be approved subject to the following modifications:

- The fence will have decorative tops on each of the fence posts.
- Mr. Pepper will confirm that the portion of the fence closest to Emory Street/SR 81 will be offset from the front edge of the house.
- Mr. Pepper will confirm the location of the stakes for the fence.

Upon motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application to install a fence at 808 Emory Street with the modifications (discussed in permit application description). The vote was 5-0.

BRIAN BARNARD DEVELOPMENT PERMIT APPLICATION (1112 Asbury Street): The Commission reviewed the development permit application to complete some interior and exterior renovations and adding a screened porch to the existing house located at 1112 Asbury Street. During the review, Mr. Barnard explained in detail the proposed interior renovations and additions including a bonus room in the rear of the house and a screened porch. As for the exterior renovations, Mr. Barnard explained that he plans to install Hardie Board siding on the house. In addition, Mr. Barnard explained that the roof (architectural shingles), soffit, and fascia will be replaced as part of the exterior renovations. The Commission confirmed the front setback from the proposed front porch.

The Commission informed Mr. Barnard that the Building Inspector may ask for details regarding the trade permits (electrical, plumbing, HVAC). The Commission amended the development permit application to remove the reference to the covered parking area and the front setback from 5' to 10'.

Upon motion of Mr. Ready, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to complete some interior and exterior renovations and adding a screened porch to the existing house located at 1112 Asbury Street. The vote was 5-0.

RECOMMENDATION ON REZONING PARCELS: The Commission began the discussion by explaining that they are considering developing a recommendation for rezoning seven parcels located along the eastside of Emory Street/SR 81 and E. Clark Street so that they are consistent with their current use (residential) and compatible with surrounding properties. In addition, they explained that they invited the affected homeowners to the meeting so that they (the homeowners) can offer their input on the recommendation.

Mr. Welch expressed the concern that the homeowners of the affected properties had not been properly notified when the city zoned the properties Town Center several years ago. He asked why the Commission was prompted now to consider a recommendation for rezoning. In addition, Mr. Welch stated that the city should not rezone the properties to a residential zoning designation. Rather, the city should leave the properties as zoned Town Center thereby allowing property owners the flexibility to pursue opportunities for their properties as they see fit. He further stated that he will express his views to the Mayor and City Council when the time comes for them to discuss it at a Council meeting.

The Commission reviewed the "criteria for amendments to official zoning maps" (Section 40-638(g)) as they developed the recommendation. During the review, the Commission cited that rezoning the lots to Single Family R-20 would make them compatible with surrounding properties, consistent with their best economic use, and would align with the city's current comprehensive plan which provides for mixed used development exclusively on property located on the west side of Emory Street in the town center area. In addition, the Commission agreed to exclude the lot (X004 002) owned by the Downtown

Development Authority in their recommendation. It will remain zoned as Town Center. Mr. Eady will provide the Commission with the recommendation language.

Upon motion of Ms. Hatfield, seconded by Ms. Carson, the Planning Commission makes the recommendation to City Council to approve the rezoning of six privately-owned parcels from "Town Center" to "Single Family (R-20)". The vote was 5-0.

OTHER BUSINESS: The Commission did not discuss items related to other business.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:50 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: Patricia Lynn Bohanon Date of Application: Dec 1, 2020
Address of Applicant: 202 Fletcher St. Oxford GA 30054
Telephone # (s) of Applicant: no 305 4677
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 202 FLETCHER ST
Owner of above location(s): Patricia Lynn Bohanon
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: Garage

Briefly describe the proposed work: remove remaining walls of fallen in garage

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: Accessory Building
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

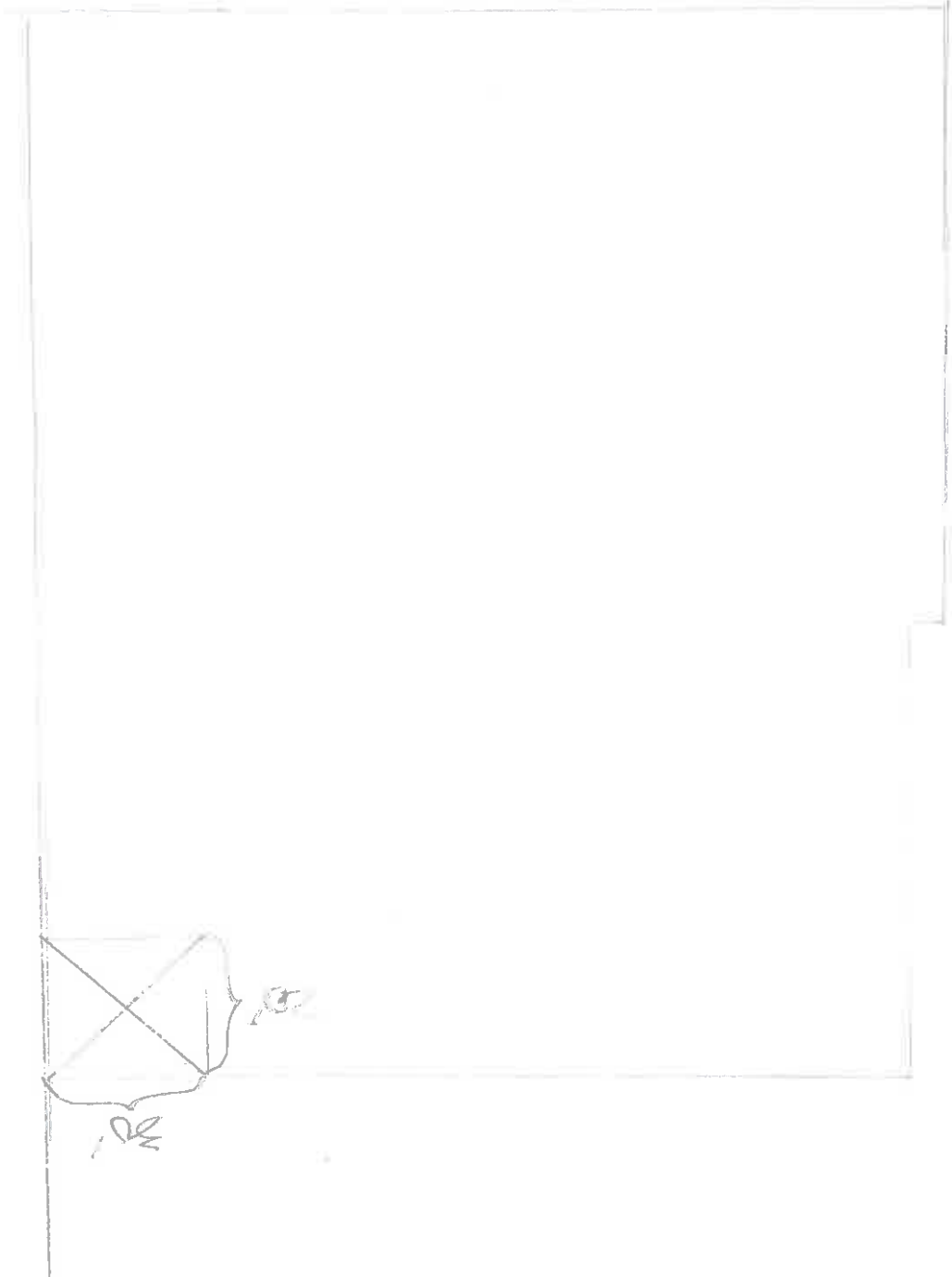
CITY OF OXFORD

Checklist Applying for a Development Permit

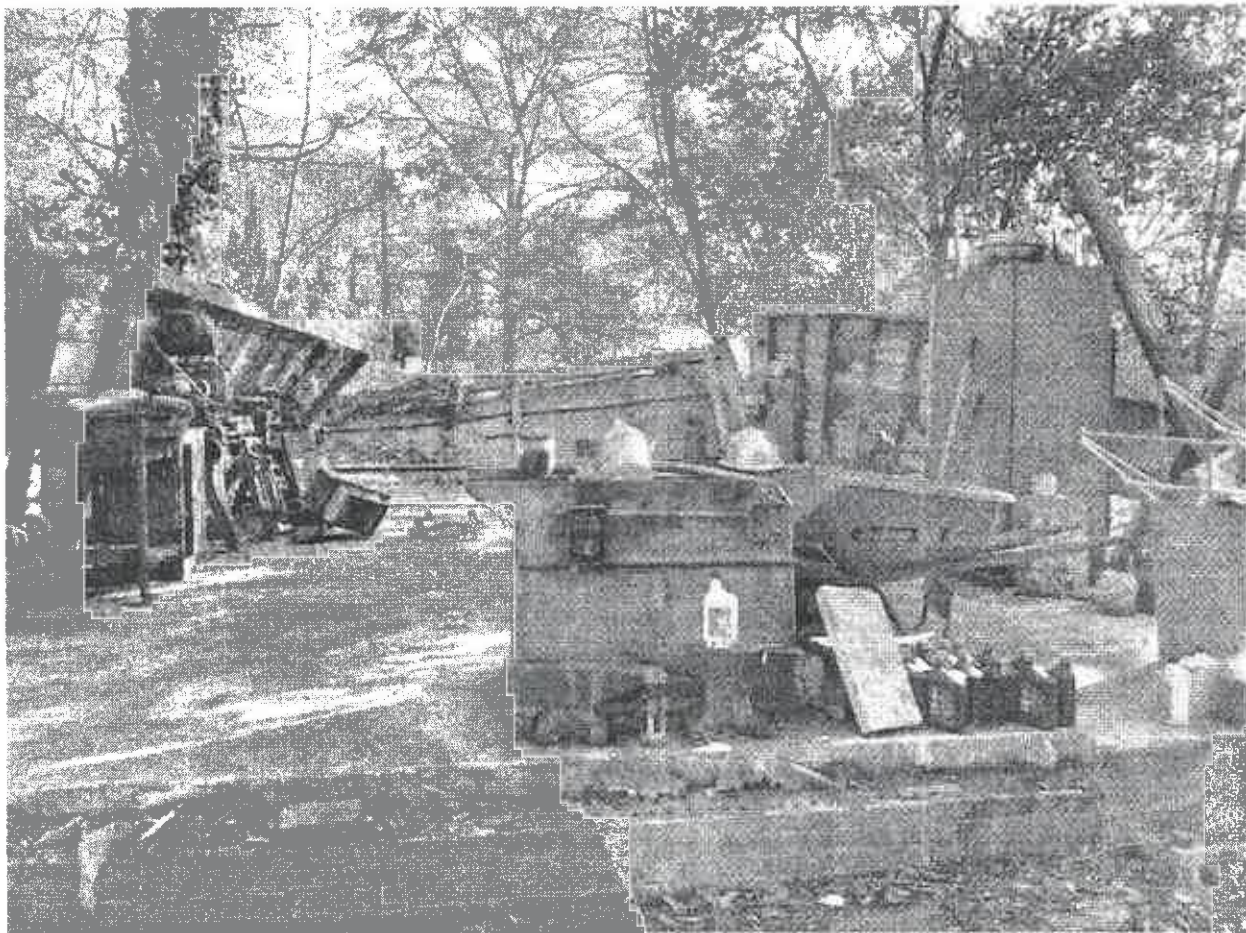
1. Obtain a Development Permit Application from the City Clerk's office.
2. Complete the Application and attach a site plan (either drawn by a professional or sketched on graph paper) with dimensions showing:
 - Shape, size and location of the lot.
 - Shape, size, height, use and location of the buildings to be erected, constructed, altered or moved, as well as any building(s) already existing on this building lot.
 - Indicate how many dwelling units the building(s) are designed to accommodate.
 - Setback lines from adjoining streets and lots.
3. Submit the completed Application to the City Clerk's office.
4. All corners of the lot and any proposed building must be clearly staked out on the ground.
5. The City Clerk will give the application to the Zoning Administrator to review and to schedule a review by the Planning Commission.
6. The regular meetings of the Planning Commission are on the second Tuesday of each month at 7 PM. The applicant will be notified when the application is scheduled for review. The Planning Commission will not review the application unless the applicant or a representative is present at the meeting. A picture or diagram of what is proposed will help the Planning Commission review the request.
7. If the application is approved, an approved copy will be given to the applicant by the Planning Commission.
8. The City of Oxford is responsible for issuing the Building Permit and collecting any required fees. A copy of the approved Development Permit is required before a Building Permit can be issued. The applicant should contact the city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

The foregoing checklist is a brief summary and does not modify or amend the Oxford Zoning Ordinance. See Section 40-841 of the Oxford Zoning Ordinance for a detailed description of the process for applying for a development permit and building permit.

Fletcher St



Asbury St.





Overview



Legend

-  Parcels
-  Roads

Parcel ID	X01100000014000	Owner	BOHANAN PATRICIA LYNN	Last 2 Sales			
Class Code	Residential		PO BOX 477	Date	Price	Reason	Qual
Taxing District	OXFORD		OXFORD, GA 30054	12/10/1997	0	UI	U
	OXFORD	Physical Address	202 FLETCHER ST	12/10/1997	0	UI	U
Acres	2.11	Assessed Value	Value \$58400				

(Note: Not to be used on legal documents)

Date created: 12/2/2020

Last Data Uploaded: 12/2/2020 4:18:16 AM

Developed by  **Schneider**
GEOSPATIAL

November 22, 2020

To: Matt Pepper

City Manager

City of Oxford

West Clark Street

Oxford, Ga. 30054

Mr. Pepper

The houses on this property were built years ago on a single tract for family members before subdivision approval was required. I am presenting this final plat as a minor subdivision as you requested even though the houses are already there. I am requesting the review and approval of the final plat so that each house can have its own tax map and parcel and Lot 2B will be combined with Lot 2 so that there is no house or pool encroachment of #806 Emory Street and that Lot 3 will have Lot 2C combined with it so that there will be 20' from #804D Emory Street to the property line.

The person to notify of the Mayor and City Council's action on the final plat is John Knight the surveyor who prepared the plat at 1501 Amber Stapp Studdard Road, Social Circle, Ga. 30025 or phone 770-464-4549. You can contact me at 678-725-1405 if you need more information.

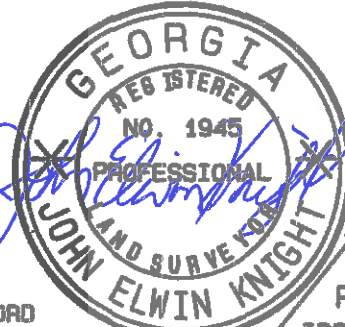
Sincerely,



Anthony C. Ellis

CLERK'S STAMP FILING BOX

NOTE:
The Certification, as shown heron is purely a statement of professional opinion based upon knowledge, information and belief, and based on existing field evidence and documentary evidence available. The Certification is not an expression or implied warranty or guarantee.



RECORDATION OF THIS SURVEY DOES NOT IMPLY APPROVAL OF THE LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND.

Surveyed By:
John Elwin Knight,
Ga.R.L.S. 1945
P.O. Box 625
Social Circle, Ga. 30025
Ph: 770-464-4549

MAGNETIC

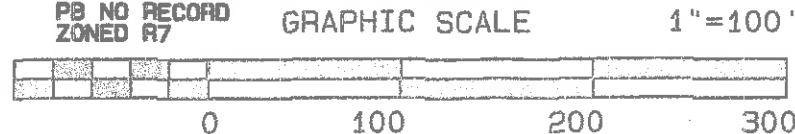
- LEGEND
- IPS IRON PIN SET
 - IPF IRON PIN FOUND
 - Pp POWER POLE
 - Rb REBAR
 - PNM POINT NOT MONUMENTED
 - POB POINT OF BEGINNING
 - FH FIRE HYDRANT

LINE	BEARING	DISTANCE
L1	N87°23'34"W	30.54'
L2	N87°06'59"W	174.37'
L3	N87°16'51"W	137.00'

- NOTES:
- The field data upon which this survey was based has a closure precision of one foot in 11,302 feet and angular error of 20 seconds per angle point and was not adjusted.
 - The closure precision for each lot exceeds one foot per 100,000 feet.
 - The equipment used to prepare this survey was a TOPCON GTS-3C & LIETZ SET 3 total station.
 - A portion of this survey is in a FIAM designated 100 yr. flood plain according to FIAM map #13217C0126D effective date 3/17/2014.
 - The field work for this plat was done in MAY TO AUG 2018, & OCT/2020. The plat was drawn on date shown in the title block.
 - All nails set are in asphalt on R/W of East George St.

N/F
EMORY ST.
MAP X005 001
LARRY JOE ROSS JONES
DB 3809-565
PB NO RECORD
ZONED R7

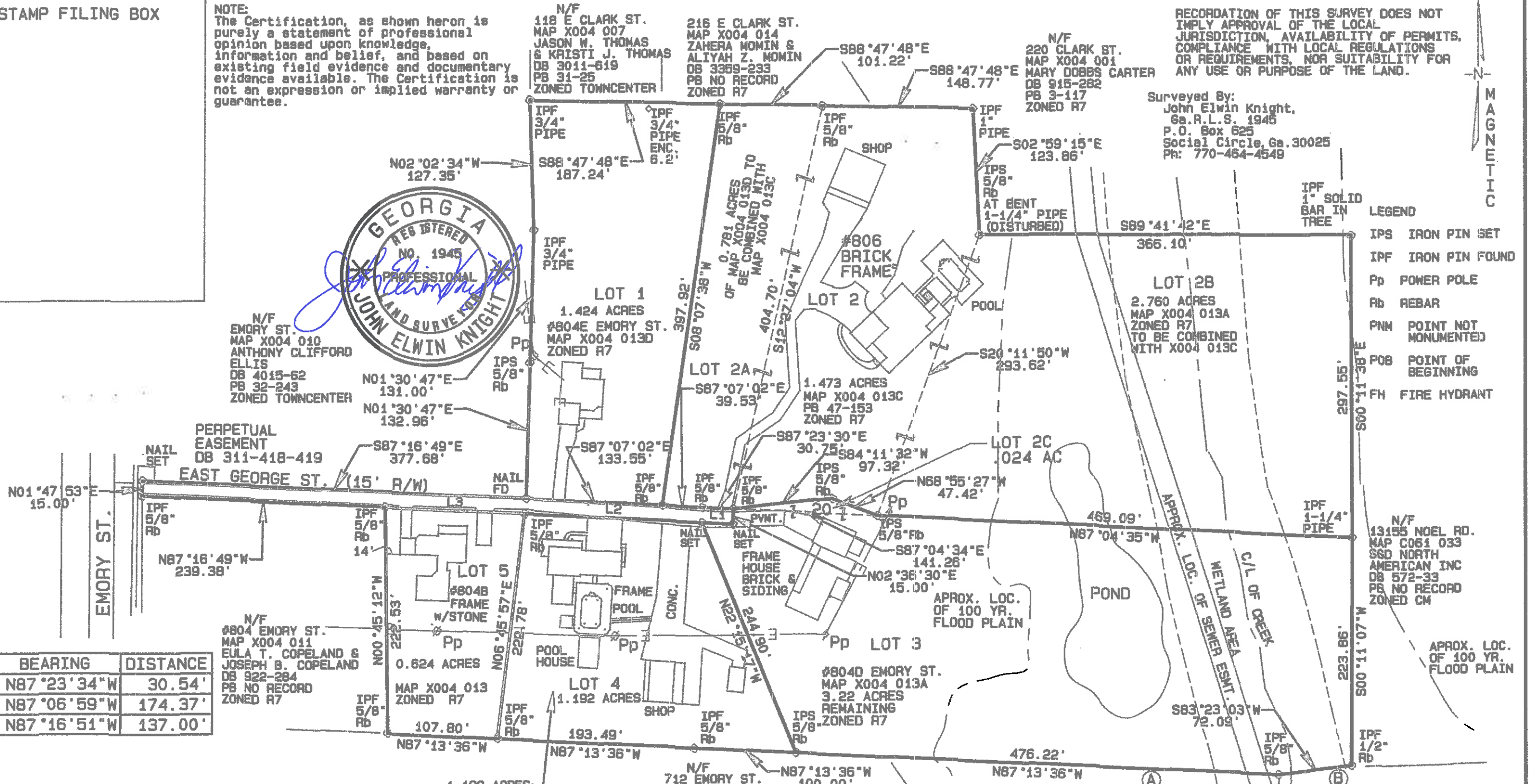
N/F
#2315 IRIS DR
MAP C061A 004
JOHN LITTLE
DB NO RECORD PB 47-220
ZONED CM



PLAT OF SURVEY FOR:
ANTHONY C. ELLIS

SHEET 1 OF 2

Scale: 1"=100	LAND DISTRICT 9 LAND LOT 288
Date: 11/23/2020	CITY OF OXFORD NEWTON CO., GEORGIA
Revised:	Drawn By: B.R.W.
Job:	Surveyor: JOHN ELWIN KNIGHT GA. R.L.S. #1945



CLERK'S STAMP FILING BOX

Owner Certification

The Owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that all state, city and county taxes or other assessments now due on this land have been paid in full.

Anthony C. Ellis 11/23/2020
 Owner Date

Owner Date

Dedication Certification

It is hereby certified that the land and improvements shown on this plat and designated as being "Dedicated to Public Use." are hereby dedicated to the City of Oxford, State of Georgia for public use.

Anthony C. Ellis 11/23/2020
 Owner Date

Owner Date

ZONING NOTES:

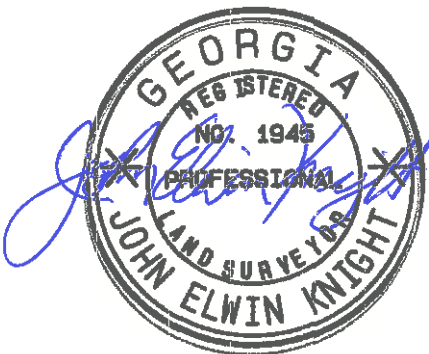
R-7.5 ZONING
 MIN. ACREAGE PER DWELLING UNIT .17 AC.
 MIN. LOT SIZE, DETACHED SINGLE FAMILY DWELLING (SQ. FT.) 7,500 SF
 MIN. LOT SIZE FOR OTHER PERMITTED USE (SQ. FT.) 7,500 SF
 MIN. LOT WIDTH, ALL USES (FT.) 50'
 MIN. FLOOR AREA PER DWELLING 1,200 SF
 MAX. BLDG. COVERAGE (PER CENT) 25%
 MAX. BLDG. HEIGHT (FT.) 35'
 SETBACKS
 FRONT (FT.) 25' MIN.
 SIDES (FT.) 10' MIN.
 REAR (FT.) 20' MIN.
 ACCESSORY BLDG.
 FRONT (FT.) N/A
 SIDE (FT.) 5' MIN.
 REAR (FT.) 10' MIN.

TOTAL ACREAGE

TRACK 1	1.424 ACRES
TRACT 2	1.473 ACRES
TRACT 2A	.781 ACRES
TRACT 2B	2.760 ACRES
TRACT 2C	0.024 ACRES
TRACT 3	3.220 ACRES
TRACT 4	1.192 ACRES
TRACT 5	.624 ACRES
TOTAL	11.498 ACRES

OWNER/DEVELOPER
 ANTHONY C. ELLIS
 804 EMORY ST.
 OXFORD, GA.
 PHONE: 678-725-1405

Surveyed By:
 John Elwin Knight,
 Ga.R.L.S. 1945
 P.O. Box 625
 Social Circle, Ga. 30025
 Ph: 770-464-4549



Tax Assessor's Certification

The pins and addresses have been added and approved by the Newton County Tax Assessors Office.

GIS Technician Date

Final Plat certification

This final Plat has been reviewed by the City of Oxford for compliance with the requirements of zoning regulations and is hereby approved for recording.

Signature Date

The sewer system to be installed per the City of Oxford specifications has been approved by the City of Oxford.

Signature Date

The drainage provisions to be installed per the City of Oxford specifications has been approved by the City of Oxford.

Signature Date



NOTE:

The Certification, as shown hereon is purely a statement of professional opinion based upon knowledge, information and belief, and based on existing field evidence and documentary evidence available. The Certification is not an expression or implied warranty or guarantee.

Surveyor Certification:

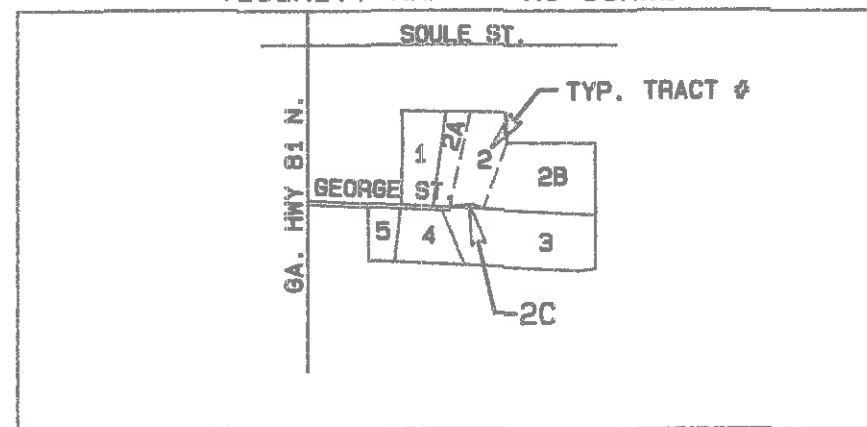
As required by subsection (c) of O.C.G.A. section 15-6-67, This plat has been prepared by a Land Surveyor and approved by all Applicable local jurisdictions for recording as evidence by approval certificates, stamps, or statements hereon, such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to the intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Surveyors Certification.

It is hereby certified that this plat is true and correct and was prepared from an actual survey by me or under my supervision, that all the monuments shown hereon actually exist or are marked "future:" and their size, location, and type material are correctly shown, and that all engineering requirements of the City of Oxford have been fully complied with.

John Elwin Knight G.A.R.L.S. 1945 11-23-2020
 GA R.L.S. No. 1945 Date

VICINITY MAP NO SCALE



PLAT OF SURVEY FOR:
 ANTHONY C. ELLIS

SHEET 2 OF 2

Scale: 1"=100

LAND DISTRICT 9 LAND LOT 288

Date: 11/23/2020

CITY OF OXFORD NEWTON CO, GA.

Revised:

Drawn By: B.R.W.

Job:

Surveyor: JOHN ELWIN KNIGHT GA. R.L.S. #1945

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor David S. Eady
City Manager Matthew Pepper
City Clerk Marcia Brooks

Wednesday, December 02, 2020

Anthony Ellis
804 C Emory Street
Oxford, GA 30054

Dear Mr. Ellis:

This is a reminder that your request for the approval of a minor subdivision will be on the agenda for the Oxford Planning Commission on Tuesday, December 8th. We will meet at 7 PM via video conference.

If the Planning Commission recommends approval, it will be submitted to the City Council for review at the Work Session on Monday, December 14th at 6:30 PM, and for a final vote at our Regular Session on Monday, January 4th at 7 PM.

We look forward to seeing you next Tuesday

Sincerely,

A handwritten signature in black ink, appearing to read "M. Pepper".

Matthew Pepper
City Manager

c: Planning Commission

DISCUSSION ON AMENDMENTS TO CHAPTER 40: The Commission discussed possible amendments to the following sections of Chapter 40 (Zoning):

- **Section 40-575 (Nonconforming Use)** – The Commission discussed the repair criteria for a nonconforming structure. They agreed that this section could be amended to include three types of repair work:
 - Repair from Casualty: significant repair work caused by a natural disaster or an act of God.
 - Customary Repairs and Maintenance: minor repairs caused by natural wear and tear.
 - Significant Modifications: major interior and/or exterior renovations. The Commission also discussed the threshold for the different categories of repair work for nonconforming structures.

- **Section 40-841 (Development Permit)** – The Commission discussed the breadth of the type of development activity that requires a development permit. They discussed amending Section 40- 841 to provide exceptions for minor work including painting, repairing a roof, replacing a few boards of siding. In addition, the Commission discussed whether installing a fence in the rear yard should require a development permit. They also discussed the role of the Zoning Administrator approving development permit applications for minor development activities. The Commission also discussed whether two post signs should require a development permit.

- **Section 40-842 (Building Permit)** – The Commission agreed that, as currently written, there is no development-related activity that should receive a building permit without first receiving a development permit. Consequently, the Commission concluded that Section 40-842 should clearly state the relationship between the two permits. The Commission also considered recommending an exception for trade permits (plumbing, power, natural gas, and HVAC) for applicants replacing or making significant repairs to utilities and appliances.

- **Division 16 (Residential Infill Overlay District)** – Mr. Eady encouraged the other Commission members to review the section discussing the city’s Residential Infill Overlay District. He questioned whether this type of district is currently necessary.