

OXFORD PLANNING COMMISSION

AGENDA

February 9, 2021 – 7 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 985 6874 7486

Passcode: 438399

1. **Opening** – Jonathan Eady, Chair
2. **Membership** – Jeremy Baker has been appointed to serve on the Planning Commission.
3. ***Minutes** – We have attached the minutes for January 12, 2021.
4. ***Rezoning Discussion** – In 2020, the Planning Commission made a recommendation to rezone six (6) parcels located along E. Clark Street and Emory Street from Town Center to R-20 Residential. The Commission will revisit their previous recommendation and consider whether to recommend rezoning an additional 18 parcels located along E. Clark Street and the east side of Emory Street. Currently, the 18 parcels are zoned R-7.5. We have attached a copy of the zoning map that includes the properties.
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.
6. **Other Business**
7. **Adjournment**

* Attachments

OXFORD PLANNING COMMISSION

Minutes – January 12, 2021

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

STAFF: Matthew Pepper, City Manager and Zoning Administrator.

GUESTS: David Huber; Brian Barnard.

OPENING: At 7:04 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 December 8, 2020 were adopted as amended. The vote was 5-0.

ELECTIONS: This is the first meeting of 2021, so it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary.

Upon motion of Mr. McQuaide, seconded by Mr. Ready, Mr. Eady was elected as Chair, Mr. May was elected as Vice-Chair, and Ms. Carson was elected as Secretary. The vote was 5-0.

BRIAN BARNARD DEVELOPMENT PERMIT APPLICATION (1112 Asbury Street): The Commission reviewed the development permit application to include interior renovation work to the kitchen. The work includes new cabinets, an island and pantry, and new flooring. Mr. Barnard confirmed that he will not modify any mechanical services as part of the kitchen renovation. It will be a part of the renovation work on the home located at 1112 Asbury Street that was approved by the Planning Commission in November 2020.

Upon motion of Mr. McQuaide, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete interior renovation work on the kitchen as described above. The vote was 5-0.

DAVID HUBER AND DANA PAYNE DEVELOPMENT PERMIT APPLICATION (1102 Emory Street): The Commission reviewed the development permit application to include the following work to the property located at 1102 Emory Street: the construction of a 6' tall wrought iron fence in the backyard; the completion of an outdoor shower; and the laying of a brick paver apron surrounding a shallow fishpond on the east side of the back patio. The Commission confirmed that the proposed fencing would be contained on Mr. Huber's property.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to include the work at 1102 Emory Street as described above. The vote was 5-0.

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

The Commission discussed the relationship between the city's development and building permits. They discussed amending Section 40-842 to include specific permits for structures like pools, decks, and fences. Prior to the February meeting, Mr. Pepper will send the Commission a list of permits that the city approved when it contracted for third-party building inspection and permitting services.

In addition, the Commission discussed making minor amendments to Division 16. – Residential Infill Overlay district to reduce the designation’s flexibility. For instance, the district contemplates that a north/south artery on the east side of Emory Street/SR 81 should be included in subdivision plans. This would be difficult to implement given the size of existing lots and available space to build.

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

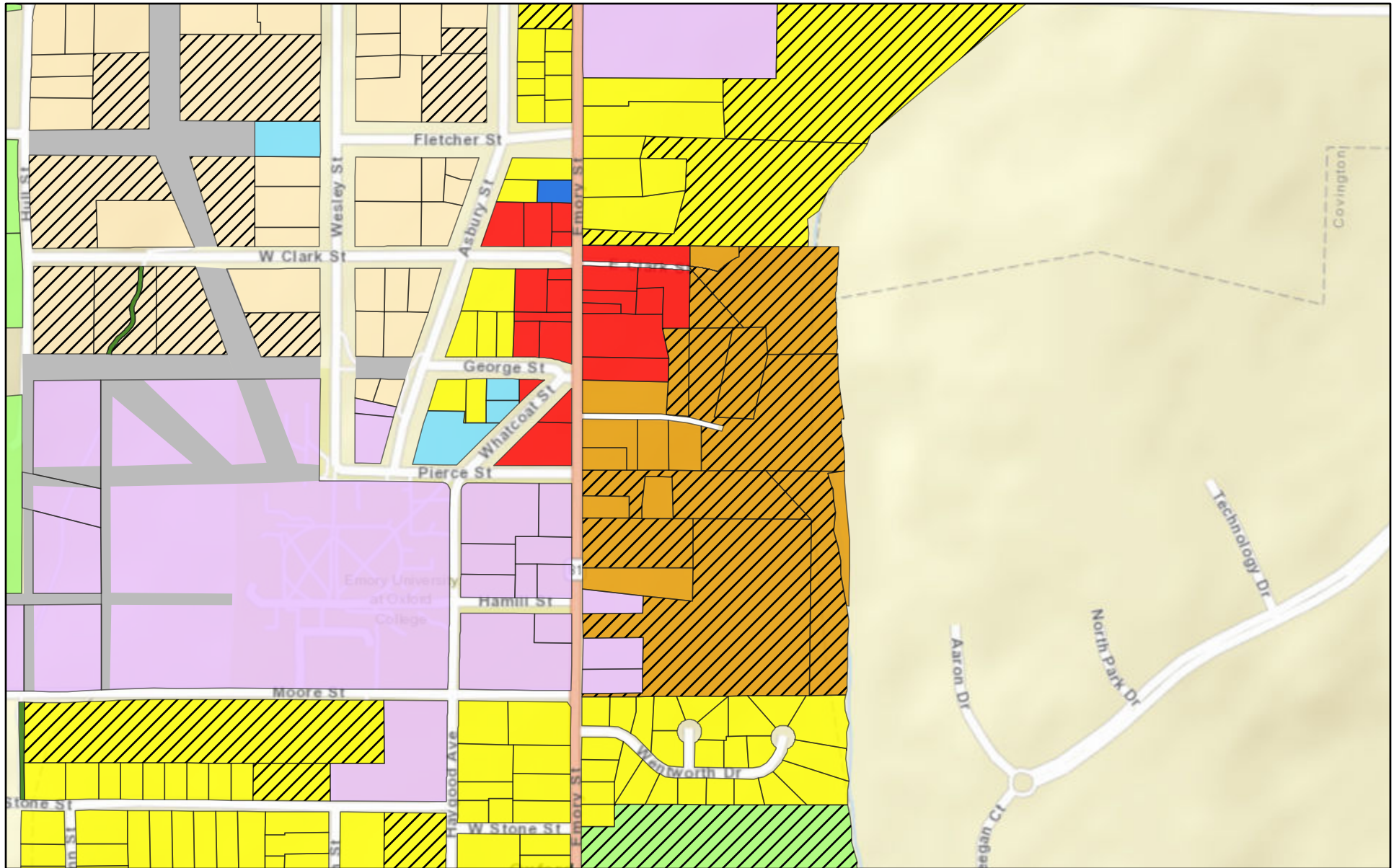
OTHER BUSINESS: Mr. Pepper reported to the Commission that the Mayor and City Council approved Mr. Ellis’s minor subdivision request at the January Regular Session Meeting. In addition, he reported that the city is still working on filling the vacant seat on the Commission.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:03 PM.

Submitted by:

Juanita Carson, Secretary

Oxford Zoning Map



February 3, 2021

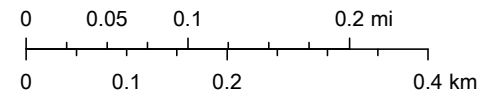
R-7.5 (Brown)

R-20 (Yellow)

Town Center (Red)

Institutional Campus (Pink)

1:9,028



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

POTENTIAL AMENDMENTS TO OXFORD ZONING ORDINANCE

1. Evaluate changes to provisions addressing nonconformities.

§40-575 Nonconforming Use

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

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, February 03, 2021

Dear Fellow Oxford Resident:

We are reminding you that all construction in Oxford requires the issuance of a development permit from the Oxford Planning Commission. Please refer to the list below of Frequently Asked Questions (FAQs) for more details:

What construction activities require a Development Permit?

According to the city's zoning code, a development permit is required to complete, but not limited to, the following construction activities:

- Building a structure that is permanently placed on or in the property. Common examples include a house, shed, carport, or fence.
- Clearing and grubbing.
- Grading or land disturbance.
- Renovating the interior of a home if the work involves utilities or affects the home's structural integrity (e.g. – removing load-bearing walls).
- Installing a permanent sign on the property.

Where can I get a copy of a Development Permit Application?

The Development Permit Application is available online at www.oxfordgeorgia.org or you can pick one up from the City Clerk's Office at City Hall (110 W. Clark). Each development permit application is approved by the Oxford Planning Commission at their monthly meeting.

What is the Planning Commission?

The Planning Commission is responsible to interpret and apply the city's zoning ordinances in all construction-related activities happening within the city. The Commission consists of six members, who are residents of the city. Each member is appointed by the Mayor and City Council to a three-year term.

When does the Planning Commission meet?

The Planning Commission meets at 7 PM on the second Tuesday of the month. To address safety concerns presented by the Covid-19 pandemic, the meetings are held via video conference until further notice. The meetings are open to the public.

What should I do if I am unsure if I need a Development Permit?

Call City Hall at 770-786-7004. The City's staff will let you know if you will need a development permit for a specific project.

Sincerely,

The Oxford Planning Commission