



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING
MONDAY, DECEMBER 4, 2017 – 6:30PM
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: David Eady, Mike Ready, Sarah Davis, and Melvin Baker.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Rob Bayless, Cheryl Ready, Laura McCanless, Rev. James Roach Jr., Adrienne Waddey.

Assistant City Manager Matt Pepper presented the draft of the Comprehensive Plan, breaking down each element of the plan including the vision for Oxford with reference to projects and short term work program. Pepper concluded with the final steps which will be the adoption of the plan and implementation of the projects on the plan. (Attached)

The public hearing was adjourned at 6:44 PM.

**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, DECEMBER 4, 2017 – 7:00PM
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: David Eady; Mike Ready and Sarah Davis, Melvin Baker, Jim Windham, George Holt.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Dave Harvey, Chief; Hoyt & LaTrelle Oliver, Rob Bayless, Cheryl Ready, Laura McCanless, Rev. James Roach Jr., Darryl & Teresa Welch, Mike Besaw, Todd Cain, Kendra Mayfield.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
Invocation: Hoyt Oliver/ Pledge of Allegiance:

Motion made Baker, seconded by Davis to accept the Agenda for December 4, 2017 Mayor and Council Regular Meeting. Motion passed 7/0 (Attachment A)

Honorary Councilmember

Mayor Roseberry announced we do not have an honorary councilmember for December.

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of November 6, 2017.
- b. Motion to approve the Minutes of the Work Session for November 20, 2017.

Majority vote passed 7/0. (Attachment B a-b)

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Council heard comments from LaTrelle Oliver of 312 W. Clark Street regarding the next Trees, Parks and Recreation meeting requesting council support in replacing 1 member.

Mike Besaw of 1020 Emory Street, congratulated Jeff Wearing on winning the election, and offered his support to Council.

MAYORS REPORTS

Mayor Roseberry said the report from the Police Department for last month showed they wrote 41 citations, 60 warnings and made 7 arrests. He also announced they have hired a new police officer, Daniel Ward.

Roseberry said he will meet with the mayors to participate in a Stakeholders Needs Assessment for Newton County here at City Hall on Friday, December 8 from 9:00 am to 10:30 am, and a Citizens Stakeholders Focus Group will meet again on Monday, December 11, 2017 in the Community Room from 6:30 to 8:00 pm. The meetings will be facilitated by Organizations By Design, a firm employed by Newton County for the project.

Code Enforcement Contractor

Assistant City Manager Matt Pepper presented a sample RFP for code enforcement service. After discussion it was requested that Matt check with the county and other cities on what type of certifications are required of their code enforcement officers and bring back for further discussion at the next meeting. Attachment C

Honorary Councilmember of the Month Program

A motion was made by Eady, seconded by Ready, to continue the program on an every other month basis to see if that is sufficient to minimize the burden on staff. In addition it will be the responsibility of the councilmember who nominates the person to be the lead and coordinate with staff for the tour and to take them to lunch. The motion passed 7/0.

Planning Commission Member

Assistant City Manager Matt Pepper said the Planning Commission has vacancies and expiring terms that require City Council action.

A motion was made by Eady, seconded by Windham to fill the 2 vacancies for the expiring members with Zach May and Laura McCanless both to serve a three (3) year term and Mike Besaw will serve the remainder of Penny England's term which expires December 2019 and Juanita Carson will serve the remainder of Jeff Wearing's term which expires December 2018. The motion passed 7/0.

Moore Street Sidewalk

Assistant City Manager Matt Pepper presented a write up from city engineer Robert Jordan regarding the site inspection to evaluate each side of the Moore Street 50-foot-wide right-of-way to determine the pros and cons

of locating a 5-foot sidewalk on either side from the soccer field westward to the Oxford city limits. After discussion and review of the research.

A motion was made by Windham, seconded by Holt to authorize Assistant City Manager Matt Pepper to request that City Engineer Robert Jordan to proceed with pre-bid documents moving everything to the South side. The motion passed 7/0. Attachment D.

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (October)	1,457.71
Blue Cross Blue Shield	Health Insurance (Dec)	6,676.54
Latham Home Sanitation Co. Inc.	Monthly curbside service for November	5,636.10
Newton County BOC	Water Purchase Cornish Creek for October Inv#2353	19,053.00
Sophicity	Monthly IT Services December	1,752.60
Southeastern Power Admin.	SEPA energy cost (Oct) Inv. B-18-0108	2,985.11
PURCHASES/CONTRACT LABOR		
AT&T	Contract ended / New Contract	1,386.14
McNair, McLemore, Middlebrook	CPA Professional/Audit Prep FY2017	9,770.00
The Covington News	Ads for Comprehensive Planning/Administrative Clerk and Police Officer.	1,188.89
APPROVED CONTRACTS		
HCS Services, LLC	Draw 2 on Walking Trail Project Invoice 11/21/2017	9,000.00
HCS Services, LLC	Draw 3 on Walking Trail Project Invoice 11/29/2017	60,000.00
Scarborough Tree Service	Removal of trees from Cemetery Inv#12066	4,800.00
Scarborough Tree Service	Removal of Black Walnut Tree at Old Church.	1,200.00
Scarborough Tree Service	Removal of dead oak on new part of walking path on George Street.	2,400.00

Invoice Approval

Motion made by Holt, seconded by Eady to approve invoices. Motion passed 7/0.

Motion by Windham, seconded by Ready to adjourn the Regular Session at 7:35 pm.

Respectfully Submitted;



Lauran Willis, CMC/FOA
City Clerk



City of Oxford Comprehensive Plan 2018 Update | *Let us stand by what is good and make it better if we can*



Developed by the Planning & Government Services Division of the Northeast Georgia Regional Commission



Acknowledgements

Jerry Roseberry, Mayor

Steering Committee

David Eady (Chair), Councilmember

Mike Ready, Councilmember

Adrienne Waddey, Oxford College
(*economic development member*)

Zach May

Laura McCanless

Mike Besaw

Northeast Georgia Regional Commission

James R. Dove, Executive Director

Burke Walker, Planning & Government Services Director

John Devine, AICP, Principal Planner (project lead)

Eva Kennedy, Planner

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Chapter 1

Introduction & Overview

Purpose

This comprehensive plan serves as a decision-making guide for local government officials and community leaders. Based on input from the public and a steering committee, the plan identifies needs and opportunities, goals and policies, land use practices, and an implementation framework for key elements.

Process

The comprehensive plan process follows the rules of the Georgia Department of Community Affairs (DCA), Minimum Standards and Procedures for Local Comprehensive Planning, effective 3/1/2014.

Public Involvement

Public Input & Steering Committee

The planning process began with a public hearing, and was followed by a series of community input sessions during which the public and a local steering committee were invited to discuss local trends and aspirations. An online questionnaire provided additional feedback opportunities, as did the availability of steering committee members to take questions and comments throughout the process (as presented at the first public hearing). A final public hearing was held before submittal of the plan to the DCA for review.

NEGRC's Role

The Northeast Georgia Regional Commission's Planning & Government Services Division oversaw the development of this plan, including facilitating public and steering committee meetings.



Chapter 2

Needs & Opportunities

The following list of needs and opportunities results from a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted at the first input meeting, with both steering committee and public present, as well as professional analysis of relevant data and results of the online questionnaire.

**Italicized entries indicate high priorities (with STWP project number in parentheses)*



"Old Church"

Population, Community & Governance

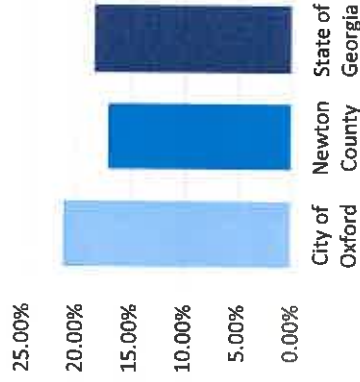
The City of Oxford has maintained a relatively stable population over the past 17 years, only growing 1.7% net (Esri BAO). Numbers are expected to remain steady over the following five years.

The median age of Oxford residents is 36.3 years. This is balanced by a large elderly population with a mixture of younger families. Just over one-quarter of households are reported to have received Social Security income and/or retirement income between the years of 2011 and 2015 (Esri BAO). This is typical of the region, and is likely to rise over following years due to the aging baby-boomer population. Several stakeholders expressed an interest in working to "make Oxford attractive to newcomers (e.g. young families)," and to increase integration between ages and races.(4)

Oxford, like nearby Covington, has experienced a shift in demographics between 2010 and 2017. There has been a 4.3% decrease in citizens identifying as white, leaving 56.3% of the population identifying as nonwhite. One stakeholder pointed out a lack of racial integration in the community as a weakness. The City should remain cognizant of shifting demographics and community relations to help guide their actions to meet the needs of a variety of people within the community.

While a large portion of the community is classified as white-collar, the City of Oxford has a higher poverty rate than Newton County and the State of Georgia, whose previously estimated poverty rates were 17.1% and 18.3%, respectively, compared to Oxford's 19.6% (US Census Bureau, ACS). However, only 1.6% of households received public assistance income in the previous year (Esri BAO).

Poverty Rates



Further research should be considered to determine what portion of the population is living in distress due to income levels and costs of living. One stakeholder commented that Oxford has a lack of housing opportunities while another stated that expanding attractive, affordable options is a priority. The City should facilitate an open community discussion and formulate a plan to address this.(26)

Important strengths noted by community members are its walkability, friendliness of neighbors and city staff, and its quiet and peaceful nature. Also, the presence of Emory's original campus offers a quaint educational setting with a younger population adding to the atmosphere of the city and providing opportunities for growth.

Planning, Land Use, and Housing

Land use consists mostly of single-family residential lots and an institutional campus. Both are considered strengths by most stakeholders. A light increase in commercial presence is desired to improve the vibrancy of the community and offer places to gather and shop. The zoning ordinance supports this by providing for a small town center along SR 81/Emory St. to add to a variety of single-family housing designations. Given the importance put on this project by stakeholders, the general public, and others, the city has identified the town center as its highest priority for short- and mid-term implementation.(23)

The housing stock consists of 641 households, a number only expected to grow by 0.01% over the next five years (Esri BAO). The owner-renter ratio is nearly equal to that of the nation: a 54.3% rate of owner-occupied units alongside 36.8% renter-occupied units within the Oxford city limits (US Census Bureau), with the remainder being unoccupied. These statistics are expected to remain stable through at least 2022. Also, nearly one-third of renter-occupied households report spending at or above 50% of their income on housing, well above the 30% rate accepted as the standard of affordability (Esri BAO). While this is below the national average, it should be explored as new housing alternatives develop.

Homes with two or more people make up the majority of units, while nearly one-quarter have a single resident. This segment of the population living alone suggests an opportunity to examine development of smaller living quarters and/or group living institutions such as neighborhood-scale retirement communities and cooperative housing.(26)

The nearby Covington Municipal Airport is noted by several community members as being a threat, as is impinging sprawl from Atlanta. A strong zoning code and growth plan will help mitigate future issues that may serve as a detriment to the "quiet, peaceful" character of Oxford.

Transportation

Given the size of the City of Oxford and lack of commercial destinations, traffic congestion is not a current issue. State Route 81 is the main thoroughfare through the city, serving as the primary access route to Covington and Interstate 20. This roadway serves approximately 10,000 trips per day and has one traffic light signal (Georgia Department of Transportation). If a town center is constructed along this corridor, added stress to the capacity of the road may occur. A comprehensive transportation analysis should accompany any final town center plans.

The remaining streets are of low-volume, residential character, and facilitate walking and biking relatively well. Owning very wide rights-of-way is noted by government stakeholders as a strength. This offers future possibilities for shoulder improvements such as designated walking and bicycling infrastructure, communication and utility improvements, and beautification installments. Based on GDOT traffic counts, road widening on these streets is unnecessary.

Currently, 12.4% of the population walks to work (ACS). This is facilitated by low-volume streets, the size of Oxford and its proximity to Covington, and the Multi-Use Trail system, which connects the northern residential areas to the college campus. However, stakeholders and the Mayor & Council have identified walkability and bikeability as major areas for improvement. As such, Oxford should revisit and update local plans for walking and bicycling, including a focus on connecting to Covington. (15)

SR 81 remains a source of frustration; stakeholders showed virtually universal interest in assuming local control of the corridor from the Georgia Department of Transportation. (27)

Input meeting attendees referenced the need for a citywide parking study. (28)

Natural and Cultural Resources

Natural and cultural resources are unanimously considered a strength among community feedback comments. The setting of Oxford offers a quiet atmosphere with a healthy tree canopy. The Multi-Use Trail offers residents a rich opportunity to enjoy the outdoors leisurely. Oxford should identify funding to complete the planned trail network throughout the community. The trail system, wide ROW, and single-family residential zoning designations are all mechanisms that can be used to maintain the natural attributes of the city. (15)

Historical context within the city has been thoroughly documented. The historical value of Emory's Oxford campus is noted to be both a strength and an opportunity. Also, the roots as a Methodist-planned city and mixture of historic architecture are strongly held by the community. The land included in the original town plan is designated as a historic district under the National Register of Historic Places (#75000603). Any existing maps outlining the boundaries of this district are unavailable. Under federal law, the listing of a property in the National Register places no restrictions on how a non-federal owner may use the property, up to and including destruction, unless the site is involved in a project that receives federal assistance (National Park Service). The City of Oxford should consider strategies such as designating a local historic district to provide greater protection to the various resources available. (13)

Stakeholders have identified updates and improvements to the zoning code as a means to maintain the community's historic and natural ambiance. (29)

Community Facilities and Services

The lack of community gathering spaces and/or event spaces (e.g. recreation center) is considered a weakness, based on community feedback. The Palmer-Stone school campus was noted as an opportunity for future use in regard to community facilities. Also, it is likely that the development of the town center and expansion of the Multi-Use Trail and park system will make more facilities available. Continued maintenance will be a key factor in determining the success of future amenities. One stakeholder noted that more attention should be directed toward the maintenance of trails and parks. (17, 18)

The creation of a community services and events office may accomplish these needs within the community, and utilizing Oxford College facilities would be appropriate for events that foster co-mingling. (25)

The lack of a diversified revenue stream is seen as an impediment to adding to services offered by the local government. (30)

Intergovernmental Coordination

Coordination between the college and government staff is paramount to achieving desired conditions within Oxford. The college community strengthens the viability for a commercial market in Oxford. The two entities should collaborate in recruiting and assisting businesses willing to invest. Also, coordination with the Newton County Schools System can help determine an appropriate use for the Palmer-Stone campus.

Stakeholder input points to a strong effort to pull the Newton County community together through the Newton County Tomorrow nonprofit. Additionally, events such as annual parades, festivals, and 5K races (or similar) can help forge a sense of community. (25)

Economic Development

The unemployment rate within the City of Oxford is 5.5%, lower than that of the nearby City of Covington; however, it is slightly higher than the national average (US Bureau of Labor Statistics).

Slightly over half of working Oxford residents are employed within Newton County, while the majority of those who are not find employment within the Atlanta metro area (Esri BAO). City leadership should work internally and with partners on the county and municipal levels within Newton County to ensure that suitable employment opportunities exist.

Restaurant, retail, and entertainment were expressed as economic development opportunities during input meetings; however, surrounding light industrial land uses are seen as threats. These goals will be accomplished through strong local ordinances and a successful Town Center undertaking. (23,29)

Chapter 3

Vision

Oxford will continue to be a community of homes, churches, and educational institutions with limited commercial development. Parks, trails, and streets will provide connectivity so that each neighborhood will identify together as members of the Oxford Community. Residents will be engaged to support projects that will improve our quality of life.

Oxford will be aesthetically distinctive and attractive, including streetscapes, signage, and public facility design. The City and Oxford College of Emory University will collaborate to maintain policies that are sensitive to the environment while fulfilling the needs of all residents, students, and visitors.

Goals & Policies

1. Oxford will enforce a code of ordinances that supports the City's vision
2. Oxford leaders will provide professional management of the city's resources with transparency and sound fiscal policies
3. Oxford will continue its program of upgrading drinking water and wastewater systems
4. Oxford will continue to explore ways to improve the quality of its electrical service and reduce its environmental impacts
5. Citizen volunteers will serve as members of the Planning Commission; the Trees, Parks, and Recreation Board; and various ad hoc committees
6. Oxford will expand its parks and trails system and add other complete streets infrastructure for bicycling and walking
7. Oxford will add wayfinding signage throughout the city, as appropriate
8. Oxford will engage Oxford College of Emory University and neighboring communities in a collaborative effort to improve quality of life for everyone
9. Oxford will attract community-supportive and -sensitive commercial uses, especially within a thriving new Town Center
10. Oxford will promote and examine new uses for existing resources such as Old Church, Palmer-Stone Elementary School, and Yarborough House
11. Oxford will draw younger residents, especially families

Chapter 4

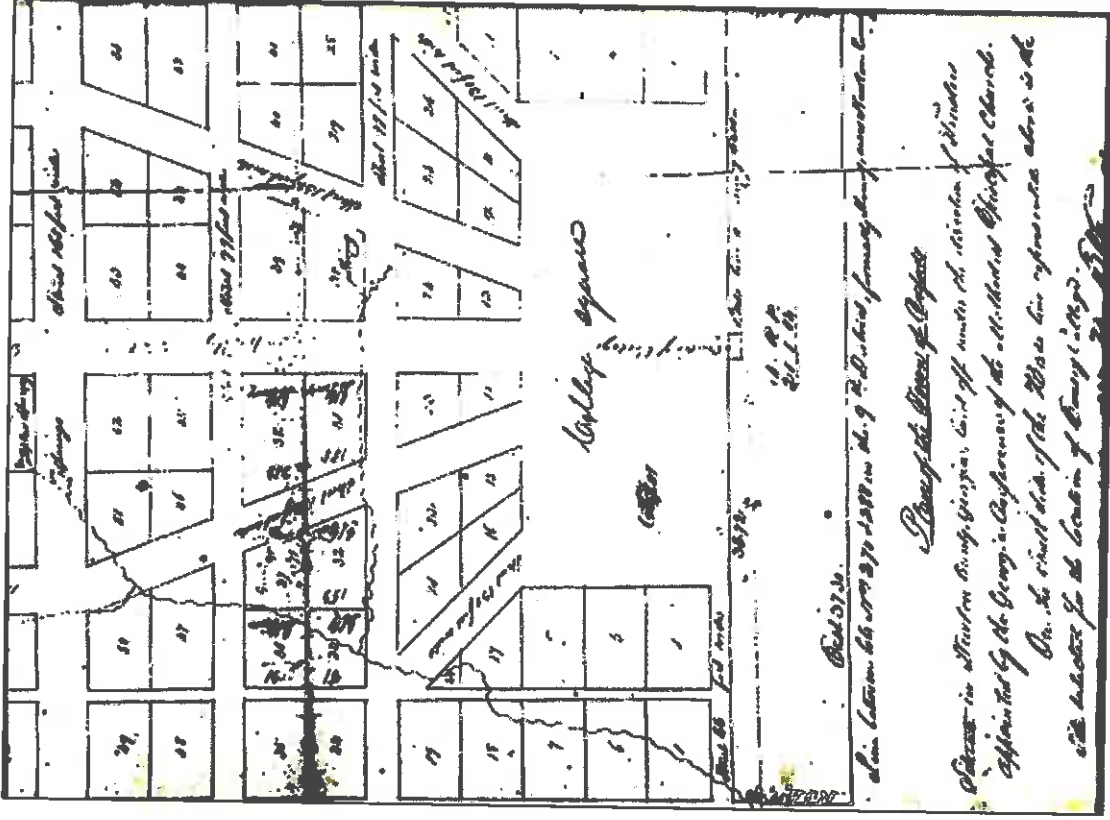
Land Use

Pursuant to the rules of the Georgia Department of Community Affairs, the following Character Areas Map and Defining Narrative provide the physical planning component of the comprehensive plan.

The DCA defines a character area as a specific district or section of the community that:

- Has unique or special characteristics to be preserved or enhanced (such as a downtown, a historic district, [an] arts district, a neighborhood, or a transportation corridor);
- Has potential to evolve into a unique area with more intentional guidance of future development through adequate planning and implementation (such as a strip commercial corridor that could be revitalized into a more attractive village development pattern); or
- Requires special attention due to unique development issues (rapid change of development patterns, economic decline, etc.)

Character areas typically provide greater flexibility than traditional future land use maps, in which each parcel is assigned a single category such as Residential or Commercial.



1837 Town Plan

Character Areas Compatibility Index

Character Area	Description of Character Area	Zoning Compatibility*	Appropriate Land Uses*
Historic Oxford	Original Town area, including campus. Residences of varying sizes and styles, Oxford College, public-use facilities, and commercial and office/ professional space.	R30, R20, OP, I, IC	Residential, Public, Commercial, Office, Mixed-use, Recreation
Town Center	Focal point/activity center with retail, service, office, higher-density housing, and public/open space.	TC, OP, I, IC, any residential (Single- and Multi-Family)	Residential, Public, Commercial, Office, Mixed-use, Recreation
Town Neighborhood	Traditional residential development with civic space scattered throughout.	R30, R20, R15, I, IC	Residential, Public, Recreation
Estate/Rural Residential	Low-density areas, typically on the periphery of the City, that feature little divergence from the prevailing residential character.	R30, RR, I, IC	Residential, Agriculture, Public, Recreation
Rural	Primarily undeveloped or developed at extremely low densities, this area is typically wooded or agricultural.	RR, I, IC	Agriculture, Residential, Public, Recreation

*Note: not all zoning and land use classifications will necessarily be appropriate in all locations within a character area.

Historic Oxford

The overall character of the area is intended to present the historic town of Oxford, with an extent and identity similar to the original town plan as developed in 1837 by Edward Lloyd Thomas. Mature hardwoods and preserved structures (including private residences, the Old Church, and Oxford College’s many distinctive buildings) provide both aesthetic and historical interest. The entire area is designated as a Heritage Landmark of the United Methodist Church and certain homeowners have elected for voluntary local historic designation.

Much of the community’s vision for this area focuses on preserving and enhancing what exists at present, not making significant additions or modifications to the prevailing physical and social fiber. This district represents and includes the most identity-inspiring, unique aspects of the City of Oxford and Oxford College, and residents would like to see these qualities maintained for the enjoyment and fulfillment of future generations. A variety of architectural styles and sizes, public-use facilities such as Oxford’s City Hall and the United States Post Office, and the historic Methodist Cemetery, as well as College facilities such as residence halls, class and office buildings, and peripheral uses, frame this district in a context more historic and preservation-minded than evolving and growth-accommodating.

Modifications and development in Historic Oxford must be mindful of potential effects on both the historic nature and the future experience. While a mixture of uses within the Historic Oxford area is appropriate, land use patterns, streetscapes, and natural environments should remain largely unaltered. Preservation of the district’s rich architectural and civic history must be paramount.

Compatibility

Zoning Compatibility	Appropriate Land Uses
R30, R20, OP, I, IC	Residential, Public, Commercial, Office, Mixed-use, Recreation



Implementation Measures

- Residential Infill Development – Ensure that new infill is compatible with its neighborhood (DCA model code available).
- Seek National Register of Historic Places status where appropriate.
- Require infill and material changes to historic properties to follow design standards to maintain historic integrity and significance.
- Provide information to interested property owners regarding state and federal incentives for rehabilitating historic structures.
- Facilitate habitat preservation and active living by greenway and/or trails networks; protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Pocket Parks – Establish open spaces, providing free, open access to greenspace and protecting wildlife and landscape.
- Evaluate, maintain, and repair municipal utility systems.
- Create a network of trails and greenways.
- Complete Streets – Accommodate all road users.
- Sign Regulations – Control the aesthetic impact of signage on the community by restricting the location, size, and appearance of advertising signs (DCA model code available).
- Design Standards – Ensure compatibility with existing character.
- Consider form-based concerns to ensure compatibility.
- Direct growth to suitable locations while preserving sensitive or otherwise critical areas through transfer-of-development rights.



Town Center

Oxford's Town Center will feature a mixed use environment that combines residential and commercial uses within a community-based node. The area is designed to provide limited convenience shopping and services for City of Oxford residents, students, and visitors. Inclusion of residential development at higher densities than typically found in Oxford will depend on community desires and availability of the necessary supportive infrastructure.

The identified area represents property delineated by residents during the participatory process – a portion of the original town of Oxford (1837 Thomas plan) – and an additional belt of land along the east side of Emory Street that includes space currently zoned for commercial use. Much of this quarter lies within the study area defined by a 2006 effort to study the possibility of incorporating such a space into Oxford's fabric.

Town Center residences, offices, and commercial establishments will be less reliant on automobile traffic than those in other areas and should be internally linked with bicycle and pedestrian networks; parking should be limited in order to make efficient use of land and to encourage access by other modes than driving. Small public open spaces consisting of plazas, pocket parks, and squares will be integral, as will other spaces that facilitate interaction, including spacious sidewalks and food and drink establishments that feature outdoor seating.

Compatibility



Zoning Compatibility	Appropriate Land Uses
TC, OP, I, IC, any residential (Single- and Multi-Family)	Residential, Public, Commercial, Office, Mixed-use, Recreation

Implementation Measures

- Upgrade and revitalize downtown buildings, streetscape, and parking.
- Identify businesses to recruit and support - establish a process for selecting businesses that best suit the community.
- Require multiple access points to increase interconnectivity and minimize traffic impacts on the road network.
- Develop incentives to set aside useable open space within new residential developments.
- Create balanced developments by adopting inclusive land use practices that require a predetermined percentage of affordable housing.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Evaluate, maintain, and repair municipal utility systems.
- Incorporate recreation areas into new residential developments as a means of distributing park space within the vicinity of new residents.
- Assess the feasibility of implementing an impact fee program.
- Implement context-sensitive design principles in streetscaping, building situation, traffic management, etc.

- Consider form-based concerns when reviewing new development to ensure compatibility.
- Complete Streets – Accommodate all road users.
- Compact development – Construct buildings vertically rather than horizontally, and configure them on a block or neighborhood scale that makes efficient use of land and resources.
- Mixed-use Zoning – Allow different types of uses (such as housing, shopping, and offices) to locate within the same district, provided these uses are reasonably related and compatible.
- Town Center/Village Zoning – Concentrate activities such as general retail, service commercial, professional office, higher-density housing, and appropriate public and open space uses easily accessible by pedestrians.
- Design Guidelines/Standards – Provide guidance or develop regulations concerning the appropriateness of buildings, properties, and land uses to create an architecturally and physically cohesive area of specified character. Establish a basis for Planning Commission and City Council evaluation of proposals.
- Minimum Density Requirements – Establish minimum thresholds for residential units per acre, where appropriate, to ensure compact, efficient, thriving development.
- Minimize unusable commercial space and impervious surfaces by allowing flexibility in parking regulations and shared parking where appropriate.

Town Neighborhood

The prevailing feature of this character area will be traditional neighborhood developments with moderate residential density, pedestrian orientation, and street connectivity. Bordering both the Town Center and Historic Oxford character areas, the Town Neighborhood areas maximize infrastructure efficiency and concentrate development to allow preservation or lower densities in more sensitive and rural spaces.

Higher residential densities than typically found in the Historic Oxford area are encouraged, and development in the Town Neighborhood character area will occur where supportive infrastructure and potential for infill exist. Typical dwelling densities will be one unit to $\frac{1}{4}$ -to one acre.

Neighborhood-appropriate public-institutional activity is also encouraged to facilitate walking, bicycling, and community interaction, provided it is developed within the character and context of the neighborhood. Recreation, education, public administration, healthcare, or other similar uses will support increased population densities.

Small, neighborhood scale parks and networks of greenways, pedestrian and bicycle paths, and extensive sidewalks will be important to this classification. Street connectivity should be incorporated within and between developments.

Compatibility

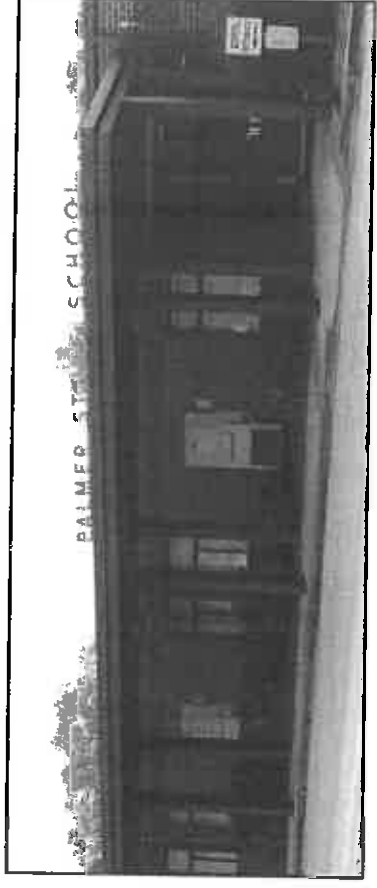
Zoning Compatibility	Appropriate Land Uses
R30, R20, R15, I, IC	Residential, Public, Recreation



Implementation Measures

- Residential Infill Development – Ensure that new infill development is compatible with its neighborhood (DCA model code available).
- Seek National Register of Historic Places status for historic structures where appropriate.
- Require infill and material changes to historic properties or districts to follow design standards to maintain historic integrity and significance.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect tree canopy.
- Pocket Parks – Establish open spaces owned and managed by local people, providing free, open access to greenspace and protecting wildlife and landscape.
- Evaluate, maintain, and repair municipal utility systems.
- Site schools at locations convenient to residential areas and to encourage safe and active transportation.
- Transportation Enhancements Program – Seek funding for transportation choices projects, including sidewalks, bike lanes, multi-use trails, and streetscape improvements.

- Create a network of trails and greenways to positively impact the community by providing transportation, recreation, and educational opportunities.
- Complete Streets – Accommodate all road users.
- Require appropriate buffers and landscaping between incompatible uses.
- Sign Regulations – Control the aesthetic impact of signage on the community by restricting the location, size, and appearance of advertising signs (DCA model code available).
- Design Standards – Ensure that new development and improvements to existing properties is compatible with the existing/historic character.
- Consider form based concerns when reviewing new development to ensure compatibility.
- Direct growth to suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Estate/Rural Residential

Preserving rural character while accommodating limited residential growth is the predominant theme of this area. The aim is to encourage preservation of land currently used at lower intensities and/or environmentally critical areas, and to discourage incompatible uses. This area will feature large residential lots with limited infrastructure access (sewerage is typically not available and water access varies).

Open space and master planned developments are encouraged to preserve greenspace and retain the rural characteristics of the land designated as Estate/Rural Residential. These areas may also accommodate recreation and public or institutional uses.

The intent is to provide a lower level of service to the area, in terms of transportation and infrastructure expansion, in order to reduce development pressures and retain existing rural qualities. Street connectivity should be incorporated within and between new developments.

Compatibility

Zoning Compatibility	Appropriate Land Uses
R30, RR, I, IC	Residential, Agriculture, Public, Recreation



Implementation Measures

- Encourage voluntary resource preservation through conservation easements.
- Protect critical lands by developing conservation subdivisions.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect rural and environmentally sensitive areas from the encroachment of incompatible uses by directing all new development to appropriate areas as defined on the Future Development Map.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Protect tree canopy.
- Design streets to maximize efficiency (minimize pavement width) and safety, and to accommodate all users.
- Cluster development to encourage land use efficiency, natural resources protection, and transportation choices.
- Design developments to be context sensitive.
- Consider form based concerns when reviewing new development to ensure compatibility.
- Concentrate growth in suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Rural

The overall character of the area can be classified as primarily rural, agricultural, or conservation space designated for preservation over the duration of the planning horizon.

Extremely low residential densities may be supported within this area, but the intent is to deter development while preserving natural and agricultural resources – residential structures should not comprise the main or significant use of any one parcel. Rather, while houses may exist on land that is predominantly set for open space or agriculture, the predominant use will assume a more rural nature.

Parks, greenways and multi-use paths, habitat preservation areas (including conservation easements, which can also be invoked to protect agricultural land), and other civic or private open spaces are encouraged.

Compatibility

Zoning Compatibility	Appropriate Land Uses
RR, I, IC	Residential, Agriculture, Public Recreation

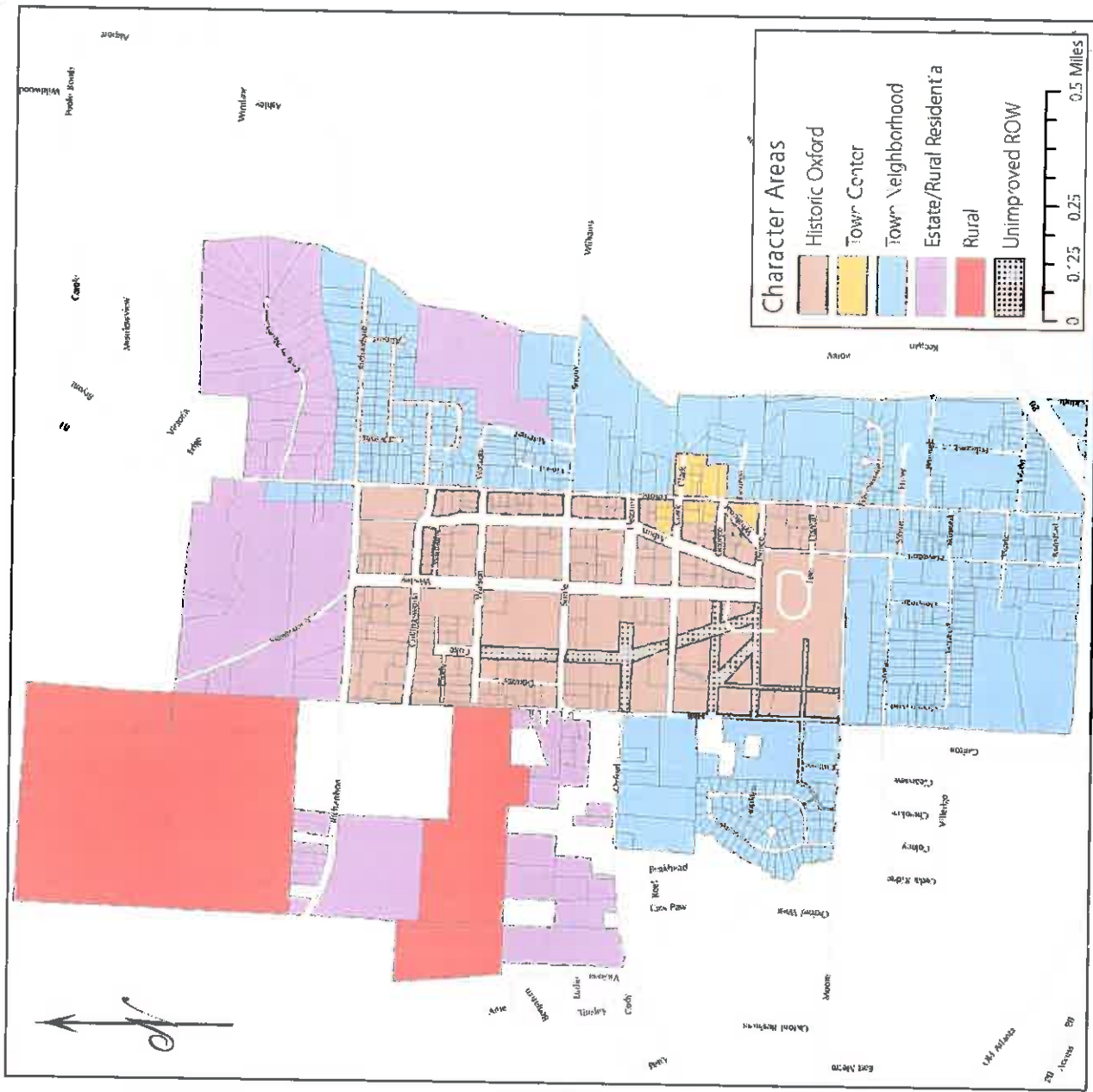


Implementation Measures

- Encourage voluntary resource preservation through conservation easements.
- Protect critical lands by developing conservation subdivisions.
- Facilitate habitat preservation and active living by greenway and/or trails networks.
- Protect riparian areas by enforcing buffers.
- Protect rural and environmentally sensitive areas from the encroachment of incompatible uses by directing all new development to appropriate areas as defined on the Future Development Map.
- Seek National Register of Historic Places status for historic structures where appropriate.
- Provide information to interested property owners regarding available state and federal incentives for the rehabilitation of historic structures.
- Provide information on funding opportunities for the rehabilitation and reuse of historic resources.
- Protect tree canopy.
- Concentrate growth in suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights.



Future Development Map



Chapter 5

Transportation

Since Covington is located within the Metropolitan Planning Organization (MPO) boundary of the Atlanta Regional Commission (ARC), the State of Georgia requires its comprehensive plan to include this transportation element. MPOs are federally-mandated organizations that provide regional context to transportation planning in urbanized areas. This section and the ARC's Regional Transportation Plan (RTP) should be used together when considering local transportation decisions.



Oxford Multi-Use Trail

Local and Regional Transportation Considerations

Transportation discussions are found throughout this comprehensive plan. Additionally, the community has identified the following *Objectives and Policies* from the ARC's RTP (2016, p47) as desirable in Covington:

- 1.1 Prioritize data-supported maintenance projects over expansion projects.
- 1.2 Promote system reliability and resiliency.
- 1.3 Promote transit and active transportation modes to improve access.
- 2.3 Promote bicycle transportation by developing safe and connected route options and facilities.
- 2.4 Promote pedestrian-friendly policies and designs.
- 3.1 Prioritize solutions that improve multimodal connectivity.
- 3.4 Implement a complete streets approach on roadway projects that is sensitive to the existing community.
- 4.1 Promote and enhance safety across all planning and implementation efforts, including support for the state strategic highway safety plan.
- 4.2 Coordinate security and emergency preparedness programs across transportation modes and jurisdictions.
- 5.1 Maintain and expand transportation options that serve the region's most vulnerable populations.
- 5.4 Increase access to areas with essential services, including healthcare, education, recreation, entertainment, and commercial retail.

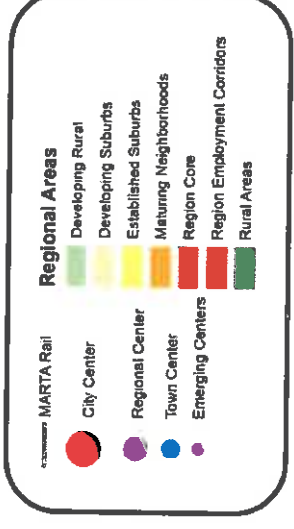
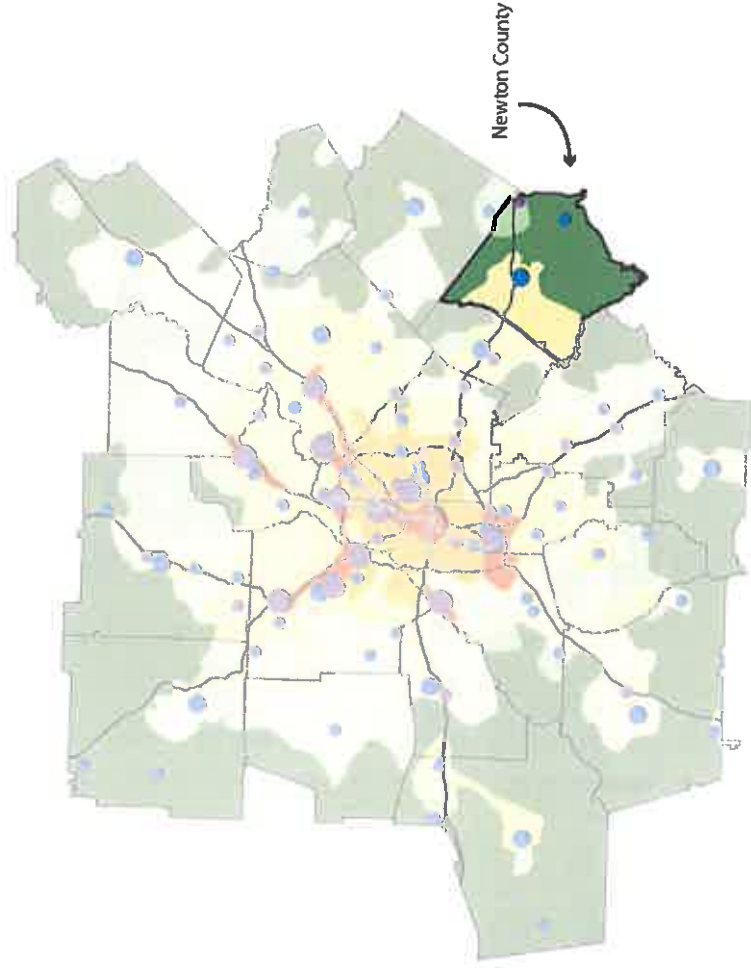
Growth and Development

Oxford’s future land use vision, which is detailed in Chapter 4 and around which additional discussion takes place throughout this plan, prioritizes a new town center, substantial historic preservation, neighborhood-based residential life, and connected greenspace. The ARC RTP’s Unified Growth Policy Map, which describes Oxford as Developing Suburbs, conflicts with the community’s desired growth patterns. As such, the local government and the ARC should refer to the growth vision and future land use found in this comprehensive plan rather than the RTP’s UGPM.

Oxford and the ARC MPO

Oxford does not participate directly in the Atlanta MPO. It is represented through the Newton County government on the Transportation & Air Quality Committee and Transportation Coordinating Committee, and as part of the ARC’s Municipal District 5, which includes other cities within Newton, DeKalb, and Rockdale counties. The ARC RTP includes a SR 81 (Emory Street) Bicycle and Pedestrian Bridge within the city limits.

(<http://garc.maps.arcgis.com/apps/webappviewer/index.html?id=025cab0f2ee54b779dc77209e51f3f25/>)



Chapter 6

Community Work Program

The Short-Term Work Program (2018-2022), updated every five years, provides a list of specific activities that the community plans to address as immediate priorities. A Report of Plan Accomplishments, which provides **status** commentary on the previous work plan (2013-2017), follows.

Short-Term Work Program, 2018-2022

(*entries with an asterisk represent carryover items from the previous STWP)

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
1	*Update records of historic cemetery for use with city walking tour	2020	Departmental staff	Minimal	City
2	*Develop comprehensive alternative energy plan	2020	Mayor & Council, Manager, Departmental staff	Unknown	City
3	*Pursue Georgia Camera Ready certification	2018	Manager	None	NA
4	*Develop comprehensive branding, marketing, and promotional plan including promoting construction of high-quality residential and commercial development, especially to attract younger families and increase diversity (age and race)	2019	Mayor & Council, Manager, DDA	\$30,000	City, DDA
5	*Complete bike/ped bridge over I-20; extend sidewalk to Town Center	2019	City, Covington, GDOT, ARC	\$750,000	City, Covington, GDOT, ARC
6	*Update GIS datasets, including public infrastructure, parcels, and buildings	2020	Manager	\$10,000	City
7	*Develop plan for use of GIS	2018	Manager	\$2,500	City
8	*Redesign streets to begin implementing Town Center	2018	Mayor & Council, Manager	Unknown	City
9	*Design and install streetscape improvements to George/Whatcoat streets	2019	Mayor & Council, Manager, Departmental staff	Unknown	City
10	*Develop master plan for Town Center	2019	Mayor & Council, Manager, Departmental staff	\$25,000-\$75,000	City
11	*Adopt sustainability plan to include transportation, biodiversity, resource conservation, invasive species, etc.	2018	Mayor & Council, Manager	\$15,000-\$30,000	City
12	*Devise recreation plan	2019	Mayor & Council, Manager	\$10,000	City

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
13	*Decide whether to create a local historic district and, if appropriate, implement a strategy	2018-2020	Mayor & Council, Manager	Minimal	City
14	*Implement public transportation service	2020	City, Newton County, GDOT, Newton County Tomorrow	Varies by option	City, Newton County, GDOT, Newton County Tomorrow
15	*Develop a citywide Complete Streets and Trails Plan that includes a focus on connectivity to Covington	2018	Mayor & Council, Manager, Departmental staff	\$2,000	City
16	*Develop annexation plan	2018	Mayor & Council, Manager	Minimal	City
17	Establish Welcome/Historic/Arts Center/coffee shop at Yarborough House	2020	Mayor & Council, Manager, Departmental staff, DDA	\$50,000-\$100,000	City
18	Acquire Palmer-Stone Elementary School for use as community/civic center and small business development resource	2021	Mayor & Council, Manager, Departmental staff	Minimal purchase cost	City
19	Establish skate park and bicycle pump track (possibly behind PSES)	2022	Mayor & Council, Manager, Departmental staff	\$200,000	City, DDA
20	Establish deer population control program	2018	Mayor & Council, Manager, Departmental staff	Minimal	City
21	Develop and implement plan to install district markers and wayfinding signage throughout the city	2020	Mayor & Council, Manager, Departmental staff	\$20,000	City
22	Create playscape at George Street Park	2019	Mayor & Council, Manager, Departmental staff	\$25,000	City
23	Implement high-priority phase projects for Town Center	2019-2022	Mayor & Council, Manager, Departmental staff	Minimal	City
24	Develop DDA strategic plan and evaluate appropriateness of Main Street Program	2019	Mayor & Council, Manager, DDA	Minimal	City, DDA
25	Assign staff to be responsible for offering events and other programming, including as part of a partnership with Newton County and its other municipalities and nonprofit organizations	2018	Mayor & Council	None	NA
26	Complete a housing plan to expand options, including small-scale units and/or cooperative housing, accommodations for seniors, and higher-end homes	2019	Mayor & Council, Manager, Departmental staff	\$5,000	City

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
27	Devise and implement strategy to assume local control of SR81	2020	Mayor & Council, Manager, Departmental staff, GDOT	Unknown	City
28	Develop parking study to improve availability and distribution citywide	2020-2021	Mayor & Council, Manager, Departmental staff	Minimal	City
29	Audit and adjust the zoning ordinance as necessary to ensure successful implementation of this comprehensive plan, especially to protect resources, recruit appropriate businesses, and encourage development of desired housing opportunities	2019-2021	Mayor & Council, Manager, Departmental staff	\$2,000-\$5,000	City
30	Identify additional/alternative revenue sources	2018	Mayor & Council, Manager, Departmental staff	None	City

Report of Plan Accomplishments, 2013-2017

#	Activity	Status	Notes
1	Conduct review and assessment of city charter	Complete	
2	Digitize and archive city records (assign duties to existing staff member or student intern)	Complete	
3	Work with Newton County to ensure location of new EMS/fire station within or near Oxford	Underway	2018 Completion
4	Increase ordinance enforcement and building and safety inspections	Complete	
5	Purchase software to streamline internal processes (inspections, permitting, work orders, etc.)	Complete	
6	Enroll in the Certified Literate Community Program, if appropriate	Abandoned	No longer priority
7	Display information highlighting Oxford's history at City Hall	Complete	
8	Update self-guided tour and brochure of city and college	Complete	
9	Update records of Oxford's historic cemetery, for use as part of a city walking tour	Underway	2020 Completion
10	Work with GDOT and county BOC to divert truck through-traffic off of SR81/Emory St. and onto SR142, and to apply traffic-calming measures on SR81 within the Oxford city limits	Completed	
11	Develop ordinance for solar energy (utility committee)	Postponed	2020 Completion; city prefers to undertake comprehensive alternative energy plan
12	Conduct annual review of all enterprise funds (cost and rate structure)	Complete	
13	Pursue Georgia Camera Ready certification	Postponed	2019 Completion; other projects had higher priority
14	Develop a marketing plan to promote high-quality residential and commercial development	Postponed	2019 Completion; other projects had higher priority
15	Explore use of "smart meters" for electric and water utilities; implement if appropriate	Complete	
16	Complete Moore/Cook waterline loop	Complete	
17	Per 2007 ordinance, ensure that all potential customers within 100' of sewer lines tap in and pay fees	Abandoned	Changed applicable ordinance
18	Work with the city of Covington, GDOT, and ARC to complete a bicycle/ pedestrian bridge over I-20 and a sidewalk from the bridge to the Town Center	Underway	2019 Completion

#	Activity	Status	Notes
19	Replace water mains on Emory St. and Asbury St.	Complete	
20	Survey city boundary and update GIS datasets	Complete	
21	Update GIS datasets, including public infrastructure, parcels, buildings, etc.	Underway	2020 Completion
22	Develop plan for use of GIS	Postponed	2018 Completion; other projects had higher priority
23	Reconfigure design of streets for Town Center development	Underway	2018 Completion
24	Design and install streetscape improvements to George and Whatcoat streets	Underway	2019 Completion
25	Develop Master Plan for Town Center development	Underway	2019 Completion
26	Develop Sustainability Plan to include transportation, biodiversity, resource conservation, invasive species, etc.	Postponed	2018 Completion; other projects had higher priority
27	Assess multi-use trail system and develop use and maintenance ordinance	Complete	
28	Address potential for golf cart usage on city streets and multi-use trails	Complete	
29	Develop Passive Recreation Plan	Postponed	2019 Completion; other projects had higher priority
30	Develop Citywide Wi-Fi Feasibility Study	Abandoned	No longer priority
31	Ensure consistency of city's zoning ordinance with its goal to accommodate a variety of new residents, in concert with zoning updates for county's 2050 plan.	Complete	
32	Identify and pursue opportunities for infill development	Complete	
33	Audit and, if necessary, revise local ordinances and future development map	Complete	
34	Participate in pre-disaster mitigation planning process with Newton County	Complete	
35	Conduct regular water quality monitoring on local streams	Complete	
36	Pursue state and/or federal historic designations or other protections for districts and/or properties	Underway	2019 Completion
37	Study potential for provision of rural public transportation service	Underway	2020 Completion (rework for STWP)
38	Participate in the activities of the Northeast Georgia Bicycle and Pedestrian Task Force	Complete	
39	Prepare a plan for development of city's Service Delivery Area as it pertains to water and sewer services	Complete	

#	Activity	Status	Notes
40	Develop tree management plan and adjust tree ordinance accordingly	Complete	
41	Identify, mark, and develop material about all historic properties in Oxford	Complete	
42	Implement Central Newton County Plan for Bicycling and Walking	Underway	2021 Completion
Long-Range 1	Encourage and assist home-owners in upgrading safety and efficiency of homes	(Long-Range)	Carryover into STWP
Long-Range 2	Study benefits of annexing existing/potential industrial sites to diversify tax base	(Long-Range)	Carryover into STWP

**OXFORD MAYOR AND COUNCIL
PUBLIC HEARING
MONDAY, DECEMBER 4, 2017 – 6:30 P.M.
CITY HALL
A G E N D A**

Comprehensive Plan - We will have an update report to brief the community on the contents of the comprehensive plan that will be submitted to the Regional Commission & DCA.

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, DECEMBER 4, 2017 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the December 4, 2017 Mayor and Council Regular Meeting
5. **Honorary Councilmember** – We will not have an honorary councilmember for December.
6. **CONSENT AGENDA**
 - a. * Motion to approve the Minutes of the Regular Meeting of November 6, 2017.
 - b. * Motion to approve the Minutes of the Work Session November 20, 2017.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns
9. Mayor's Report
10. *** Code Enforcement Contractor** – We will continue our discussion on contracting out the city's code enforcement services. We have attached a sample Request for Proposal for code enforcement services for Council to review.

11. **Honorary Councilmember of the Month Program** – We will continue our discussion on potential changes to the city’s Councilmember of the Month program.
12. **Planning Commission Members** – The Planning Commission has vacancies and expiring terms that require City Council action.
13. **Moore Street Sidewalk** – This item is an update on the Moore Street Sidewalk project with council discussion and decision regarding the city engineer’s recommendation.
14. Invoice Approval
15. **Executive Session** – Personnel and real estate matters.
16. Adjourn

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (October)	1,457.71
Blue Cross Blue Shield	Health Insurance (Dec)	6
Latham Home Sanitation Co. Inc.	Monthly curbside service for November	5,636.10
Newton County BOC	Water Purchase Cornish Creek for October Inv#2353	19,053.00
Sophicity	Monthly IT Services December	1,752.60
Southeastern Power Admin.	SEPA energy cost (Oct) Inv. B-18-0108	2,985.11
PURCHASES/CONTRACT LABOR		
AT&T	Contract ended / New Contract	1,386.14
McNair, McLemore, Middlebrook	CPA Professional/Audit Prep FY2017	9,770.00
The Covington News	Ads for Comprehensive Planning/Administrative Clerk and Police Officer.	1,188.89
APPROVED CONTRACTS		
HCS Services, LLC	Draw 2 on Walking Trail Project Invoice 11/21/2017	9,000.00
HCS Services, LLC	Draw 3 on Walking Trail Project Invoice 11/29/2017	60,000.00
Scarborough Tree Service	Removal of trees from Cemetery Inv#12066	4,800.00
Scarborough Tree Service	Removal of Black Walnut Tree at Old Church.	1,200.00
Scarborough Tree Service	Removal of dead oak on new part of walking path on George Street.	2,400.00



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING

REGULAR SESSION

MONDAY, NOVEMBER 6, 2017 – 7:00PM

CITY HALL

DRAFT

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready and Sarah Davis, Melvin Baker.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; David Strickland, City Attorney; Dave Harvey, Chief; Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Teresa & Darryl Welch, Robert Bayless, Louise Eady, Peggy Madden, Patsy Burke, Judy Greer, Anita Carson, Cheryl Ready.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Invocation: Hoyt Oliver / Pledge of Allegiance:

Motion made by Windham, seconded by Ready to accept the Agenda for November 6, 2017 Mayor and Council Regular Meeting. Motion passed 7/0. (Attachment A)

Honorary Councilmember

Mayor Roseberry announced we will not have an honorary councilmember for November.

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of October 2, 2017.
- b. Motion to approve the Minutes of the Work Session October 16, 2017.
- c. Motion to accept the Minutes of the Planning Commission for July 11, August 8 and September 20, 2017.

Windham suggested to include address on items discussed by Planning Commission.

Majority vote passed 7/0. (Attached)

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None

CITIZENS COMMENTS/CONCERNS

Council heard comments from Vivian Harris regarding the need for a culvert at her property located at 406 W. Soule St.

MAYORS REPORTS

Mayor Roseberry said he will be attending the Georgia Regional Commissions Conference in St. Simon on

Wednesday and Thursday of this week and Friday through Saturday, he and Matt will attend the 2017 Mayors Summit hosted by MEAG.

Roseberry also said Assistant City Manager Matt Pepper is working on a memo from the retreat. Matt is working with Chief Harvey on changes for the police department operations and will have a report at the November work session.

Historic Preservation Committee

Councilmember Melvin Baker presented a report from the historic committee on the house at 6153 Emory Street referred to by some as the (Bloodworth Property). The recommendations by the committee were to demolish the residence and develop the property as "pocket park" with the completion of the purposed side walk and pedestrian bridge crossing Interstate 20. In addition their research of the residence located at 107 W. Clark Street (the Yarbrough House) be used as a multi-purpose facility that might include a Welcome Center, a Historic Museum, Community Center and Coffee Shop. (Attached)

N. Emory Sewer Project Second Reading for Sec. 36-93 Ordinance Change

We had the second reading of the Ordinance by City Council to Amend Chapter 36 Utilities, Article IV Sewer Service, by amending Section 36-93 Paragraphs D and E Requirements of Mandatory Connection; to repeal all conflicting ordinances; to provide for Severability, an effective date; and for other purposes.

Motion was made by Ready, seconded by Davis, to amend the Ordinance Chapter 36 Utilities, Article IV Sewer Service, Section 36-93, and Paragraphs D and E requirements of Mandatory Connection. Motion passed 5 yea's with 2 votes Windham and Eady vote nay. (Attached)

Grant Writer

A motion was made by Windham, seconded by Eady to pursue a contract with Erik Oliver to research grants for the historic preservation of 107 W. Clark Street (Yarborough House) former home of Atticus Haygood at the cost of \$25.00 per hour not to exceed \$1,000.00 without prior approval from council. Motion passed 7/0. Further, once research is complete, the city will contract with Oliver to pursue the grant application for funding, with contract fee to be determined at that time.

Moore Street Traffic Study

Chief Harvey presented a report regarding the speeding complaints on Moore Street. It was recommended to be safer and more efficient to have a speed bump installed rather than stop signs.

A motion was made by Windham, seconded by Ready to put a speed table (like the ones we have at the trail crossings) at the western edge of Long Street Circle. Motion passed 7/0

Windham requested we add to the work session for discussion regarding weight limit signs.

Honorary Councilmember of the Month Program

This item will be moved to the work session for further discussion.

101 Longstreet Circle

Assistant City Manager Matt Pepper presented results of a survey sent to 62 homes located in the Longstreet Circle subdivision regarding the empty lot at 101 Longstreet Circle. There was 57.1% in favor of a park, with 31.4% opposed and 11.4% unsure. Concerns were lack of parking, attracting people from other neighborhoods and traffic on Moore Street.

A motion was made by Windham, seconded by Baker to assign this project to the Trees, Parks and Recreation committee for recommendations and proposals for the type of park, safety and lighting issues. The motion passed 7/0. Attached

Local Maintenance and Improvement Grant

Assistant City Manager Matt Pepper presented a resolution for the FY2018 LMIG Grant Program designating East Bonnell Street for this project. The estimated project cost is \$28,798.00. DOT has approved \$23,873.46 for the completion of this project. The Grant program requires the cities' match of 30% or \$7,695.17. We recommend that Council approve the resolution to be submitted to DOT.

A motion was made by Eady, seconded by Holt to approve the resolution to be submitted to DOT for the FY2018 LMIG funding. Motion passed 7/0.

Pepper said the other streets designated for resurfacing in FY2018 are Mitchell Street and Wentworth which have been budgeted in Capital/Streets fund.

INVOICES OVER \$1,000.00

VENDOR	DESCRIPTION	AMOUNT
MONTHLY		
City Oxford Utilities	City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (September)	2,059.54
Georgia Municipal Association	Employee Retirement Contributions (Oct) Inv#326992	6,279.16
Georgia Municipal Association	Employee Retirement Contributions (Nov) Inv#327913	6,279.16
Blue Cross Blue Shield	Health Insurance (Nov)	9,439.93
City of Covington	Quarterly Sewer 6/30/2017 – 9/30/2017	11,388.00
Latham Home Sanitation Co. Inc.	Monthly curbside service for October Inv#126276	5,636.10
Newton County Water & Sewer	Water Purchase Cornish Creek for September Inv#2344	18,637.00
Newton County Water & Sewer	Sewer charges 8/30/2017 – 9/28/2017	6,768.30
Newton County Water & Sewer	Sewer charges 9/28/2017- 10/30/2017	6,108.58
Sophicity	Monthly IT Services Inv#9003 Oct	1,752.60
Sophicity	Monthly IT Services Inv#9123 Nov	1,752.60
Southeastern Power Admin.	SEPA energy cost (Sept) Inv. B-17-3221	3,446.60
PURCHASES/CONTRACT LABOR		
C. David Strickland	Professional Services - September	4,218.88
C. David Strickland	Professional Services - October	1,248.52
Display Sales	Custom Banners - Welcome & New Farmers Market	1,679.00
Erik Oliver	Boardwalk repair and staining / Total labor + materials	1,700.00
Mason Tractor Co.	Chipper Repair	1,091.21
McNair, McLemore, Middlebrook	CPA Professional/Audit Prep FY2017	6,957.25
MEAG	Annual SCADA Emulation – ePrism 11/1/17-10/31/18	1,440.00
OTIS	Annual Elevator Service Contract 11/1/17 - 10/31/18	2,447.42
Phoenix Staffing	Temp services from week ending 10/22/2017	1,008.00
Ready Rent-All, Inc.	Chipper Rental Inv#5915	1,457.50
WOCO Pep Oil, Inc.	Fuel Inv#6797 from July, invoice was not sent to Clerk	3,198.78
WOCO Pep Oil, Inc.	Fuel Inv#7961 for September	2,019.94
WOCO Pep Oil, Inc.	Fuel Inv#7186 for October	2,563.86

APPROVED CONTRACTS		
HCS Services, LLC	First Draw 32% on Georgia Street Trail Extension	60,000.00
Jordan Engineering	Field coordination, Control, traverse, recon ,data collection/Easement documents for sewer project/GDOT discussion/other	6,280.00
Marable-Pirkle, Inc.	100% Completed on Electrical System Upgrade and Pole Replacement/Labor & Equipment	14,712.00
Scarborough Tree Service	Emergency/Tropical Storm Erma- removal large broken hanging limbs Pierce & Haygood/ Tree removal Asbury & Collingsworth/ Fletcher & Asbury/Pierce Street fallen tree. Inv#11998	6,600.00
Scarborough Tree Service	Emergency/Tropical Storm Erma – tree removal W. Soule & Asbury/Coke & W. Watson/Walking path/Walking Trail rights-of-way on W. Watson.	6,900.00
Sumner/Meeker, LLC.	Legal/Professional depositions Jackson property	1,187.50

Invoice Approval

Motion made by Holt, seconded by Eady to approve invoices. Motion passed 7/0.

Motion by Holt, seconded by Eady to adjourn the Regular Session for a break before entering the Executive Session at 7:35 pm. Motion passed 7/0.

Executive Session

Motion by Ready, seconded by Windham to go into Executive at 7:43 pm. Motion passed 7/0.

Old Business:

Attorney Strickland updated council on Real Estate matters.

New Business:

Roseberry informed council of a request Assistant City Manager Matt Pepper received regarding easements for the Emory Street Sewer project.

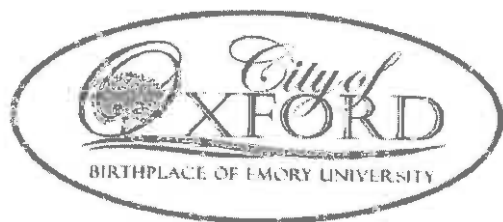
Motion by Holt, seconded by Windham to leave Executive Session at 8:20 pm. Motion passed 7/0.

There being no further business.

Motion by Windham, seconded by Davis to adjourn at 8:20 pm. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING

WORK SESSION

MONDAY, NOVEMBER 20, 2017 – 6:00PM

CITY HALL

DRAFT

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; Jim Windham; David Eady; Mike Ready and Sarah Davis, Melvin Baker.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Kendra Mayfield, Teresa & Darryl Welch, Robert Bayless, Louise Eady, Peggy Madden, Juanita Carson, Cheryl Ready, Terry Smith, Jeff Wearing, Officer Daniel Ward.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor

Mayors Announcements:

Mayor Roseberry presented a letter to Chief Harvey and the police department from Rust Chapel Church thanking them for helping with their Fall Festival.

Roseberry presented an article from the Covington News by Darryl Welch "Does Low pay affect safety?"

Parking on Pierce and Whatcoat Streets

Item was tabled.

Emory Street Sewer Project

Assistant City Manager Matt Pepper presented a map and discussed the layout of the sewer line project rerouting around the Jackson property. Matt will inform Mr. Jackson of council's decision to decline his proposal.

Police Department

Assistant City Manager Matt Pepper presented a memo and research from Chief Harvey for discussion of departmental changes within the police department. Mayor Roseberry proposed we cut back to 3 officers and transfer those salaries to increase those on force. Councilmember Holt will work with Matt and Luran to work out the details. This item will be put on the December meeting.

Joint Meeting with the Downtown Development Authority

Mayor Roseberry said we will expect 2017 Census documents sometime in February or March. We need to have a joint meeting with the DDA to discuss future development in order to identify and assign addresses for all potential properties to be included on the census.

Assistant City Manager Matt Pepper will coordinate a joint meeting with the DDA and Council.

Planning Commission

Mayor Roseberry said we have some vacancies on the Planning Commission. This item was moved to the executive session for further discussion.

Moore Street Sidewalk Project

Assistant City Manager Matt Pepper presented discussion on moving the sidewalk to the south side of Moore Street. Matt will consult with the city engineer to obtain various options and cost.

Code Enforcement Contractor

Mayor Roseberry said we have discussed in previous meetings the possibility of contracting out the city's code enforcement services. Matt Pepper presented a workup of cost figures and his discussion with the city managers for Social Circle and Newborn regarding their code enforcement contracts. Eady asked Matt to obtain at least one more proposal. Mayor Roseberry said we will vote on this at the December meeting.

Weight Limit Signage

At the request of Councilmember Windham, Chief Harvey presented research regarding streets where the weight limit signs are missing and some where signs are on the left and not on the right. Chief Harvey will work on getting signs placed where needed and at the proper distance from the intersections where they are visible.

Honorary Councilmember of the Month

After discussion all council were in favor of keeping the Honorary Councilmember program. Roseberry suggested we do away with the lunch and keep the department orientations. Eady said we need to find a way to follow up and engage the honorary councilmembers and said we need to engage the College students as they are a vital part of the community.

Latham Home Sanitation, Inc. Contract

Assistant City Manager Matt Pepper presented a notice from Latham Home Sanitation informing the council they will be increasing their monthly rates. After discussion of other concerns it was determined that we need to put the Sanitation service out for bid. Matt will work on the bid proposals for council to approve and present at the December work session.

MEAG Power Sale of Excess Reserve

Mayor Roseberry said we have received the letter agreement between the Municipal Electric Authority of Georgia ("MEAG Power"), between the City of Sandersville, Georgia and the City of Oxford. Roseberry asked for a motion to authorize MEAG to purchase the Sale Amount of Excess Reserve Capacity by Oxford at \$2.00 per kW-year (the "Contract Price").

Motion by Ready, seconded by Baker to authorize Mayor to sign agreement to purchase the Sale amount of excess reserve capacity by Oxford at \$2:00 per kW-year. Motion Passed 7/0.

Executive Session

Motion by Eady, seconded by Ready to go into Executive at 7:07 pm. Motion passed 7/0.

Old Business:

Council discussed Real Estate matters.

New Business:

Council discussed Personnel matters.

Motion by Ready, seconded by Eady to leave Executive Session at 7:35 pm. Motion passed 7/0.

There being no further business.

Motion by Ready, seconded by Davis to adjourn at 7:35 pm. Motion passed 7/0.

Respectfully Submitted;

Lauran Willis, CMC/FOA
City Clerk

REQUEST FOR PROPOSALS

ENTER DATE

DRAFT

City of Oxford
110 West Clark Street
Oxford, GA 30054

**REQUEST FOR PROPOSALS FOR MUNICIPAL
CODE ENFORCEMENT SERVICES**

The City of Oxford seeks a qualified contractor to provide municipal code enforcement services within the city limits of Oxford, Georgia. The city has approximately 641 housing units.

Purpose

The intent of this Request for Proposal ("RFP") is to select one bidder to provide code enforcement services for the City of Oxford. This RFP states the instructions for submitting proposals, the specifications for the work, the procedure and criteria by which a bidder may be selected and the contractual terms which will govern the relationship between the City of Oxford and the Contractor.

Scope of Work

Services to be provided include inspection of properties for potential code violations related to zoning, building, grading, nuisance, and property maintenance within the City of Oxford. In addition, services shall involve review of case files, filing notices and complaints against violators, documenting, and preparing violation cases, and testifying in court.

Specifically, code enforcement services shall include the following:

1. Provide one qualified officer to render code enforcement services on a complaint-basis;
2. Review local codes and ordinances related to zoning, building, grading, nuisance, and property maintenance;
3. Investigate violations of City zoning, building, grading, nuisance, and property maintenance laws, file complaints against violators, and testify in court when necessary;
4. Issue a Notice of Violation, Letters of Non-Compliance and when necessary, citations;
5. Request title searches, records or remove violation notices on titles, and ensure that legal requirements are met;
6. Communicate effectively to resolve issues with property and business owners; guide and persuade uncooperative individuals to comply with ordinances, and seek voluntary compliance.
7. Maintain records of inspections and enforcement of efforts; research and compile data for each case; prepare required documentation for legal actions; testify in court proceedings regarding code violations, perform follow-up actions as needed to gain compliance;
8. Confer with related agencies and City departments on disposition of complaints and code violations; prepare detailed and specialized written reports and correspondence related to code enforcement inspections, violations, and other activities that are adequate for use in the prosecution of violations;
9. Provide all necessary equipment, uniforms, and vehicles for code enforcement officers;

10. Provide and adhere to a code enforcement procedures manual;

Evaluation Criteria

Proposals will be evaluated on criteria deemed to be in the City of Oxford's best interests to include, but not limited to:

- Ability to safely perform the required services as specified
- Pricing of services
- Information provided by references
- Experience in providing the required services

Communication with the City of Oxford

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Oxford will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to the Oxford City Clerk.

Award of Proposal

The City of Oxford will make the award on a total sum basis to the most responsive and responsible bidder as determined by evaluation of the defined criteria. The City of Oxford reserves the right to waive minor irregularities. The City of Oxford reserves the right to reject any or all proposals, in whole or in part, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city. Should the City of Oxford determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

Award Protest

Bidders may appeal the award decision by submitting a written protest to the Oxford City Clerk within five business days of the date of the award notice.

Confidentiality

The information contained in proposals submitted for the City of Oxford's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time all proposals will be available for public inspection.

Cost of Preparation

Bidder assumes all costs of preparation of the proposal and any presentation necessary to the proposal process.

Proposal Understanding

By submitting a proposal the bidder confirms that the specifications are understood, adequate, and the bidder accepts the terms and conditions therein.

Proposal Submission

A **SIGNED** original of the proposal must be submitted to:

**The City of Oxford
110 West Clark Street
Oxford, GA 30054**

in a sealed envelope no later than **ENTER DATE**. Normal business hours are 8:00 AM to 5:00 PM. Proposals received after the due date and time will not be accepted. **Faxed and emailed proposals will not be accepted.**

Proposals must be submitted in a sealed envelope and clearly marked with the proposal title and proposal date on the outside of the envelope.

GENERAL TERMS AND CONDITIONS:

Contract Documents

The contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement from the City of Oxford.

Contract Modification and Amendment

The parties may adjust the specific terms of this contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be submitted in writing to the City Clerk. Modifications or amendments must be in writing and signed by both parties.

Contract Validity

In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

Cancellation/Termination

If the Contractor fails to provide personnel, supplies, or equipment to the satisfaction of the City of Oxford or in any other way fails to provide service in accordance with the contract terms, the City of Oxford may take whatever action it deems necessary to provide alternate services and may, as its option, immediately cancel this contract with written notice. Except for such cancellation for cause by the City of Oxford, either party may terminate this contract by giving thirty (30) days advance written notice to the other party.

Clarification of Responsibilities

If the Contractor needs clarification of the terms of the contract, it is the Contractor's responsibility to obtain written clarification or approval from the City of Oxford.

Litigation

This contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Georgia.

Assignment

Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of the City of Oxford.

Independent Contractor

Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent Contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the service which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the City of Oxford. The Contractor is not to be deemed an employee or agent of the City of Oxford and has no authority to make any binding commitments or obligations on behalf of the City of Oxford except as expressly provided herein.

Indemnification

The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the City of Oxford and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the City of Oxford for which the City of Oxford may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

Contractor's Liability Insurance

During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability	\$1,000,000 per occurrence or more
2. Automobile Liability	\$1,000,000 per occurrence or more
3. Workers Compensation	Required for all personnel

Certificates shall be provided to the City of Oxford by the insurance company. Certificates will not be accepted from the contractor.

PERFORMANCE TERMS AND CONDITIONS

Contract Term

The initial term of this contract is from **ENTER DATE**. With mutual written agreements of the parties, this contract may be extended for two (2) one-year periods.

Employees

All persons employed to perform these services shall be employees of the Contractor and well-trained in code enforcement services. The Contractor shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the City of Oxford.

Nondiscrimination and Workplace Safety

The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules or regulations may result in termination of this contract.

Equipment and Supplies

All equipment and supplies required to carry out operations within the scope of this contract shall be provided by the Contractor. Equipment must be maintained in good operating condition and must conform to OSHA and any other safety standards in effect at the time of use.

Pricing

Proposals will price services in the following format:

Hourly charge for municipal code enforcement services during normal business hours.

Hourly charge for municipal code enforcement services outside of normal business hours.

Pricing submitted shall remain firm through **ENTER DATE**. On January 1, 2018, and on each successive anniversary date thereafter, the price can remain as bid or may be based on a price adjustment either upward or downward. Contractor shall be required to furnish cost estimates at least forty-five (45) days prior to anniversary date to substantiate any requested increase. If approved, the price increase will be effective on the date of the subsequent contract period. Contractor shall provide documentation as to what portion of the requested price increase will be applied to labor and fringe benefits, supplies, equipment or overhead/profit.

Payments

Contractor payment will be made monthly upon submittal of an invoice to the Oxford City Clerk on a net 30 basis unless discount terms are offered.

Work Specifications

Contractor will supply all labor, equipment and supplies required to perform the contracted services. All work will be in accordance with the City of Oxford and Newton County ordinances and all applicable State, Federal and Regulatory Agency laws and regulations.

Security/Confidential Information

The City of Oxford reserves the right to conduct background checks on all individuals employed the contractor and performing the contracted services in the City of Oxford. Contractor will provide the City of Oxford a list of all such employees with sufficient identification to enable the city to conduct such inquiries as deemed appropriate by the city.

Contractor agrees that any information received by the Contractor or his/her employees during the course of the work specified in this agreement which concerns the personal, financial or other affairs of the City of Oxford and its employees shall be kept in full confidence and shall not be revealed to any other person, firm, organization or other entity.

No unauthorized person or persons shall accompany contractor's personnel while conducting work under this contract.

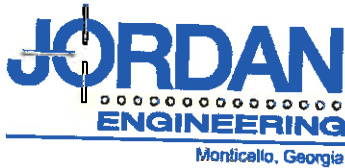
References

List three organizations for which you have provided the services described in the RFP. Provide names and contact information for each organization.

Contractor Data

Your proposal should contain the following information and any other you consider appropriate:

- Name of Company:
- Address:
- City/State/ZIP:
- Contact Person:
- Telephone:
- Cell:
- Fax:
- Email:
- Pricing for Services Offered:
- Name and Title of Authorized Representative
- Signature of Authorized Representative
- Date:



Mr. Matt Pepper, Asst. City Manager
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

December 4, 2017

Re: Moore St site visit

Dear Mr. Pepper:

Below is a summary of our Moore Street site visit last week. If you have comments, corrections, or additions to this information, please call or email me.

On Thursday, November 30th, I performed a site visit and walkover of Moore Street with members of council and staff. The primary purpose of the site inspection was to evaluate each side of the Moore Street 50-foot-wide right-of-way to determine the pros and cons of locating a 5-foot sidewalk on either side from the soccer field westward to the Oxford city limits. Prior investigations have identified some obstacles to construction on the north side of the street, including a steep slope near the campus police station that would prevent construction without significant grading, a wall, some drainage modifications, or a relocation of the sidewalk off public right-of-way. West of Carlton Trail, some other potential obstacles were noted during a recent right-of-way survey, including multiple drainage structures, meters, and steep driveways.

The south side of the right-of-way is mostly free of obstacles to construction. There are a couple of locations across the street from the campus police station where minor drainage structure modification would be needed, but for the most part only minor grading would be needed to prepare the site for sidewalk construction. Pedestrian access to the north side of Moore Street just west of Longstreet Circle could be accomplished with a raised-table crosswalk like the one where the 8' trail crosses Moore Street near the police station. An ongoing minor drainage issue near 501 Moore Street could also be easily corrected during sidewalk construction.

Although I have not performed a formal estimate, it's obvious to me that design and construction of a sidewalk on the south side of Moore Street would be less expensive than the same construction on the north side. Please call or email me if you have questions about any of the items listed above.

Sincerely,
Jordan Engineering, Inc.

Robert O. Jordan, PE RLS