



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, August 21, 2017 – 6:00 P.M.
CITY HALL**

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

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Lieutenant Jeff Novak, Hoyt & LaTrelle Oliver, Kendra Mayfield, Darryl & Teresa Welch, Norma Jones, Georgette Izen, Tim McGaffney, Jeff Wearing, Cheryl Ready, Mike Besaw, Samantha Lowe, Nicholas Cole, Jason Thomas, Frank Peay.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor
Agenda: Attachment A

Honorary Councilmember

Mayor Roseberry introduced Frances Redick as the honorary councilmember for September appointed by Councilmember Mike Ready.

Mayor's Announcements

September meeting will be moved to September 11, 2017 due to the Labor Day holiday.

The Comprehensive Transportation Plan for Newton County will have an Open House on Wednesday, August 23, 6:00 pm to 8:00 pm at The Center.

CITIZENS COMMENTS/CONCERNS

None

N. Emory Sewer Project – Sewer tap fees and various laws and regulations regarding septic systems.

Assistant City Manager Matt Pepper presented a video that covered the importance of septic systems vs sewer systems. The following citizens expressed their concerns to Mayor and Council: Mike McQuaide 1026 Emory St.; Mike Besaw 1020 Emory St.; Frank Peay (formally of 1102 Emory St.), and Samantha Lowe 904 Emory St.; Nicholas Cole 1104 Emory St.; Jason Thomas 118 East Clark St.; Norma Jones 702 Emory St, and Georgette Izen 704 Emory St. After discussion Roseberry asked that Council submit their suggestions to Assistant City Manager Matt Pepper for continued discussion at the September 11 meeting. Attachment B

Comprehensive Plan – Discussion regarding plan adopted in December 2007

Assistant City Manager Matt Pepper said that John Devine with NEGRC has agreed to prepare the new comprehensive plan which is due by February 28, 2018 if Council approves. The plan takes approximately six months to prepare, we will need to appoint a steering committee advertise and hold public hearings. Roseberry appointed David Eady as Chair along with Mike Ready and asked them to appoint 4 additional members. All members are in favor of using John Devine and NEGRC. Roseberry authorized Matt to contact John Devine to begin the planning. Attachment C

Annual Mayor and Council Retreat

Roseberry said we are proposing that the retreat focus on long-term planning with emphasis on sustainability. After some discussion it was the consensus to hold this year's retreat at City Hall in the Community Room. A date and time to be announced.

Whatcoat and Asbury Street Parking

Kendra Mayfield from Oxford College presented the College's proposed parking development plan for Whatcoat Street. After discussion, Council requested that the College's present a redesign that would not include the East side of Whatcoat as a parking lot and to see if they can straighten or realign Asbury St to include more green space or a buffer between the street and the Church and bring back a new proposal. Attachment D

Project Status and Engineer's Progress Reports

Council asked Assistant City Manager Matt Pepper to contact the city engineer for an update on Moore Street Sidewalk and requested an update on the Asbury Street Park.

Adjourn

The Regular Session was adjourned at 7:33 pm.

Executive Session

A motion was made by Windham, seconded by Eady to go into an Executive Session at 7:38 pm. Motion passed 7/0.

Mayor Roseberry made an announcement regarding a personnel matter.

A motion was made by Eady, seconded by Ready to leave the Executive Session at 7:40 pm. Motion passed 7/0.

A motion was made by Windham, seconded by Holt to adjourn the meeting at 7:40 pm. Motion passed 7/0.

Respectfully Submitted;



Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, AUGUST 21, 2017 – 6:00 P.M.
A G E N D A**

1. **Honorary Councilmember** – Councilmember Ready has appointed Frances Redick as the honorary councilmember for September.
2. **Mayor’s Announcements**
A draft of the Comprehensive Transportation Plan for Newton County will be discussed at an Open House on Wednesday, August 23, 6:00 pm to 8:00 pm at The Center. The plan covers all forms of transportation and public input is sought.
3. *** N. Emory Sewer Project** – We will discuss sewer tap fees and the various laws and regulations regarding septic systems and why the Health Department is the enforcement agency (it’s a public health issue).
4. *** Comprehensive Plan** – We will have a discussion regarding the comprehensive plan adopted in December 2007. John Devine has agreed to prepare the new comprehensive plan which is due February 28, 2018. If the council selects Devine and NEGRC to prepare the plan, the cost will be minimal.
5. **Annual Mayor and Council Retreat** – We will need to select a date and place for the Annual Mayor and Council Retreat. We are proposing that the retreat focus on long-term planning with emphasis on sustainability. NEGRC has done similar retreats for other cities and counties and has agreed to provide this service for Oxford at no cost.
6. *** Whatcoat and Asbury Street Parking** –The Planning Commission recommends supporting Oxford College’s proposed parking development plan for Whatcoat Street and Asbury Street. Kendra Mayfield will discuss with City Council the proposed parking development plan.
7. **Projects Status and Engineer’s Progress Reports**
8. **Executive Session** – for personnel matters and real estate matters.

*Attachments

SEWER TAP FEES

OPTIONS	OPTION 1		OPTION 2		OPTION 3	
	OPTION A	OPTION B	OPTION A	OPTION B	OPTION A	OPTION B
TAP FEE	\$3,600	\$3,600	\$3,600	\$3,600	\$3,240	\$3,240
CONNECT TIME LINE	When Septic System Requires Service or Repair	When Septic System Requires Service or Repair	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available	Within 120 days of sewer tap being available
EASEMENT REQUIRED	NO	YES	NO	YES	NO	YES
EASEMENT PAYMENT	N/A	\$1,200 credit to be used upon connection to sewer system	N/A	\$1,200 credit to be used upon connection to sewer system	N/A	\$1,200 credit to be used upon connection to sewer system
PLUMBING CONNECTION COST	Homeowner	Homeowner	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200
CREDIT PLAN	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	60 equal monthly payments plus \$5 monthly fee	Payment in full at time of connection	Payment in full at time of connection
MONTHLY PAYMENT	\$65.00	\$45.00	\$65.00	\$45.00	N/A	N/A
CONNECT WITHIN 5 YEARS OF AVAILABILITY	City pays lesser of 50% of total cost or \$1,200	City pays lesser of 50% of total cost or \$1,200	N/A	N/A	N/A	N/A

TAP FEE - The basic fee is \$3,600. Option 3 includes a 10% discount for full payment and connection when sewer tap is available.

CONNECT TIME LINE - When connection is required by city ordinance.

EASEMENT REQUIRED - Does the city need to purchase an easement to cross the land owner's property?

EASEMENT PAYMENT - The amount the city will pay for an easement and the form of payment.

PLUMBING CONNECTION COST - The amount the city will pay toward plumbing costs to connect to sewer.

CREDIT PLAN - The plan for payment of tap fee.

MONTHLY PAYMENT - The monthly payment amount if the resident chooses the credit plan.

CONNECT WITHIN 5 YEARS OF AVAILABILITY - The option for property owners with septic systems that are working properly.

Comprehensive Plan Information

New Comprehensive Plan Process:

The new comprehensive plan process is helpful in producing workable, user-friendly documents that elected officials and staff understand and are unafraid of using regularly. Here is the key information on the new comprehensive planning process:

1. The plan is now one document, rather than a Community Assessment, Community Participation Program, and Community Agenda – the Comprehensive Plan has been simplified and streamlined. Under the new rules, some local government plans are roughly 20-30 pages.
2. “Basic” plan elements are done by the Regional Commission, upon local government request, at no cost:
 - a. Basic:
 - i. Vision.
 - ii. Needs and Opportunities.
 - iii. Community Work Program.
 - b. In addition, we must also include:
 - i. Land Use Element (because we have zoning).
 - ii. Transportation Element (because we are included in the Atlanta Regional Commission’s Metropolitan Planning Organization boundary).
3. Public involvement activities are, by nature of the Basic plan, limited to a public hearing and two or three input meetings, and a final public hearing. The public hearings take less than 15 minutes; the input meetings will last approximately 60-90 minutes.
4. The Land Use element allows a choice:
 - a. Continue to use the Character Area-based Future Development Map that our current plan features, with heavy descriptive language and a high degree of flexibility.
 - b. Pursue more the more traditional and rigid land use classifications (Residential, Commercial, Industrial, etc.) for simplicity’s sake.

* John Devine strongly recommends that we persist with the Character Areas/Future Development Map since it was developed with great care, and represents a far more detailed and nuanced approach to land use planning/community visioning.

Timeline for the Comprehensive Plan:

- Week of September 18th: 1st Public Hearing and 1st Input Meeting
- Week of October 9th or 16th: 2nd Input Meeting
- Week of November 29th: 2nd Public Hearing
- Week of December 4th: Submit plans to Regional Commission & DCA

- Week of February 5th, 2018: Council adopts new Comprehensive Plan.

The Next Steps:

Before our first public hearing, we should:

1. Appoint a steering committee. John suggests a group of no more than six people. We must include an elected official and an economic development representative.
2. Create a list and invite stakeholder groups and individuals to the input meetings (e.g. – Planning Commission, DDA, Historical Society, community non-profits, college, etc.). Please see the attachment for suggested stakeholders; the more, the better.
3. Advertise for the first public hearing/public meeting – the ad must run in a legal organ at least two weeks prior to the meeting.

Georgia Department of Community Affairs Supplemental Planning Recommendations

SUGGESTED STAKEHOLDERS

This list of suggested stakeholders for community planning is only a starting point to build upon. A stakeholder is an individual, group, or institution who has a "stake" or interest in the future of their community. It is important to identify and involve stakeholders (supporters and opponents alike) at the outset of the planning process. Those who are invited to participate or are involved from the beginning are more likely to support implementation of the plan, and less likely to undermine the planning process at a later time.

- Agricultural and forestry interests (Cooperative Extension, Farm Bureau, Georgia Forestry Commission)
- Banks
- Bicycle, hiking clubs
- Business owners, managers
- Churches, ecumenical councils
- Chambers of commerce—board members and staff
- City and county planning and design (both architectural and engineering) consultants
- Community development corporations
- Community residents representing a diverse range of backgrounds and interests
- Community service organizations
- Convention and Visitors Bureaus or other local/regional tourism officials
- County commission chair and commission members (or community's equivalent)
- County/regional authorities, agencies, and key staff
- Developers (profit and non-profit) and related planning and design consultants
- Downtown or area business people
- Entrepreneurs
- Environmental organizations
- Ethnic and minority groups
- Federal, state, regional agencies with local jurisdiction
- High school / college student representatives
- Immigrant groups
- Insurance companies
- Land trusts
- Library boards
- Local/regional news media
- Local/regional tourism officials
- Low-income groups
- Major employers
- Military base planners
- Municipal agencies and authorities (transit, housing, public works, economic development, etc.)
- Neighborhood organizations
- Other interested community parties not included in this list
- Planning commission, preservation commission, zoning boards, variance and appeals boards and key staff
- Preservation organizations and historical societies
- Property owners, including major land holders

Georgia Department of Community Affairs **Supplemental Planning Recommendations**

- Public and private school systems, and colleges or universities
- Public and Private Utility Boards/Directors
- Public/Community Health officials
- Public Safety officials
- Real estate professionals
- Regional office of the Georgia Environmental Protection Division
- School boards
- State agencies with substantial local facilities in area
- Trade associations (Homebuilders, etc.)
- Under-represented, marginalized groups
- Universities, private higher education
- Urban, suburban, and rural area business leaders

