



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, June 18, 2018 – 6:00 PM
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: George Holt; David Eady; Jeff Wearing, and Sarah Davis. Councilmembers Jim Windham and Mike Ready were not in attendance.

OTHERS PRESENT: Matt Pepper, Assistant City Manager; Dave Harvey, Chief; Lauran Willis, City Clerk; Stacey Mullen, Deputy City Clerk; Jody Reid, Superintendent; Hoyt Oliver, Teresa Welch, Darryl Welch, Allyson Epps from Oxford College, Anderson Wright, Erik Oliver, James Waddey, Jill McGiboney, Mark McGiboney, Don Henderson, Mary Carter, Hal Chitwood with Bureau Veritas, Tammy Wood, Chau Nguyen from Electric Cities of Georgia.

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

Agenda (Attachment A)

Honorary Councilmember of the Month

Mayor Roseberry introduced Melissa Hage as Honorary Councilmember for June.

Mayor's Announcements

Mayor Roseberry gave an update report from the Police Department for the Month of May.

East Clark Street Development

Mark McGiboney, the Chair of the Downtown Development Authority (DDA) presented a design concept for the E. Clark Street Development prepared by Historical Concepts. To conclude Mark said that Mr. Frank Turner Jr. is working on the RFP and they will work with the City Engineer to develop the subdivision plat. (Attachment B)

Roof-top-Solar Tariff

Councilmember Eady requested that Council discuss the city's monthly fee for the use of distributed generation technologies including roof-top solar system. Chau Nguyen with Electric Cities of Georgia (ECG) gave an update in relation to the tariff currently in place versus the new mandated regulations. There was no decision made regarding the electric rates. (Attachment C)

International Building Code Adoption

Hal Chitwood with Bureau Veritas presented a copy and made recommendation to Council to adopt the International Building Code which meets all local and state requirements. This item will be placed on the July 2 agenda for a first reading. (Attachment D)

Handicap Ramp for Old Church

The Oxford Historical Shrine Society is requesting to install a handicap ramp at the front entrance of the Old Church. As planned, the ramp would be located in city right-of-way. The Planning Commission recommends that Council approve the installation of the handicap ramp within the city right-of-way. Mayor Roseberry said that the City Manager will research this further and obtain quotes and designs for the ramp to be presented at the July work session. (Attachment E)

Oxford Square Subdivision Sign

City Manager Matt Pepper presented results of a survey distributed to Oxford Square residents regarding the subdivision sign. There were eight (8) total responses with six (6) in favor of the City repairing the sign. In answer to the residents forming a homeowners' association (HOA) all eight (8) responses were "no". Council instructed Utility Superintendent Jody Reid to repair the sign and have it painted. (Attachment F)

Hands-Free Georgia Act

City Manager Matt Pepper said in response to the "Hands-Free Georgia Act being signed into law, we have reviewed the city's current policy on the use of devices while operating a vehicle. We found that our current cell phone policy is in line with the measures of the "Hands-Free Georgia Act". Mayor Roseberry said we need to make sure we are practicing these requirements. After discussion it was agreed that the city will purchase blue-tooth devices and phone mounts for all maintenance vehicles and employees. (Attachment G)

ECG Legislative and Regulatory Services

City Manager Matt Pepper said that Electric Cities of Georgia (ECG) is offering legislative and regulatory services to its member cities. Chau Nguyen with ECG said this service will focus on current, proposed and pending state legislation that impacts member cities distribution systems. The estimated cost for this service is \$873. This item will be on the July 2 agenda for a vote. (Attachment H)

107 W. Clark Street Renovation Project

Councilmember Jeff Wearing presented quotes from several contractors in relation to the roof repairs for the house and to demolish the breezeway. Wearing requested a flat amount be set for the roof and drainage to be done as soon as possible. Wearing will bring a breakdown of the proposals to the July 2 meeting for a vote. (Attachment I)

Bids for Tree Removal on 107 W. Clark Street

Councilmember Windham requested that Council review the two bids received for the removal of the tree line located at the 107 W. Clark Street property. Since Councilmember Windham was not present, this item will be moved to the July Work Session. (Attachment J)

Mosquito Spray

Councilmember Windham requested that Council discuss the use of an environmentally-friendly alternative to spray for mosquitos. This item was tabled for the next work session.

6153 Emory Street Property

The Trees, Parks and Recreation Board is seeking approval from Council to create a contest to solicit ideas from

residents for the passive park planned for the property located at 6153 Emory Street. All Council members present were in favor of this project.

A motion was made by Wearing, seconded by Davis to adjourn at 7:30 p.m.

Respectfully Submitted,



Lauran Willis, CMC/FOA
City Clerk

**OXFORD MAYOR AND COUNCIL
WORK SESSION
MONDAY, JUNE 18, 2018 – 6:00 P.M.
CITY HALL
A G E N D A**

1. **Honorary Councilmember of the Month** – Councilmember Eady appointed Melissa Hage as the Honorary Councilmember for June. Because of her travel schedule she will attend the work sessions in June and July.
2. **Mayor's Announcements**
3. * **E. Clark Street Development** – Mark McGiboney, the Chair of the Downtown Development Authority (DDA), will present to Council the DDA's design concept for the E. Clark Street Development. We have attached a copy of the design concept.
4. * **Roof-top Solar Tariff** – Councilmember Eady has requested that Council discuss the city's monthly fee for the use of distributed generation technologies including roof-top solar systems.
5. * **International Building Code Adoption** – We need to discuss whether or not Council would like to adopt the international building code. Bureau Veritas recommends that we adopt the new code. Social Circle and Newborn have both adopted these sample ordinances.
6. * **Handicap Ramp for Old Church** – The Oxford Historical Shrine Society is requesting to install a handicap ramp at the front entrance of the Old Church. As planned, the ramp would be located in city right-of-way. The Planning Commission recommends that Council approve the installation of the handicap ramp within city right-of-way.
7. * **Oxford Square Subdivision Sign** – We will discuss whether the city will repair or remove the sign located at Oxford Square. We have attached the results of a survey distributed to Oxford Square residents regarding the subdivision sign.
8. * **Hands-Free Georgia Act** – In response to the "Hands-Free Georgia Act being signed into law, we need to review the city's current policy on the use of devices while operating a vehicle.
9. * **ECG Legislative and Regulatory Services** – Electric Cities of Georgia has recently begun offering legislative and regulatory services to its member cities. This new service will focus on current, proposed, and pending state legislation that impacts member cities' distribution systems. The estimated cost for this service is \$873.
10. **107 W. Clark Street Renovation Project** – The *ad hoc* Yarbrough House Renovation Committee will report on the progress of the 107 W. Clark Street Renovation project.

11. * **Bids for Tree Removal on 107 W. Clark Street** – Councilmember Windham has requested that Council review the two bids received for the removal of the tree line located at the 107 W. Clark Street property.
12. **Mosquito Spray** – Councilmember Windham has requested that Council discuss the city consider using environmentally-friendly alternatives to spray for mosquitos.
13. **6153 Emory Street Property** – The Trees, Parks and Recreation Board is seeking approval from Council to create a contest to solicit ideas from residents for the passive park planned for the property located at 6153 Emory Street.

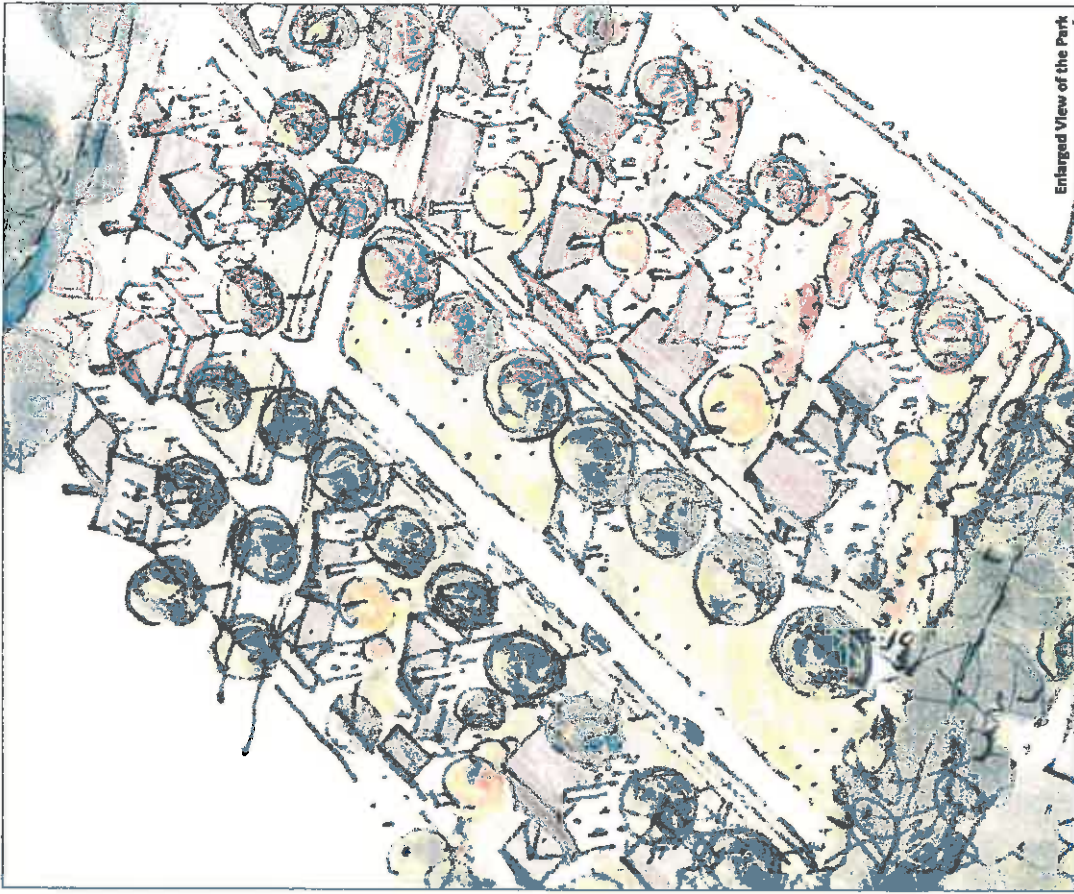
*Attachments



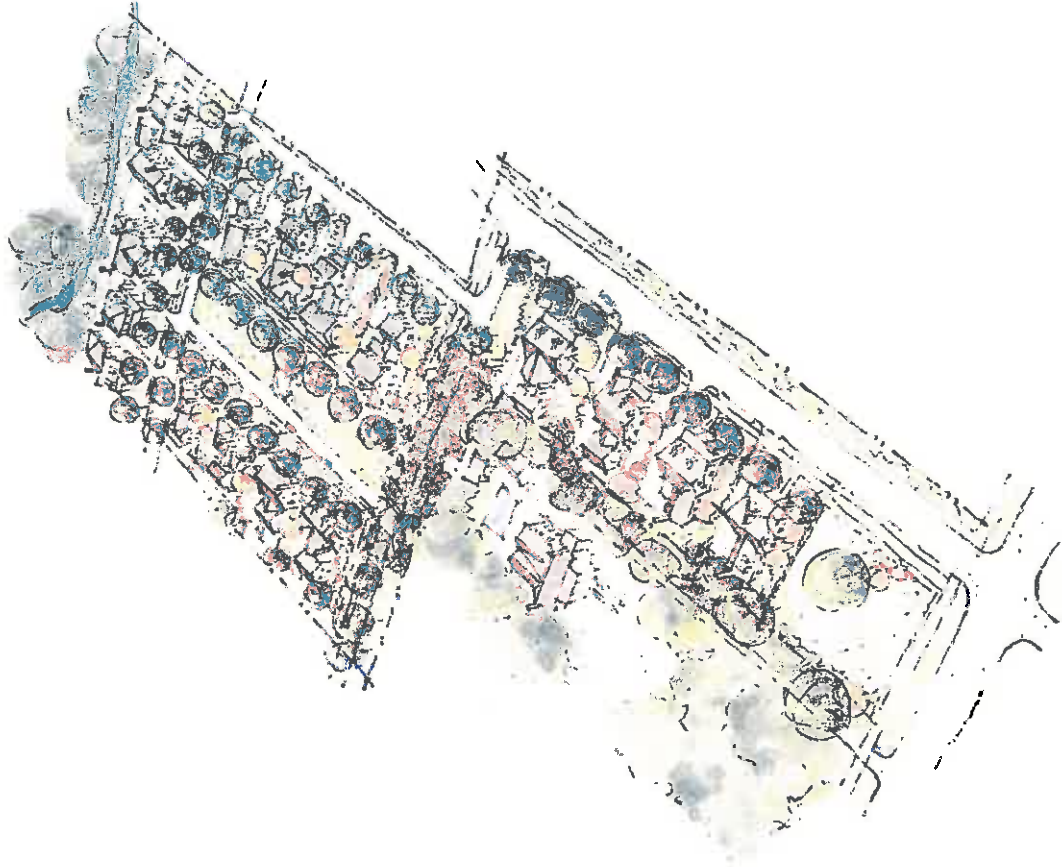
EAST CLARK PLACE
Oxford, Georgia

Conceptual Design / May 10, 2018

HISTORICAL CONCEPTS
ARCHITECTURE ■ PLANNING



Enlarged View of the Park

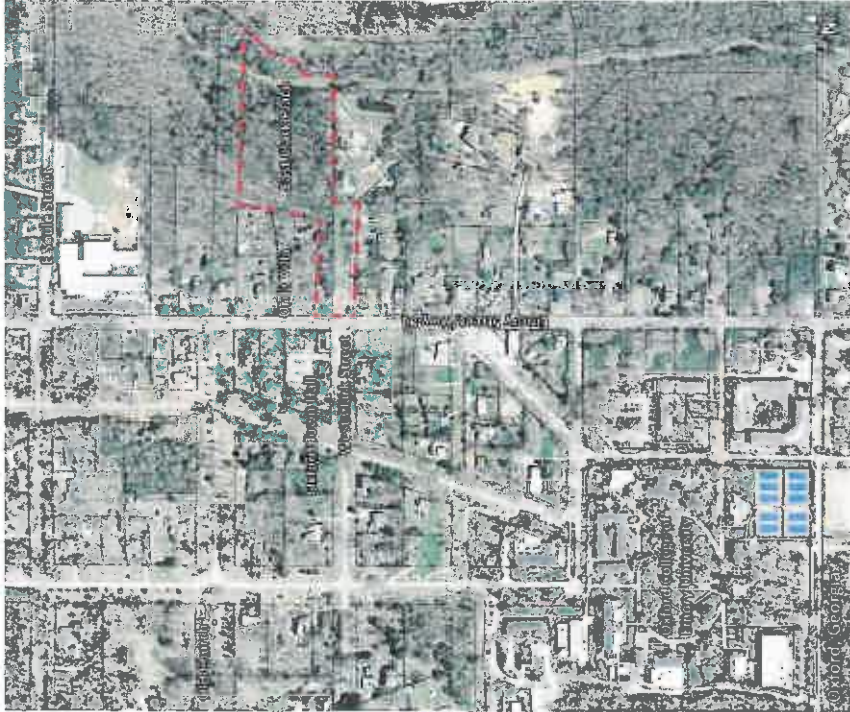


Aerial view looking east of Emory Street



View of the park looking east





East Clark Place is located in historic Oxford, just east of Town Hall. It is a 7.32 acre parcel that has access off Emory Street via a newly paved East Clark Street. It backs to a natural edge, Dried Indian Creek, site of a planned walking trail.

Design Parameters:

- East Clark Street has been engineered and installed by the City and includes curb & gutter, sewer & storm lines, water main, and sidewalk & street trees. It aligns to West Clark Street.
- The East Clark Place parcel abuts historic Orms Villa (privately owned) on two sides, therefore there have been strong recommendations to provide some landscape buffer along these boundaries to visually protect the historic house.
- Development of the East Clark property should anticipate future street connections that would run north-south providing future connectivity east of Emory Street. (See Oxford zoning code Sec. 40-496 for this stipulation).
- New housing is to meet minimum lot size of R7.5 zoning.
- A portion of the eastern edge of the parcel lies within the 100 year flood plain and cannot be built upon.





Park (50' x 330') with pavilion creates a central feature for new homes

One-way streets on either side of the park with on-street parking

Landscape buffer (35' wide) preserved adjacent to Orna Villa

Historic Orna Villa

+/-80' x 100' Lots
Front driveways
Parking in rear or side of house

Lot platted but not to be developed immediately

Historic Rock Store

East Clark property boundary

+/-70' x 120' Lots
Rear driveways
Parking in rear

North-south streets anticipate future connections

100-Year Floodplain

Additional buffer (ave. 35' wide) to Dried Indian Creek

+/-76' x 120' Lots
Front driveways
Parking in rear or under house

Anticipated walking trail along sewer easement and buffer

+/-70' x 120' Lots
Rear driveways
Parking in rear

Alley (22.5' wide, typ.) for rear driveway access

East Clark Place offers eighteen new residential lots in an infill condition. It is arranged to be a cohesive place in and of itself, but steps have been taken in order to extend the north-south streets into neighboring parcels as infill development occurs. The goal is to establish a connected network of streets east of Emory Street. A neighborhood park anchors the center providing a gathering spot and sense of identity for this pocket neighborhood. The lot closest to Emory Street shall, in the near-term, remain unbuilt to preserve views of Orna Villa. Residents enjoy direct access to the proposed walking trail along Dried Indian Creek.

Note: The right-of-way and overall blocks illustrated here are arranged and sized in such a way to maximize connectivity, increase development potential, and provide adequate flexibility for future uses in the East Clark area. The individual lot lines shown, however, are estimated and may need to be changed to accommodate specific unit configurations based on current market demands (e.g., two lots may be combined for a six-unit condominium).

Concept Site Plan Scale: 1"=100'

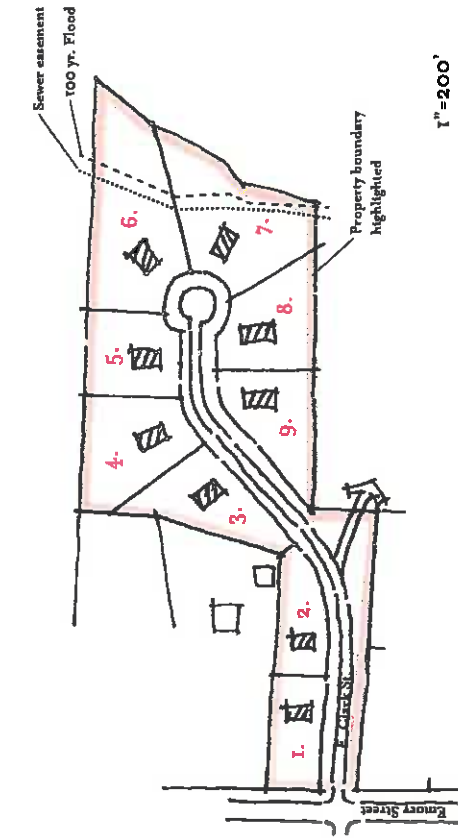
18 Residential Lots (R7.5) Park & Landscape Buffer

- 5 Lots at +/-80' x 100' 0.37 acre park
- 8 Lots at +/-70' x 120' 0.16 acre landscape buffer
- 5 Lots at +/-76' x 200' 0.87 acre creek buffer (incl. 100-yr floodplain)



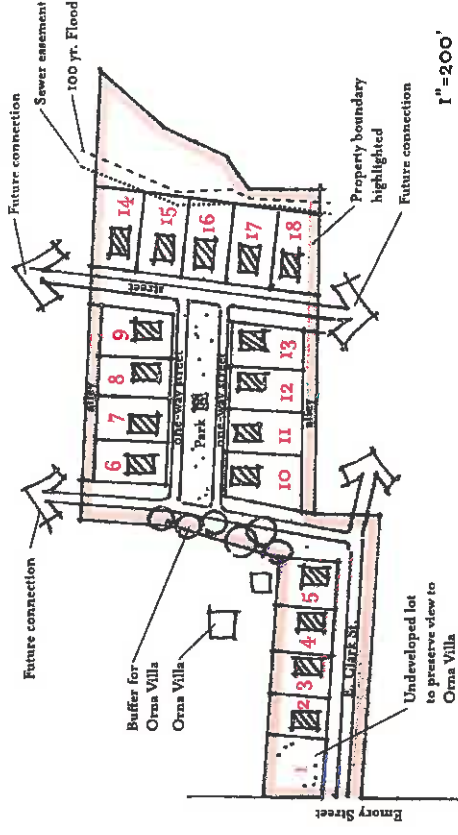
DEVELOPED UNDER EXISTING REGULATIONS

R20
9 Lots
No increase in connectivity.
No potential for future lots.
Large lots limit housing density.
Fewer lots provide less tax base and less support for commercial activity.
All green space resides on private property.



PROPOSED DEVELOPMENT

R7.5
18 Lots
Increased connectivity.
New street connections provide potential for more future lots.
Small lots provide for higher density.
More lots support both the city's tax base and potential commercial activity.
Green space is a public amenity.



Design Elements

For East Clark Place to feel like a natural extension of historic Oxford, it is important that its architecture follow similar design details and patterns. Below, eight important design elements are listed with brief descriptions, with each number corresponding with the following precedent photographs.

- 1 **Massing**
Houses should be arranged using simple, rectangular volumes. More complex arrangements can be achieved through generational additions.
- 2 **Roof Details**
Roofs should respond to massing with gables typically oriented with the short side. Eaves may be open with exposed rafter tails or closed boxed soffits.
- 3 **Windows & Doors**
Windows are to be vertically proportioned with operable shutters as desired. Window frames should also exhibit vertical proportions to frame views.
- 4 **Walls & Exterior Trim**
Typical siding includes lap siding and brick. Trim is typically flat or with simple profiles.
- 5 **Foundation**
A variety of foundations are appropriate including brick piers with wood lattice or horizontal boards between, or full brick foundation walls with inset vents.
- 6 **Porches & Balconies**
Porches are deep to promote outdoor living. Column and railing details are kept simple, though more refined articulation may be used.
- 7 **Exterior Features**
Iconic chimney, pop-up dormers, deep eaves, wood brackets, and other elements are utilized to help give houses individual character.
- 8 **Garages & Outbuildings**
These structures are subordinate to the main house and are designed and sited as such. Outbuildings can serve as punctuation points for the lot.



1-1/2 story single family



1-1/2 story single family



1-1/2 story single family



1-1/2 story single family



Design Elements

- ① Massing
- ② Roof Details
- ③ Windows & Doors
- ④ Walls & Exterior Trim
- ⑤ Foundation
- ⑥ Porches & Balconies
- ⑦ Exterior Features
- ⑧ Garages & Outbuildings



2-story single family



2-story single family



2-story single family



2-story single family

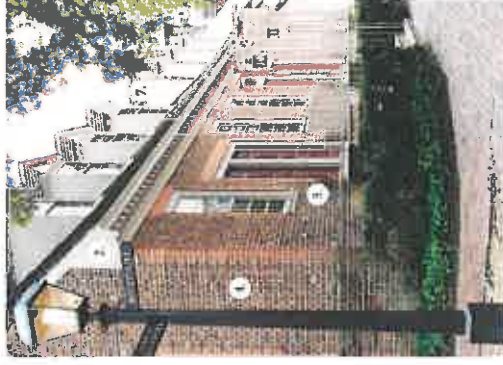


1-story single family



Design Elements

- ① Massing
- ② Roof Details
- ③ Windows & Doors
- ④ Walls & Exterior Trim
- ⑤ Foundation
- ⑥ Porches & Balconies
- ⑦ Exterior Features
- ⑧ Garages & Outbuildings



3-story townhouse



3-story townhouse



2-story duplex



2-story multi-family (quadplex)



conceptual design

May 10, 2018 | 8

Drawings contained herein
are descriptive in nature
and are not intended for
construction.

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and Historical Concepts.

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ELECTRIC SERVICE TARIFF BOOK

RESIDENTIAL SERVICE 2

COMMERCIAL NON-DEMAND SERVICE 3

COMMERCIAL DEMAND SERVICE 4

COMMERCIAL MEDIUM DEMAND SERVICE 5

MUNICIPAL SERVICE 6

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RESIDENTIAL SERVICE

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1 of 1	Bills Rendered for the Month of September, 2016	20160811

AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to domestic uses of the Customer in a separately-metered single-family or apartment dwelling unit.

TYPE OF SERVICE:

Single or three phase, 60 hertz, at a standard voltage. Three phase service is available only in those instances where the requesting customer fully reimburses the City for any additional costs incurred in providing the service.

MONTHLY RATE:

Customer Charge\$15.00

First 500 kWh@ 10.720¢ per kWh

SUMMER – May through October Billing

Next 500 kWh@ 13.930¢ per kWh

Over 1,000 kWh@ 15.350¢ per kWh

NON-SUMMER – November through April Billing

Next 500 kWh@ 10.700¢ per kWh

Over 1,000 kWh@ 10.637¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery rider (ECCR).

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

MULTIPLE SERVICE:

Where two or more dwelling units are served through a single meter, each applicable tier in the monthly rate schedule presented above shall be multiplied by the number of dwelling units served prior to calculating the charge.

COMMERCIAL NON-DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the city of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the average monthly metered energy is less than 3,000 kilowatt-hours.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage, and supplied through a single meter.

MONTHLY RATE:

Customer Charge\$20.00

SUMMER - May through October Billing

First 3,000 kWh@ 19.00¢ per kWh

Over 3,000 kWh@ 18.00¢ per kWh

NON-SUMMER – November through April Billing

First 3,000 kWh@ 17.00¢ per kWh

Over 3,000 kWh@ 15.47¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

COMMERCIAL DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand does not exceed 25 kilowatts.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$50.00

Demand Charge@\$5.50 per kW of Billing Demand

All consumption (kWh) not greater than 200 hours times the billing demand:

First 3,000 kWh.....@	12.50¢ per kWh
Next 7,000 kWh.....@	12.00¢ per kWh
Over 10,000 kWh.....@	11.50¢ per kWh

All consumption (kWh) in excess of 200 hours and not greater than 400 hours times the billing demand

@ 7.65¢ per kWh

All consumption (kWh) in excess of 400 hours times the billing demand.....@

6.61¢ per kWh

MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.

DETERMINATION OF BILLING DEMAND:

The billing demand shall be the highest measured 30-minute demand during the current month.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

COMMERCIAL MEDIUM DEMAND SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to non-residential uses where the average monthly metered energy exceeds 3,000 kilowatt-hours and the average monthly demand exceeds 25 kilowatts.

TYPE OF SERVICE:

Single or three-phase, sixty (60) hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$60.00

Demand Charge@.....\$7.00 per kW of Billing Demand

All consumption (kWh) not greater than
200 hours times the billing demand:

First 10,000 kWh.....@..... 10.00¢ per kWh
Over 10,000 kWh.....@..... 8.75¢ per kWh

All consumption (kWh) in excess of
200 hours and not greater than
400 hours times the billing demand.....@..... 7.00¢ per kWh

All consumption (kWh) in excess of
400 hours times the billing demand.....@..... 6.50¢ per kWh

MINIMUM MONTHLY BILL: Customer Charge plus \$10.00 per kW of billing demand.

DETERMINATION OF BILLING DEMAND:

The billing demand shall be the highest measured 30-minute demand during the current month.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

MUNICIPAL SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

Applicable to all aspects of the **government of the City of Oxford**, including, but not limited to, general government buildings and warehouses, recreation facilities, and all other City utility enterprise activities.

TYPE OF SERVICE:

Single or three phase, 60 hertz, at a standard voltage.

MONTHLY RATE:

Customer Charge\$0.00

Energy Charge@ 8.20¢ per kWh

Minimum Monthly Bill: Customer Charge

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

The amounts calculated at the above rate shall be subject to increases under the provisions of the effective Environmental Compliance Cost Recovery (ECCR) rider.

POWER COST RECOVERY:

The amounts calculated at the above rate are subject to increase or decrease according to the Power Cost Adjustment (PCA) clause.

SECURITY LIGHT SERVICE

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AVAILABILITY:

Available in all areas served by the City of Oxford and subject to its service rules and regulations.

APPLICABILITY:

To unmetered dusk-to-dawn electric service used for illuminating public thoroughfares and private outdoor areas, including, but not limited to, highways, roadways, parking lots and yards.

TYPE OF SERVICE:

Service shall consist of a luminaire owned, installed, powered and maintained by the City. This schedule applies to ballast operated lamp fixtures of mercury vapor, high pressure sodium vapor or metal halide, on standard wood poles conforming to City's specifications. Service will be rendered only at locations that, in the opinion of the City, are readily accessible for maintenance.

The customer may be required to reimburse the City for the cost of any replacements or maintenance work which is required due to vandalism or accidental damages.

<u>Lamp Wattage</u>	<u>MONTHLY RATE PER FIXTURE:</u> <u>Type</u>	<u>Rate</u>
175	Mercury Vapor	\$9.23
400	Mercury Vapor	\$15.38
100	High Pressure Sodium Vapor	\$9.23
150	High Pressure Sodium Vapor	\$12.30
400	Metal Halide	\$24.60
1,000	Metal Halide	\$36.90

OTHER CHARGES:

Additional charges may apply in situations where the customer desires special lighting facilities such as underground wiring, non-standard poles, and/or LED lighting.

ENVIRONMENTAL COMPLIANCE COST RECOVERY:

Does not apply.

POWER COST RECOVERY:

Does not apply.

RIDERS AND ADJUSTMENTS

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POWER COST RECOVERY:

The monthly power cost adjustment (PCA) in cents per kWh shall represent the difference between total electric department costs (including wholesale power, distribution system operation & maintenance, administrative charges and transfers to the general fund of the City) and total electric department revenues (including sales of electricity and other operating receipts) divided by the total kilowatt-hours sold to customer served under tariff subject to Power Cost Recovery. The monthly adjustment may be levelized to reduce the amount of variance.

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

ENVIRONMENTAL COMPLIANCE COST RECOVERY (ECCR):

The monthly environmental compliance cost recovery adjustment in cents per kWh shall be added to all metered bills for service. The ECCR shall represent an amount no higher than that which may be calculated using the economic compliance cost reporting issued from time to time by the City of Oxford's principal electricity supplier, MEAG Power. ECCR changes will normally occur annually with changes becoming effective with the first day of a new fiscal year (July 1).

Applicable Tariffs: All electric rates unless those agreed upon under separate agreement.

DISTRIBUTED GENERATION RIDER

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AVAILABILITY:

Applicable to Customers in all areas served by the City of Oxford (the City) and subject to its service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference, and desiring to a distributed generation facility. Customer account(s) must be in good standing.

A distributed generation facility must:

1. Be owned (or leased) and operated by an existing Customer for production of electric energy, and
2. Be connected to and/or operate in parallel with the City's distribution facilities, and
3. Be intended primarily to offset part or all of the Customer's generator's requirement for electricity, and
4. Have peak generating capacity of not more than 10 kW for residential applications and not more than 125% of actual or expected maximum annual peak demand of the premise for commercial applications.
5. Be installed on the customer side of the meter

MONTHLY METERING COST:

Bi-Directional Metering Charge **\$2.50 per month**

Single Directional

Single-Phase **\$4.50 per month**

Poly-phase **\$11.00 per month**

The City Electric Department will install single directional metering or bi-directional metering depending on the Customer's method of installation. All installed costs for metering and associated equipment will be paid by the Customer at the time service is initiated under this policy.

Bi-directional metering is defined as measuring the amount of electricity supplied by the City and the amount fed back to the City by the Customer's distributed generation facility during the billing period using the same meter. Bi-directional metering shall be used where distributed generation facilities are connected to the City on the Customer's side of the Customer's meter.

Single directional metering shall be defined as measuring electricity produced or consumed during the billing period, in accordance with normal metering practices. Single directional metering shall be used where distributed generation facilities are connected to the City's distribution system on the City's side of the Customer's meter.

MONTHLY CAPACITY COST:

The City requires each Customer with a distributed generation facility to pay the monthly Stand-By Capacity charges based on the installed Nameplate Capacity Rating (in kW) of the Customer's system.

Stand-by Capacity Charge

Residential **\$11.15 per kW**

Commercial Non Demand **\$12.86 per kW**

Demand Rates **\$20.00 per kW**

DISTRIBUTED GENERATION RIDER (Continued)

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PAYMENT FOR ENERGY:

Bi-directional metering

1. When electricity supplied by the City exceeds electricity generated by the Customer's distributed generation, the electricity shall be billed by the City in accordance with the applicable tariff(s).
2. When electricity generated by the Customer's distributed generation system exceeds electricity supplied by the City, the Customer shall be billed for the customer charges as described in the standard rate for that billing period and credited for excess kWh generated during the billing period at the City's avoided energy cost.

Single directional metering

1. For kWh's generated by Customer's distributed generation facility, Customer shall be compensated at the City's avoided cost of energy (kWh) as determined by the City. The City will only compensate Customer for avoided energy kWh's as determined by metered energy delivered to the City's distribution system.
2. The Customer's net bill will be calculated using the City calculation for avoided energy cost (as described below) credited to the Customer, netted against the billing period charges for the Customer's regular service (according to the applicable tariff) based on actual metered energy.

Avoided Energy Cost

Payments by the City to the Customer for the billing period metered avoided energy kWh's will be computed by the City in its sole discretion based on the average monthly wholesale market price as determined by the Municipal Electric Authority of Georgia (MEAG Power), the City's Wholesale Energy provider.

In the event Customer develops a credit balance during a billing period, the amount will remain as a credit on the Customer's account. Credit balances remaining at the end of the City's fiscal year will be cleared by the issuance of a check for the credit balance to Customer. Any other clearance of account credit balances will be at the City's discretion.

SAFETY, POWER QUALITY, AND INTERCONNECTION REQUIREMENTS:

The Customer shall be responsible for ensuring a safe and reliable interconnection with the City and all costs incurred therein. The City has available, upon request, the following documents that must be completed and approved in their entirety prior to interconnection by the Customer to the City's distribution system:

1. Application for Interconnection of Distributed Generation Facility
2. Interconnection Agreement
3. Electrical Power Exchange Agreement

The provisions in all documents outlined above are incorporated into this Tariff in their entirety. For the avoidance of doubt, Customer shall be deemed to have agreed to such provisions by applying for service under this Tariff.

The City will only be required to purchase energy from eligible distributed generation facilities on a first-come, first-served basis until the cumulative generating capacity of all renewable energy sources from all Customers equals the percentage of the City's annual peak demand in the previous year as set forth in O.C.G.A. § 46-3-56(a). Additional energy may be purchased by the City at its sole discretion at a cost agreed to by it and the Customer provider. The City shall at no time be required to purchase energy from Customers in excess of amounts required by the DG Act.

The City reserves the right to separate the Customer generator's equipment from City lines and facilities when, in the City's judgment, the continued parallel operation is unsafe or may cause damage to persons or property. Upon such separation, the City shall promptly notify the Customer generator so that any unsafe condition can be corrected.

Nathan Deal
Governor



Christopher Nunn
Commissioner

GEORGIA STATE MINIMUM STANDARD CODES

January 1, 2018

On October 1, 1991, the Uniform Codes Act became effective in Georgia. On July 1, 2004, this Act was revised to make the following construction codes mandatory as the Georgia State Minimum Standard Codes. Listed below are the code editions in effect as of January 1, 2018:

International Building Code	2012 Edition
International Residential Code	2012 Edition
International Plumbing Code	2012 Edition
International Mechanical Code	2012 Edition
International Fuel Gas Code	2012 Edition
International Energy Conservation Code	2009 Edition
International Fire Code	2012 Edition
National Electrical Code	2017 Edition
International Swimming Pool and Spa Code	2012 Edition

The Act requires local governments that elect to enforce these codes within their jurisdictions to adopt administrative procedures and penalties in order to locally enforce any of these mandatory codes. Also, any applicable appendices of these codes must be adopted locally in order to be enforceable within a specific local jurisdiction.

The Act also made the following optional codes available for local government adoption and enforcement. Local governments choosing to enforce any of the below optional codes must adopt the code(s) they wish to enforce, as well as administrative procedures and penalties.

International Property Maintenance Code	2012 Edition
International Existing Building Code	2012 Edition
National Green Building Standard	2008 Edition

The Georgia Amendments are available at the below web link:

<http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp>

The DCA Board specifically omitted the plumbing, electrical, and energy requirements of the International Residential Code for One- and Two-Family Dwellings. Therefore, the plumbing requirements of the International Plumbing Code, the electrical requirements of the National Electrical Code, and the energy requirements of the International Energy Conservation Code must be used for one- and two-family dwelling construction.

If you need assistance in establishing or updating construction codes enforcement program in your area, please contact DCA's Construction Codes Program at (404) 679-3118 or codes@dca.ga.gov.



Adoption of the State Mandated Construction Codes

It is highly recommended that the City of Oxford adopt the State Mandated Construction Codes into its ordinances. These codes are minimum standards and enforced by the city's inspectors through a series of specific inspections during the course of a building project. The State of Georgia also has amendments to the International Codes that are included in the adoption of state mandated codes. The codes are divided into two categories: prescriptive codes and permissive codes. The prescriptive codes are mandated, and the permissive codes are optional.

The International Property Maintenance Code (IPMC) is a permissive code because most municipalities have ordinances that cover nuisances, dilapidated buildings, and property maintenance. It is recommended that the city adopt the IPMC to give its current ordinances support for enforcing violations related to existing properties. The IPMC may also cover issues not found in the ordinances.

When adopting the state mandated codes, it is recommended that the city use language such as, "the current adopted code editions and amendments by the Georgia Department of Community Affairs". Using this language would remove the necessity to "re-adopt" or adopt new code editions as they are created.

New editions of the International Codes occur every three years. The most current edition is the 2018 edition; however, Georgia remains on the 2012 edition with amendments. The state will adopt the 2018 code in 2020 and remain on that code through the next two code cycles.

CITY OF

Building Regulations

Article 1: Adoption of State Law.

Section 1: State Minimum Standards Adopted.

- (a) It is hereby declared to be the intention of the Commission to enforce the latest edition of the following Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs:
- (i) International Building Code
 - (ii) International Fuel Gas Code
 - (iii) International Mechanical Code
 - (iv) International Plumbing Code
 - (v) National Electrical Code
 - (vi) International Fire Code
 - (vii) International Energy Conservation Code
 - (viii) International Residential Code
 - (ix) International Swimming Pool and Spa Code
- (b) The following codes, the latest editions as adopted and amended by the Georgia Department of Community Affairs, are hereby adopted by reference as though they were copied herein fully:
- (i) International Existing Building Code
 - (ii) International Property Maintenance Code
- (c) The City also adopts the State Minimum Standards Codes as defined by O.C.G.A. § 8-2-20(9).

Article 2: Administrative Procedures for Enforcement of Adopted Codes.

Section 1: Purpose.

The purpose of this section is to provide for the administration and enforcement of the Georgia State Minimum Standard Codes for Construction as adopted and amended by the Georgia Department of Community Affairs. Hereinafter, the state minimum standard codes for construction shall be referred to as “the construction codes.”

Section 2: Code Remedial.

- (a) *General.* These construction codes are hereby declared to be remedial, and shall be construed to secure the beneficial interests and purposes thereof - which are public safety, health, and general welfare - through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards attributed to the built environment including alteration, repair, removal, demolition, use, and occupancy of buildings, structures, or premises, and by regulating the installation and maintenance of all electrical, gas, mechanical, and plumbing systems, which may be referred to as service systems.
- (b) *Quality Control.* Quality control of materials and workmanship is not within the purview of the construction codes except as it relates to the purposes stated therein.
- (c) *Permitting and Inspection.* The inspection or permitting of any building, system, or plan, under the requirements of construction codes shall not be construed in any court as a warranty of the physical condition of such building, system or plan or their adequacy. The City of _____, nor any employee thereof, shall be liable in tort for damages for any defect or hazardous or illegal condition or inadequacy in such building, system or plan, nor for any failure of any component of such, which may occur subsequent to such inspection or permitting.

Section 3: Scope.

- (a) *Applicability.*
 - (i) *General.* Where, in any specific case, different sections of these construction codes specify different materials, methods of construction, or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
 - (ii) *Building.* The provisions of the International Building Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the construction, alteration, repair, equipment, use and occupancy, location, maintenance, removal, and demolition, of every building or structure or any

appurtenances connected or attached to such buildings or structures, except in one- and two-family dwellings.

- (iii) *Electrical.* The provisions of the National Electrical Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances thereto.
 - (iv) *Gas.* The provisions of the International Fuel Gas Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of consumer's gas piping, gas appliances, and related accessories as covered in this Code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories, except in one- and two-family dwellings.
 - (v) *Mechanical.* The provisions of the International Mechanical Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of mechanical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems, incinerators, and other energy related systems, except in one- and two-family dwellings.
 - (vi) *Plumbing.* The provisions of the International Plumbing Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to every plumbing installation, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances, and when connected to a water or sewerage system.
 - (vii) *One and Two- Family Dwellings.* In addition to those codes referenced herein, the provisions of the International Residential Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the building, mechanical, and gas systems in new one-and two-family dwellings, including additions, alterations, renovations and general repairs of existing one- and two-family dwellings.
 - (viii) *Energy.* The provisions of the International Energy Conservation Code, as adopted and amended by the Georgia Department of Community Affairs, shall regulate the design of building envelopes for adequate thermal resistance and low air leakage and the design and selection of mechanical, electrical, service water heating, and illumination systems and equipment that will enable the effective use of energy in new building construction.
- (b) *Federal and State Authority.* The provisions of the construction codes shall not be held to deprive any federal or state agency, or any applicable governing authority

having jurisdiction, of any power or authority which it had on the effective date of the adoption of the construction codes or of any remedy then existing for the enforcement of its orders, nor shall it deprive any individual or corporation of its legal rights as provided by law.

- (c) *Appendices.* Any appendices referenced in Article 1 of this Chapter shall be considered an integral part of the construction codes.
- (d) *Referenced Standards.* Standards referenced in the text of the construction codes shall be considered an integral part of the construction codes. If specific portions of a standard are denoted by code text, only those portions of the standard shall be enforced. Where construction code provisions conflict with a standard, the construction code provisions shall be enforced. Permissive and advisory provisions in a standard shall not be construed as mandatory.
- (e) *Maintenance.* All buildings, structures, electrical, gas, mechanical, and plumbing systems, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards, which are required by the construction codes when constructed, altered, or repaired, shall be maintained in good working order. The owner, or his/her designated agent, shall be responsible for the maintenance of buildings, structures, electrical, gas, mechanical, and plumbing systems.

Section 4: Existing Buildings

- (a) *General.* Alterations, repairs, or rehabilitation work may be made to any existing structure, building, electrical, gas, mechanical, or plumbing system without requiring the building, structure, plumbing, electrical, mechanical, or gas system to comply with all the requirements of the construction codes provided that the alteration, repair, or rehabilitation work conforms to the requirements of the construction codes for new construction. The Building Official shall determine the extent to which the existing system shall be made to conform to the requirements of the construction codes for new construction.
- (b) *Change of Occupancy.* If the occupancy classification of any existing building or structure is changed, the building, electrical, gas, mechanical, and plumbing systems shall be made to conform to the intent of the construction codes as required by the Building Official.
- (c) *Special Historic Buildings.* The provisions of the construction codes relating to the construction, alteration, repair, enlargement, restoration, relocation, or moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by the state or local jurisdiction as historic buildings when such buildings or structures are judged by the Building Official to be safe and in the public interest of health, safety, and welfare regarding any proposed construction,

alteration, repair, enlargement, restoration, relocation, or moving of buildings within the fire districts.

Section 5: Building Department.

- (a) *Creation of Building Department.* There is hereby established a department to be called the Building Department and the person in charge shall be known as the Building Official. The governing body shall establish the qualifications for the Building Official and other code enforcement personnel. The duties of the department may be contracted out in full to a third party entity.
- (b) *Restrictions on Employees.* An officer or employee connected with the department, except one whose only connection is as a member of the Construction Board of Adjustment and Appeal, shall not be financially interested in the furnishing of labor, material, or appliances for the construction, alteration, or maintenance of a building, structure, service, system, or in the making of plans or of specifications thereof, unless he is the owner of such. This officer or employee shall not engage in any other work, which is inconsistent with his duties or conflict with the interests of the department.
- (c) *Records.* The Building Official shall keep, or cause to be kept, a record of the business of the department. The records of the department shall be open to public inspection pursuant to the provisions of the Georgia Open Records Act.
- (d) *Liability.* Any officer or employee, or member of the Construction Board of Appeals, charged with the enforcement of the construction codes, acting for the applicable governing authority in the discharge of his duties, shall not thereby render himself/herself personally liable, and is hereby relieved from all personal liability, for any damage that may occur to persons or property as a result of any act required or permitted in the discharge of his/her duties. Any suit brought against any officer or employee or member because of such act performed by him/her in the enforcement of any provision of the construction codes shall be defended by the governing jurisdiction until the final termination of the proceedings.
- (e) *Reports.* The Building Official shall submit a report each year covering the work of the Building Department during the preceding year. He/she may incorporate in said report a summary of the decisions of the Construction Board of Appeals during said year.

Section 6: Building Official.

- (a) **General.** The Building Official is hereby authorized and directed to enforce the provisions of the construction codes. The Building Official is further authorized to render interpretations of the construction codes, which are consistent with its intent and purpose. The City may contract with a third party to provide the duties of the Building Official.
- (b) **Right of Entry.**
 - (i) Whenever necessary to make an inspection to enforce any of the provisions of the construction codes, or whenever the Building Official has reasonable cause to believe that there exists in any building or upon any premises any condition or code violation which makes such building, structure, premises, electrical, gas, mechanical, or plumbing systems unsafe, dangerous, or hazardous, the Building Official may enter such building, structure, or premises at all reasonable times to inspect the same or to perform any duty imposed upon the Building Official by these construction codes, provided that if such building or premises is occupied, he shall first present proper credentials and request entry. If such building, structure, or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of such and request entry. If entry is refused, the Building Official shall have recourse to every remedy provided by law to secure entry.
 - (ii) When the Building Official shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the Building Official for the purpose of inspection and examination pursuant to the construction codes.
- (c) **Stop-work orders.** Upon notice from the Building Official, work on any building, structure, electrical, gas, mechanical, or plumbing system that is being done contrary to the provisions of the construction codes or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to his agent, or to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Official shall not be required to give a written notice prior to stopping the work.
- (d) **Revocation of Permits.**
 - (i) **Misrepresentation of Application.** The Building Official may revoke a permit or approval, issued under the provisions of the construction codes, in case

there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

- (ii) *Violation of Code Provisions.* The Building Official may revoke a permit upon determination by the Building Official that the construction erection, alteration, repair, moving, demolition, installation or replacement of the building, structure, electrical, gas, mechanical, or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of the construction codes.
- (e) *Unsafe Buildings or Systems.* All buildings, structures, electrical, gas, mechanical, or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems.
- (f) *Requirements Not Covered by Code.* Any requirements necessary for the strength, stability, or proper operation of an existing or proposed building, structure, electrical, gas, mechanical, or plumbing system, or for the public safety, health, and general welfare, not specifically covered by or the construction codes, shall be determined by the Building Official.
- (g) *Alternate Materials and Methods.* The provisions of the construction codes are not intended to prevent the use of any material or method of construction not specifically prescribed by them, provided any such alternate has been reviewed by the Building Official. The Building Official shall approve any such alternate, provided the Building Official finds that the alternate for the purpose intended is at least the equivalent of that prescribed in the construction codes, in quality, strength, effectiveness, fire resistance, durability, and safety. The Building Official shall require that sufficient evidence or proof be submitted to substantiate any claim made regarding the alternate.

Section 7: Permits.

- (a) **Permit Application.**
 - (i) **When required.** Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work. A permit shall not be issued to an owner, who is neither a licensed contractor nor the occupant of a residential structure being altered.

- (ii) **Work Authorized.** A building, electrical, gas, mechanical, or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.
 - (iii) **Minor Repairs.** Ordinary minor repairs, with a value of less than \$2,500, may be made with the approval of the Building Official without a permit, provided that such repairs shall not violate any of the provisions of the construction codes.
 - (iv) **Information Required.** Each application for a permit, with the required fee, shall be filed with the Building Official on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his/her authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the Building Official.
 - (v) **Time Limitations.** An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the Building Official for the application, provided the extension is requested in writing and justifiable cause is demonstrated.
- (b) **Drawings and Specifications.**
- (i) **Requirements.** When required by the Building Official, two or more copies of specifications and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.
 - (ii) **Additional Data.** The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications, and

accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their official seal.

- (iii) *Design Professional.* The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications, and accompanying data, for the following:
 - (A) All Group A, E, and I occupancies.
 - (B) Buildings and structures three stories or more high.
 - (C) Buildings and structures 5,000 square feet (465 m²) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

EXCEPTION: Single-family dwellings, regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

- (iv) *Structural and Fire Resistance Integrity.* Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistance wall, floor, or partition will be made for electrical, gas, mechanical, plumbing, signal and communication conduits, pipes, and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistance floors intersect the exterior walls.
- (v) *Site Drawings.* Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The Building Official may require a boundary line survey prepared by a qualified surveyor.
- (vi) *Hazardous Occupancies.* The Building Official may require the following:
 - (A) *General Site Plan.* A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment, and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.

- (B) *Building Floor Plan.* A building floor plan drawn to a legible scale, which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class or the hazardous materials stored.
- (c) Examination of Documents.
- (i) *Plan Review.* The Building Official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations, and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the construction codes and all other pertinent laws or ordinances.
- (d) Issuing Permits.
- (i) *Action on Permits.* The Building Official shall act upon an application for a permit without unreasonable or unnecessary delay. If the Building Official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the construction codes and other pertinent laws and ordinances, he shall issue a permit to the applicant.
- (ii) *Refusal to Issue Permit.* If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the construction codes or other pertinent laws or ordinances, the Building Official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reason for refusal.
- (iii) *Special Foundation Permit.* When application for permit to erect or enlarge a building has been filed and pending issuance of such permit, the Building Official may, at his discretion, issue a special permit for the foundation only. The holder of such a special permit is proceeding at his own risk and without assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet provisions of the construction codes.
- (iv) *Public Right-of-Way.* A permit shall not be given by the Building Official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls,

bays, balconies, or other appendages or projections fronting on any street, alley, or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has made application at the office of the Director of Public Works for the lines of the public street on which he/she proposes to build, erect, or locate said building; and it shall be the duty of the Building Official to see that the street lines are not encroached upon.

- (e) **Contractor Responsibilities.** It shall be the duty of every contractor who shall make contracts for the installation or repairs of buildings, structures, electrical, gas, mechanical, sprinkler, or plumbing systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted. In such case that the state requires a contractor to have obtained a state license before they are permitted to perform work, the contractor shall supply the local government with their license number before receiving a permit for work to be performed.
- (f) **Conditions of the Permit.**
 - (i) *Permit Intent.* A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the construction codes, nor shall issuance of a permit prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of the construction codes. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the Building Official.
 - (ii) *Permit Issued on Basis of an Affidavit.* Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the Building Official, are hazardous or complex, the Building Official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, they shall be responsible for conformity with the permit, provide copies of inspection reports as inspections are performed, and upon completion make and file with the Building Official written affidavit that the work has been done in conformity with the reviewed plans and with the structural provisions of the construction codes. In the event such architect or engineer is not available, the owner shall employ in his place, a competent person or agency whose qualifications are reviewed by the Building Official.

- (iii) *Plans.* When the Building Official issues a permit, he/she shall enforce, in writing or by stamp, both sets of plans “reviewed for code compliance.” One set of drawings so reviewed shall be retained by the Building Official and the other set shall be returned to the applicant. The permitted drawings shall be kept at the site of work and shall be open to inspection by the Building Official or his/her authorized representative.
- (g) Fees.
- (i) *Prescribed Fees.* A permit shall not be issued until the fees prescribed by the governing body have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical, or gas systems, etc. has been paid.
 - (ii) *Work Commencing Before Permit Issuance.* Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing, etc. system before obtaining the necessary permits, shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.
 - (iii) *Accounting.* The Building Official shall keep a permanent and accurate accounting of all permit fees and other money collected, the names of all persons upon whose account the same was paid, along with the date and amount thereof.
 - (iv) *Schedule of Permit Fees.* On all buildings, structures, electrical, plumbing, mechanical, and gas systems or alterations requiring a permit, a fee for each permit shall be paid as required at the time of filing application, in accordance with the fee schedules as set by the governing body.
 - (v) *Building Permit Valuations.* If, in the opinion of the Building Official, the valuation of building, alteration, structure, electrical, gas, mechanical, or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment, and other systems, including materials and labor.
- (h) Inspections.
- (i) *Existing Building Inspections.* Before issuing a permit the Building Official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the

occupancy. He shall inspect all buildings, structures, electrical, gas, mechanical, and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of the construction codes.

- (ii) *Manufacturers and Fabricators.* When deemed necessary by the Building Official he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the construction codes.
- (iii) *Inspection Service.* The Building Official may make, or cause to be made, the inspections required by subsection (vi), herein below. He/she may accept reports of inspectors of recognized inspection services provided that after investigation he/she is satisfied as to their qualifications and reliability. A certificate called for by any provision of the construction codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.
- (iv) *Inspections Prior to Issuance of Certificate of Occupancy or Completion.* The Building Official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical, or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion.
- (v) *Posting of Permit.* Work requiring a permit shall not commence until the permit holder or his/her agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the Building Official or representative to conveniently make the required entries thereon. This permit card shall be maintained in such position by the permit holder until the certificate of occupancy or completion is issued by the Building Official.
- (vi) *Required Inspections.* The Building Official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical code:
 - (A) **Building.**
 - (1) *Foundation and foundation wall Inspection:* To be made after trenches are excavated, the reinforcement is in place, and the forms erected, prior to the placing of concrete.

- (2) *Slab Inspection:* To be made prior to the placing of concrete.
 - (3) *Frame Inspection:* To be made after the roof, all framing, fireblocking, bracing and fasteners are in place, all concealed wiring, all pipes, chimneys, ducts, and vents are complete.
 - (4) *Moisture Barrier Inspection:* To be made prior to the installation of the exterior finishing materials.
 - (5) *Final Inspection:* To be made after the building is completed and ready for immediate occupancy.
- (B) Electrical.
- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
 - (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing is in place and prior to the installation of wall or ceiling membranes.
 - (3) *Final Inspection:* To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
- (C) Plumbing.
- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
 - (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing is in place and all soil, waste, and vent piping is complete, and prior to this installation of wall or ceiling membranes.
 - (3) *Final Inspection:* To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
 - (4) Note: See Section 312 of the International Plumbing Code for required tests.

(D) Mechanical.

- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
- (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
- (3) *Final Inspection:* To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

(E) Gas.

- (1) *Rough Piping Inspection:* To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
- (2) *Final Piping Inspection:* To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
- (3) *Final Inspection:* To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes in order to insure compliance with all the requirements of the construction codes and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

(F) Energy.

- (1) *Foundation Inspection:* To be made before slab concrete is poured in place. To verify that perimeter insulation has been installed correctly on any slab on grade foundations, if required.
- (2) *Frame Inspection:* To be made before exterior wall insulation is concealed by wall board to check installation of exterior walls insulation and to inspect that all holes and cracks through

the structure envelope have been sealed in an appropriate manner as to restrict air passage.

- (3) *Final Inspection*: To be made after the building is completed and ready for occupancy. To verify installation and R-value of ceiling and floor insulation. To verify correct SEER ratings on appliances.
- (vii) *Written Release*. Work shall not be done on any part of a building, structure, electrical, gas, mechanical, or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the Building Official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.
- (viii) *Reinforcing Steel, Structural Frames, Insulation, Plumbing, Mechanical, or Electrical Systems*. Reinforcing steel, structural frame, insulation, plumbing, work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the Building Official.
- (ix) *Plaster Fire Protection*. In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the Building Official after all lathing and backing is in place. Plaster shall not be applied until the release from the Building Official has been received.
- (i) Certificates.
 - (i) Certificate of Occupancy.
 - (A) *Building Occupancy*. A new building shall not be occupied or a change made in the occupancy, nature, or use of a building or part of a building until after the Building Official has issued a certificate of occupancy. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing, and fire protection systems have been inspected for compliance with the construction codes and other applicable laws and ordinances and released by the Building Official.
 - (B) *Issuing Certificate of Occupancy*. Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical, and plumbing systems in accordance with the construction codes, reviewed plans and specifications, and after the final inspection, the Building Official shall issue a certificate of occupancy stating the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load per square foot for each floor in accordance with the provisions of the construction codes.

- (C) *Temporary/Partial Occupancy.* A temporary/partial certificate of occupancy may be issued for a portion of a commercial building, which in the opinion of the Building Official, may safely be occupied prior to final completion of the building. The temporary/partial certificate of occupancy shall be forfeited if the certificate of occupancy is not issued within ninety (90) days.
 - (D) *Existing Building Certificate of Occupancy.* A certificate of occupancy for any existing building may be obtained by applying to the Building Official and supplying the information and data necessary to determine compliance with the construction codes for the occupancy intended. Where necessary, in the opinion of the Building Official, two sets of detailed drawings, or a general inspection, or both, may be required. When, upon examination and inspection, it is found that the building conforms to the provisions of the construction codes and other applicable laws and ordinances for such occupancy, a certificate of occupancy shall be issued.
- (ii) **Certificate of Completion.** Upon satisfactory completion of a building, structure, electrical, gas, mechanical, or plumbing system, a certificate of completion may be issued. This certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a certificate of occupancy.
 - (iii) **Service Utilities.**
 - (A) *Connection of Service Utilities.* No person shall make connections from a utility, source of energy, fuel, or power to any building or system which is regulated by the construction codes for which a permit is required, until released by the Building Official and a certificate of occupancy or completion is issued.
 - (B) *Temporary Connection.* The Building Official may authorize the temporary connection of the building or system to the utility source of energy, fuel, or power for the purpose of testing building service systems or for use under a temporary certificate of occupancy.
 - (C) *Authority to Disconnect Service Utilities.* The Building Official shall have the power to authorize disconnection of utility service to the building, structure, or system regulated by the construction codes, in case of emergency where necessary to eliminate an immediate hazard to life or property. The Building Official shall notify the serving utility, and whenever possible the owner and occupant of the building,

structure, or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure, or service system shall be notified in writing, as soon as practical thereafter.

(j) Posting Floor Loads.

- (i) *Occupancy.* An existing or new building shall not be occupied for any purpose, which will cause the floors thereof to be loaded beyond their safe capacity. The Building Official may permit occupancy of a building for mercantile, commercial, or industrial purposes, by a specific business, when he is satisfied that such capacity will not thereby be exceeded.
- (ii) *Storage and Factory-Industrial Occupancies.* It shall be the responsibility of the owner, agent, proprietor, or occupant of Group S and Group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the Building Department.
- (iii) *Signs Required.* In every building or part of a building used for storage, industrial, or hazardous purposes, the safe floor loads, as reviewed by the Building Official on the plan, shall be marked on plates or approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.

Section 8: Tests.

The Building Official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or his/her agent, by an approved testing laboratory or other approved agency.

Section 9: Construction Board of Appeals.

- (a) *Appointment.* The Commission shall establish a board to be called the "Construction Board of Appeals." Members shall be nominated by the Mayor and approved by the Commission.
- (b) *Membership and Terms.*

- (i) The Board shall be comprised of not less than three and not more than five persons. Each member shall serve a term of 4 years and may serve consecutive terms.
 - (ii) Quorum and Voting. A simple majority of the Board shall constitute a quorum. In varying any provision of the construction codes, the affirmative votes of the majority present shall be required. In modifying a decision of the Building Official, not less than two affirmative votes shall be required. In the event that regular members are unable to attend a meeting, the alternate members, if appointed, shall vote.
 - (iii) Secretary of the Board. The Building Official shall appoint a secretary for the Board and shall make a detailed record of all its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member, and any failure of a member to vote.
 - (iv) As provided in Code Section 2-5-3, the Commission shall establish qualifications for Board members.
- (c) Powers. The Construction Board of Appeals shall have the power, as further defined in subsection (d) herein below, to hear the appeals of decisions and interpretations of the Building Official and consider variances of the construction codes.
- (d) Appeals.
- (i) *Decision of the Building Official.* The owner of a building, structure, or service system, or his duly authorized agent, may appeal a decision of the Building Official to the Construction Board of Appeals whenever any one of the following conditions are claimed to exist:
 - (A) The Building Official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
 - (B) The provisions of the construction codes do not apply to this specific case.
 - (C) That an equally good or more desirable form of installation can be employed in any specific case.
 - (D) The true intent and meaning of the construction codes or any of the regulations thereunder have been misconstrued or incorrectly interpreted.

- (ii) *Variances.* The Construction Board of Appeals, when so appealed to and after a hearing, may vary the application of any provision of the construction codes to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the construction codes or public interest, and also finds all of the following:
 - (A) That special conditions and circumstances exist which are peculiar to the building, structure, or service system involved and which are not applicable to others.
 - (B) That the special conditions and circumstances do not result from the action or inaction of the applicant.
 - (C) That granting the variance requested will not confer on the applicant any special privilege that is denied by the construction codes to other buildings, structures, or service system.
 - (D) That the variance granted is the minimum variance that will made possible the reasonable use of the building, structure, or service system.
 - (E) That the grant of the variance will be in harmony with the general intent and purpose of the construction codes and will not be detrimental to the public health, safety, and general welfare.

In granting the variance, the Board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the Board may prescribe appropriate conditions and safeguards in conformity with the construction codes. Violation of the conditions of a variance shall be deemed a violation of the construction codes.

- (iii) *Notice of Appeal.* Notice of appeal shall be in writing and filed within 30 calendar days after the Building Official renders the decision. Appeals shall be in a form acceptable to the Building Official.
 - (iv) *Unsafe or Dangerous Buildings or Service Systems.* In the case of a building, structure, or service system, which, in the opinion of the Building Official, is unsafe, unsanitary, or dangerous, the Building Official may, in his order, limit the time for such notice of appeals to a shorter period.
- (e) Rules and Regulations.
- (i) *Establishment.* The Board shall establish rules and regulations for its own procedure not inconsistent with the provisions of these procedures. The Board

shall meet on call of the chairman. The Board shall meet within 30 calendar days after notice of appeal has been received.

- (ii) *Decisions.* The Construction Board of Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. Each decision of the Board shall also include the reasons for the decision. If a decision of the Board reverses or modifies a refusal, order, or disallowance of the Building Official or varies the application of any provision of the construction codes, the Building Official shall immediately take action in accordance with such decision. Every decision shall be promptly filed in writing in the office of the Building Official and shall be open to public inspection. A certified copy of the decision shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the Building Official for 2 weeks after filing. Every decision of the Board shall be final, subject to such remedy as any aggrieved party might have at law or in equity.

Section 10: Severability.

If any section, subsection, sentence, clause, or phrase of the construction codes is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the construction codes.

Section 11: Violations and penalties.

Any person, firm, corporation, or agent who shall violate a provision of the construction codes, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish, or move any structure, electrical, gas, mechanical, or plumbing system, or has erected, constructed, altered, repaired, moved or demolished a building, electrical, gas, mechanical, or plumbing system, in violation of a detailed statement or drawing submitted and permitted thereunder, shall be guilty of an ordinance violation. Each such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of the construction codes is committed or continued, and upon conviction of any such violation such person shall be punished within the limits and as provided by general law.

Article 3: Miscellaneous Provisions.

Section 1: Maintenance of proper sanitary conditions on premises required; procedures; enforcement.

- (a) Every person, whether owner, tenant, agent, or employee owning, holding, or occupying property in the City shall, at all times, maintain the property, whether a vacant lot or otherwise, in a clean and sanitary condition, keeping all weeds cut, wastepaper, trash and other rubbish of every sort cleaned off of the property. Said

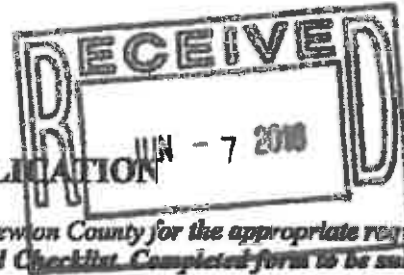
duty to maintain property in a clean and sanitary condition shall include the duty to cut and remove undergrowth, such as kudzu, briars, weeds in excess of 24 inches in height, honeysuckle, other vines and seedlings, whenever such undergrowth becomes a nuisance to persons residing in the area or operating businesses in the area. If such undergrowth exists upon an unimproved lot, the Planning and Zoning Director may reduce the extent to which the property must be maintained in such condition, provided there are no imminent threats to public health and safety.

- (b) It shall be the duty of the Community Development Director or a designee thereof to give 5 days written notice, by certified mail, return receipt requested, and take reasonable steps to deliver in person to any owner of property or other person violating this section to appear before the City Commission to show cause why these provisions have not been complied with. In addition, the Community Development Director or a designee shall immediately post a notification upon the property in violation of this section in order to provide visual notification to property owners for a period of 5 consecutive days.
- (i) In lieu of inability to contact owners in other manners prescribed above, posted notice shall serve as the official notice for the City Commission hearing on this matter.
 - (ii) After a hearing, if it is deemed by the Commission that this section has not been complied with, such owner or other person shall be given 5 days to comply and if he/she fails or refuses to do so, the Public Works Director shall thereupon cause the work to be done.
 - (iii) For purposes of giving the notice to the owner of the property, as provided for herein, the person shown as the owner of said property on the ad valorem tax records of the City shall be sent such notice at the address shown thereon, unless the City receives actual notice that another person owns said property that owner shall be responsible for said violation.
 - (iv) The Commission may, by majority vote, refer any and all cases described in this section to the Municipal Court, and all hearings heretofore described as being before the Commission may be before the Municipal Court if the Commission decides.
- (c) When the Public Works Director has caused weeds to be cut from any premises, or wastepaper, trash, or other rubbish removed, a notice shall be prepared assessing the cost of the cutting of those weeds, cleaning and rendering sanitary such vacant lot or other property against the owner, tenant, agent, or employee owning, occupying, or controlling the property. The cost of such action shall be a debtor lien upon the property so cleaned and rendered sanitary and a debt against the owner, tenant, agent, or other party in charge of the property. The debtor lien shall date from the completion of the work on the property as declared under City Commission ordinance.

- (d) A written statement shall be furnished by the City Clerk to the owner, agent, or other party in charge of the property subject to the assessment provided for herein showing the amount of the assessment. It shall be the duty of the owner, agent, or other party in charge of the property subject to the assessment to pay the City within 30 days after the receipt of the statement the entire amount of the assessment against the property and the owner, tenant, agent, or other party in charge of the property.
- (e) Any owner, tenant, agent, or other party in control of property subject to assessment as provided herein who fails or refuses to pay to the City the amount of such assessment at the expiration of 30 days after the service of the notice of statement provided above, the City Clerk shall issue an execution bearing date of its issuance in the name of the Mayor of the City and specifying the purpose for which it is issued against the owner, tenant, agent, or other party in control of the property subject to the assessment and also against the property of the owner, tenant, agent, or other party in control of the property upon which the work in question is performed. The execution shall assert and be a lien against the property from the day of the completion of the performance of the work hereinbefore described and shall bear interest at the rate of 1 percent per month from the date on which it is issued. For the purposes of this section, any period of less than 1 month shall be considered to be 1 month.
- (f) The execution issued under these provisions shall be delivered to the Chief of Police or a designee thereof who shall execute the same by levying upon and selling the property described therein or so much thereof as may be necessary for the amount due the City from the doing of such work, together with all costs that may accrue thereon. The law applicable to the sales under other executions issued by this City shall apply to the levy, notice, advertisement and sale made under the execution, and the levying officer shall have authority to execute a deed to the purchaser when the property is sold and shall deliver the possession thereof to the purchaser within the time required by law as under tax executions.

Section 2: Fire Limits.

The fire limits of the City for purposes of the building code shall be the same as is provided in this Code.



DEVELOPMENT PERMIT APPLICATION

This is NOT a Building Permit, but is a requirement for an application to Newton County for the appropriate required Building Permit. All items must be completed, or marked N/A. See attached Checklist. Completed form to be submitted 10 days before next meeting of Planning Commission.

GENERAL INFORMATION

Name of Applicant: OXFORD HISTORICAL SOCIETY Date of Application: JUNE 7, 2018
 Address of Applicant: OLD Church, WESLEY & FLETCHER, OXFORD GA 30054
 Telephone # (s) of Applicant: 770-724-1047 - CELL 770-715-3021
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): OLD Church, WESLEY
 Owner of above location(s): CITY OF OXFORD
 Name of General Contractor (if different from Applicant): JIM WILLIAMS

Type of work: New building Addition Alteration Renovation Repair Moving
 Land Disturbance Demolition Other

Type of dwelling: Single Family Multi-family Included Apartment Number of units: Church

Briefly describe the proposed work: INSTALL A HANDICAP RAMP TO THE FRONT MAIN ENTRANCE (South). MATERIAL AND COLOR TO BLEND WITH EXISTING. TO BE COMBINATION OF COMPOSITE AND TREATED.

Does the proposed work change the footprint (ground outline), of any existing structures or add structure(s)? NO YES
If "No" is checked, no further information is required.

If "Yes" is checked, list additions to: Heated Sq. ft. Unheated Sq. ft. Garage Sq. ft. New Sq. ft.
 Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? Yes No
 (Map available from City Clerk)

ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District: RESTORATION AL

Setback requirements:

Front setback 50 ft. Side setback 30 ft. Rear setback 30 ft.

Minimum required lot width at building line ft.

MECHANICAL INFORMATION

A) Sewerage (if plumbing is included in proposed work): City Sewer Septic Is this a change? Yes No
 If so, describe (use additional pages as required):

B) Water Supply (if plumbing is included in proposed work): City Water Well Is this a change? Yes No
 If so, describe:

C) Number of Baths (if plumbing is included in proposed work): Full Half Is this a change? Yes No
 If so, describe:

D) Heating: (if HVAC is included in proposed work): Electric Gas Oil Propane Other
 Is this a change? Yes No If so, describe:

E) Electrical: number of outlets

STRUCTURAL INFORMATION

Type of Foundation: Moveable Pier & Footer Slab on grade Basement Other

Type of Construction: Frame Masonry Structural Insulated Panel Insulated Concrete Form Panelized
 Industrialized Manufactured

SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:
 - Width of lot at proposed work location ___ feet Width of new work ___ feet
 - Depth of lot at proposed work location ___ feet Length of new work ___ feet
 - Height of new work ___ feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.



Signature of Applicant

----- OFFICIAL USE ONLY -----
DEVELOPMENT PERMIT

Date Received by Zoning Administrator: _____
Date Reviewed by the Planning Commission: _____

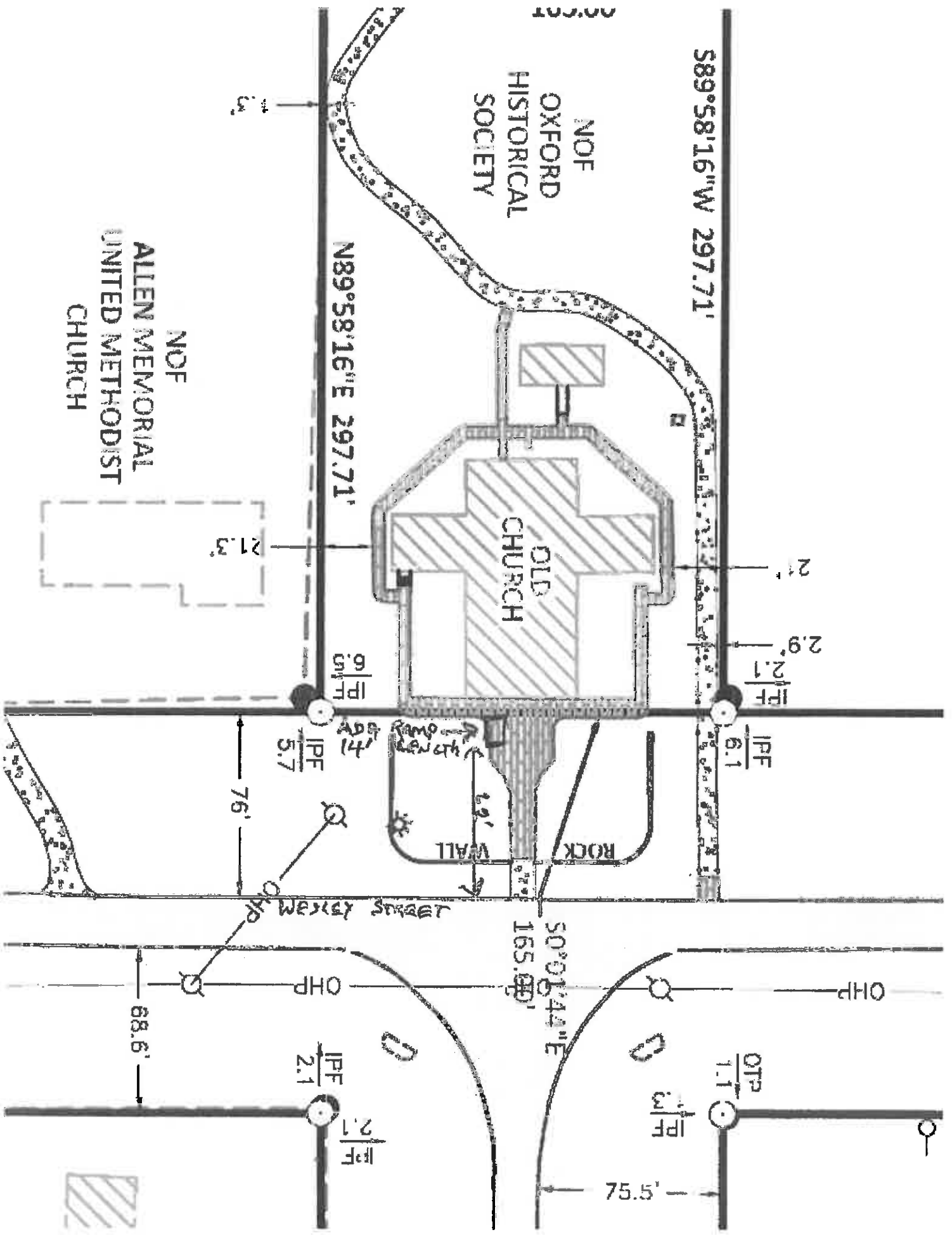
The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. This is not a building permit in Newton County.

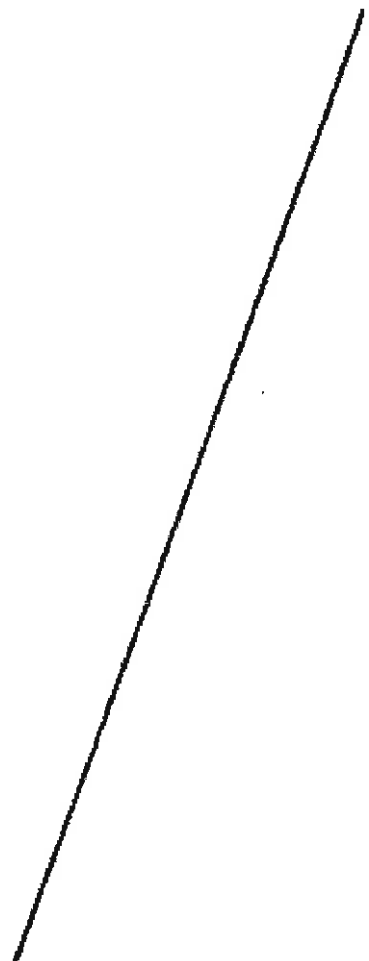
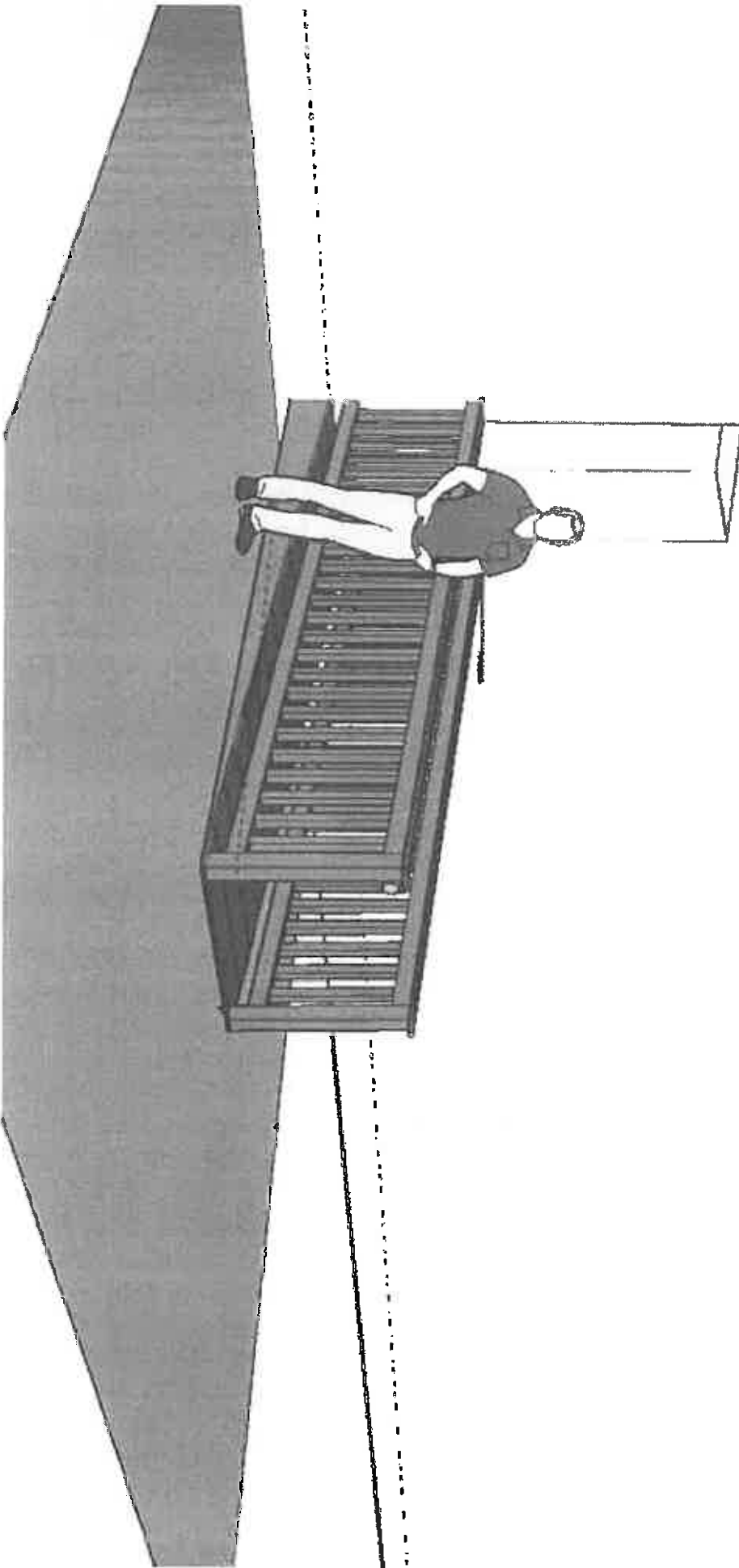
Approved by: _____ Date: _____
 Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector, designated as the Newton County Planning & Development Department. This Development Approval expires six months from the date issued.

Issued by: _____ Date: _____
 Zoning Administrator

NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the Newton County Planning & Development Department for a building permit. (Form November, 2016)





PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

Estimate

5-18-18

Old Church
To: Anderson Wright
Re: Handicap ramp

Install 14'x6'4" handicap ramp at church entry \$5,300.00

(The ramp will have composite top and bottom rails, pickets,
Decking, sides, post sleeves, and post caps.)

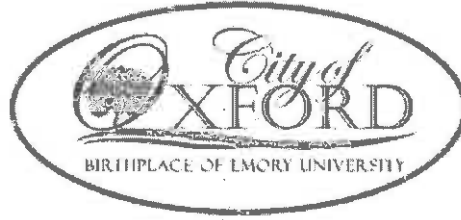
(The structural material will be treated yellow pine)

Remove pavers from under handicap ramp and relocate to
facilitate handicap ramp entry. \$840.00

Total: \$6,140.00

Respectfully,

Tim Martin



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Friday, June 15, 2018
Re: Oxford Square Subdivision Sign

On Friday, May 29th, 2018, the city mailed a survey to 82 homes located in Oxford Square to poll resident interest in the city repairing or removing the subdivision sign. In addition, the survey included a question to gauge resident interest in forming a homeowners' association (HOA) in Oxford Square. 10% of the homes responded to the survey. The following are the results from the survey.

Question: Would you prefer the sign be removed or repaired? Why or why not?

Results:

Response	Count	Percentage
Repair	6	75%
Remove	1	13%
Indifferent	1	13%
TOTAL	8	100%

Question: As a resident of Oxford Square, would you be interested in forming a homeowners' association (HOA)?

Results:

Response	Count	Percentage
Yes	0	0%
No	8	100%
TOTAL	8	100%



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Thursday, June 14, 2018
Re: Hands-Free Georgia Act

Hands-Free Georgia Act

On May 2nd, 2018 Governor Nathan Deal signed the "Hands-Free Georgia Act" into law. In short, this law states that a driver cannot operate a motor vehicle while operating a cell phone, holding a cell phone with their hand, or supporting a cell phone with another part of their body. A few exceptions exist including using an earpiece, or voice-based communication that is automatically converted to a written message (e.g. – talk to text feature). The measures of this law go into effect on July 1, 2018.

The City of Oxford's Cell Phone Policy

Our current cell phone policy is in line with the measures of the "Hands-Free Georgia Act". It states that an employee "who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device, whether the business conducted is personal or company-related." (Employee Handbook, p. 51). As of today, we have seven city-issued cell phones, and eight city vehicles.

Possible Revision to Current Cell Phone Policy

If Council decides to revise our current cell phone policy to allow for using a device while operating a vehicle, the Georgia Municipal Association recommends the following conditions:

- External speaker and microphone must be included to allow hands-free operation.
- Phone number memory and programming capabilities are to be included.
- Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
- Incoming calls should be limited.

- For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone/pager is authorized when the vehicle is safely parked.
- Employees are prohibited from using a Walkman or similar device while operating a motor vehicle.

In addition, it is important to ensure our motor vehicles have Bluetooth technology and a mount for the phone. Aftermarket Bluetooth car adaptors and phone mounts are available at most retailers and are relatively inexpensive.

For any official public presentation, either to City Council or other groups, more formal attire is appropriate such as; assigned City uniform, shirt with tie for men and the equivalent for women.

USE OF CELL PHONES OR SIMILAR DEVICES

Use While Driving

An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. An employee should pull over at the next available safe stop to return a work call. Use of the City of Oxford owned vehicles or devices for personal business is strongly discouraged. Police Officers should refer to their departmental Standard Operating Procedures in reference to this policy.

General Use at Work

While at work, employees are expected to exercise the same discretion in using personal cellular phones as they use with city phones. Excessive personal calls during the work, regardless of the phone used, can interfere with productivity and be distracting to others. Employees should restrict personal calls during the work time and use personal cell phones only during breaks or lunch breaks in non-working areas. Employees should ensure that their family and friends are instructed of this policy. The City is not liable for personal cell phones brought into the work place.

The use of a personal cell phone while at work including receiving or placing calls, text messaging, surfing the internet, receiving or responding to emails, and the like, may present a hazard or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone use while at work is both safe and does not disrupt business operations. Unless otherwise authorized, the use of personal cell phones is strongly discouraged.



Memo

To: City Council
From: Matthew Pepper, Assistant City Manager
Date: Wednesday, June 13, 2017
Re: ECG Legislative and Regulatory Services

Electric Cities of Georgia (ECG) is now offering legislative and regulatory services to its member cities. This new service will focus on current, proposed, and pending state legislation that impacts member cities' electric distribution systems. For example, ECG lobbied to halt proposed legislation regarding the unregulated proliferation of small cell technology in city rights-of-way.

The estimated cost for this service is \$873, or 1.42% of our total budget for ECG services for FY2019 (See breakdown below). I included the extra \$873 in my estimate for the FY2019 Operating Budget.

ECG Services	FY2019 Budget	% of FY2019 Budget
Analytical Services	\$27,540	45.94%
Distribution Engineering	\$20,600	34.37%
Education, Training & Development	\$7,349	12.26%
Pole Inspection & Treatment	\$1,460	2.44%
Pole Attachment Services	\$2,122	3.54%
Legislative & Regulatory Monitoring	\$873	1.46%
TOTAL	\$59,944	100.00%

41 (79%) member cities have agreed to contract with ECG for the service. I recommend that Council agree to the regulatory and legislative service with ECG.



Jaco Contracting INC.
 1094 Access Road Suite B
 Covington, Georgia 30014
 Phone: (770) 349-5399
 Web: jacocontracting.com

Estimate
 Date

Description

Repairs to home/ building

Remove old tin roof and install new tin roof with color to match city hall- \$19,500.00
 Remove old tin roof and install new standing seam roof to match color of city hall- \$15,500.00
 Demo walk way from home to garage, haul off all debris, seed and straw area (gone)- \$6,500.00
 Install new treated 6x6 post wrapped with 1x8 wood to match the existing post removed and replaced with new once that will mirror the old ones)-\$4,000.00
 Demo inside, get all windows operational, restore ceilings and repaint ceilings, rebuild window on the rear of the garage and reuse the sash- \$15,500.00
 Pressure wash and repaint the outside of the building- \$6,000.00

Subtotal
Total

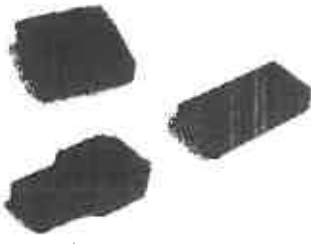
By signing this document, the customer agrees to the services and document.

Ken Farrow

†

Estimate

PAVING



DESIGNED INSTALLATIONS

by *Jim Williams*

215 STONE LEA DRIVE • OXFORD, GA 30054 • PHONE/FAX 770-787-3778 • CELL 770-317-2670
EMAIL pdibjw@bellsouth.net

City of Oxford
To: Jeff Wearing
Re: 107 W Clark St.

6-18-18

Demo existing metal roof and replace with new Standing seam Roof.

This includes the garage.

(This estimate is based on satellite imagery.square footage and price may vary.
any additional removal or replacement of sheeting or structural members not included)

\$28,500.00

Reinforce Foundation to facilitate commercial use.

this will require installation of new columns and beams as necessary.

(price is based off of engineered work completed previously by Designed
Installations. Engineering may be required. Any additional removal or replacement of sheeting or
structural members not included)

\$ 26,500.00

Total: \$55,000.00

Respectfully,

Tim Martin



Yarborough House

Storm Pro Roofing & Restoration
Conyers, Ga 30012
Phone: (770) 688-6577
Email: stormpro2013@yahoo.com

Estimate # 003419
Date 06/18/2018

Description	Total
Metal roof	\$19,600.00
Dumpster	\$0.00
Strips and replace wood	\$0.00
Tear off	\$0.00
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Subtotal	\$19,600.00
Total	\$19,600.00

If paying by check please make checks payable to Storm pro roofing & restoration. Thank you!

ESTIMATE



Yarborough House

Storm Pro Roofing & Restoration
Conyers, Ga 30012
Phone: (770) 688-6577
Email: stormpro2013@yahoo.com

Estimate # 003420
Date 06/18/2018

Description	Total
Fix drainage	\$3,000.00
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Subtotal	\$3,000.00
Total	\$3,000.00

If paying by check please make checks payable to Storm pro roofing & restoration. Thank you!



Storm Pro Roofing & Restoration
 Conyers, Ga 30012
 Phone: (770) 688-6577
 Email: stormpro2013@yahoo.com

Estimate # 003421
 Date 06/18/2018

Description	Total
Tear down breezeway	\$4,000.00
<i>This includes clean up</i>	
	Subtotal \$4,000.00
	Total \$4,000.00

If paying by check please make checks payable to Storm pro roofing & restoration. Thank you!

HCS SERVICES LLC.**PROPOSAL**

DATE: 3/1/2018

Email huiestewart@gmail.com

ARTICLE AND DESCRIPTION	PRICE
<u>City of Oxford</u> 107 West Clark Street - clear property on the east and south sides #NAME?	10,700.00
TOTAL DUE	\$ 10,700.00

If you have any questions about this proposal, please contact
 Huie Stewart @ (678) 725-7058

Thank You For Your Business!

Enviroprobe, LLC
1931 Highway 11 S
Covington, Georgia 30014
email: enviroprobe@bellsouth.net
Phone: 404-557-9320

City of Oxford
110 West Clark Street
Oxford, Georgia 30054

March 1, 2018

Re: Tree & Fence Clearing Cost Proposal
East and South side of Residential House
107 West Clark Street
Oxford, Georgia 30054

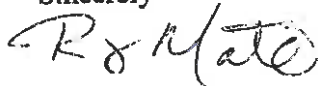
Enviroprobe proposes to demo and remove all trees, bushes, roots and fences from the site referenced above.

- Locate and disconnect all utilities
- Equipment and Labor
- Roll off Containers T&D
- Grade and balance with dirt on site
- Seed and straw site on completion

Total \$12,500.00

If you have any questions about the proposal please do not hesitate to call me at (404) 557-9320.
Thank you for the opportunity of being of service to you.

Sincerely



Roy Mote