

# OXFORD PLANNING COMMISSION

## AGENDA

**February 8, 2022 – 7:00 PM**

**Conducted virtually through Zoom**

1. **Opening** – Jonathan Eady, Chair
2. **\*Minutes** – Please consider for approval the November 9, 2021 and the December 14, 2021 Planning Commission Minutes.
3. **\*908 Emory Street** – Interior Renovation
4. **\*411 Dowman Street** – Deck Installation
5. **\*903 Asbury Street** – Driveway Improvements
6. **Other Business**
  - a. General Discussion on a possible housing development for 318 Emory Street – Ryan Oros and team
  - b. Status of Amendments to Chapter 40 of the City's zoning ordinances
7. **Adjournment**

**\* Attachments**

MEMBERS OF THE PLANNING COMMISSION: Jonathan Eady, Chair; Zach May, Vice-Chair; Juanita Carson, Secretary; Mike McQuaide, Jeremy Baker, and Mike Ready.

## OXFORD PLANNING COMMISSION

Minutes – November 9, 2021

Via Zoom

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

**STAFF:** Bill Andrew, Zoning Administrator

**GUESTS:** Gina Caceras (representing Hurenza Lewis, 117 Longstreet Cir.), Hurenza Lewis, Daniel Parsons and Randy Simon (representing Emory University, 406 Emory Street), and Monty Hill (representing Mr. Alexander, 316 Hillcrest Street)

**OPENING:** At 7:00 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** Mr. Eady opened the review of the September 14, 2021 minutes by suggesting an edit to clarify the rebranding by Truist for their ATM was changing the signage on the structure. There were no other questions or concerns.

*Mr. Ready made a motion to the approve the minutes as presented with the clarification on signage. The motion was seconded by Ms. Carson. The vote was 6-0.*

**JOHN WOMACK DEVELOPMENT PERMIT APPLICATION (312 W. Bonnell Street):** *Due to a lack of representation, this item was moved to later in the meeting.*

**EMORY UNIVERSITY DEVELOPMENT PERMIT APPLICATION (406 Emory Street):** The Commission reviewed the development permit application to install a roofed-open sided pavilion over an existing pizza oven on the farm property. Mr. Eady noted the application mentioned three possible design alternatives and asked Mr. Simon if they had landed on a single design. Mr. Simon indicated they had a preference but were unsure if supply chain issues would allow them to build what they want.

Mr. Simon indicated there is a pizza oven is on the property and this structure will shelter that pizza oven. This is a student supported project and a gathering place for students. The structure will be 60 to 70 feet from the barn. Their preferred design is a simple pitched roof structure.

Mr. Eady indicated this would be allowed as an accessory structure and he asked members if they have any questions. There were none and Mr. Eady asked for a motion to approve the application.

*Upon the motion of Mr. McQuaide, seconded by Mr. May, the Planning Commission approved the development permit application for a roofed-open sided pavilion over an existing pizza oven on the farm property at 406 Emory Street. The vote was 5-0 in favor, with an abstention by Mr. McQuaide. Mr. Andrew was authorized by the Chairman to sign and process the Development Permit Application.*

**KEVIN SIMMONS DEVELOPMENT PERMIT APPLICATION (104 Emory Way):** *Due to a lack of representation, this item was moved to later in the meeting*

**GINA CACERAS IS REPRESENTING HURENZA LEWIS' DEVELOPMENT PERMIT APPLICATION (117 Longstreet Circle):** Mr. Eady reviewed the recent updates to the Development Permit Application and Ms. Caceras provided an illustration of the three-bay structure. Mr. Lewis indicated the structure will not initially have electricity run to it.

Mr. Eady indicated the application was incorrect in its setback requirements, as they had been for a primary structure and this is an accessory structure, so the correct setbacks are 30-feet for the front, and the side and rear would be 10-feet. Therefore, the structure is well within these more permissible setbacks. Mr. Eady also indicated while this structure is quite large, it is smaller than the primary house and so is permissible.

Mr. Eady asked each member if they had any questions or concerns. There were none. Mr. Eady asked Mr. Andrew to strike the portion of the application which indicated there would be interior lighting in the building. Mr. Lewis had indicated earlier in the meeting that no electrical service was planned for the structure at this time.

Mr. Eady then asked if the existing driveway was going to connect to the front of the accessory structure. Mr. Lewis indicated he does plan to connect the concrete driveway to the front of the new building. This will be added to the application. After these clarifications, Mr. Eady asked for a motion to approve the application.

*Upon the motion of Ms. Carson, seconded by Mr. Ready, the Planning Commission approved the development permit application for a shed installation and driveway extension at 117 Longstreet Circle. The vote was 6-0 in favor. Mr. Andrew was authorized by the Chairman to sign and process the Development Permit Application.*

**MINDY WINKLER IS REPRESENTING JOHN WOMACK'S DEVELOPMENT PERMIT APPLICATION (312 W. Bonnell Street):** It was again established that neither Mr. Womack nor Ms. Winkler were at the meeting. The Commission reviewed the development permit application from Mr. Womack. Mr. Eady indicated while there was no representation for the application, The Home Depot Permit Services Office had provided good specifications for the windows being installed as a Home Depot approved contractor will be replacing 13 windows in Mr. Womack's home. Mr. Ready believed given the information presented and the simplicity of the project, they application should move ahead.

Mr. Eady asked each member if they had any questions or concerns. There were none. Mr. Eady asked for a motion to approve the application.

*Upon the motion of Mr. Baker, seconded by Mr. Ready, the Planning Commission approved the development permit application for the replacement of 13 windows at 312 W. Bonnell Street. The vote was 6-0 in favor. Mr. Andrew was authorized by the Chairman to sign and process the Development Permit Application.*

**KEVIN SIMMONS DEVELOPMENT PERMIT APPLICATION (104 Emory Way):** Mr. Simmons was not present for the meeting. The Commission reviewed a development permit application to install a 20' x 20' moveable metal frame building at 104 Emory Way.

The original drawing with the development permit application, considered at the last meeting, had indicated a 1-foot side setback. The new, edited application indicates a 10-foot setback and will be a steel shed.

Mr. Eady asked each member if they had any questions or concerns. There were none. Mr. Eady asked for a motion to approve the application.

*Upon motion of Ms. Carson, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to install a 20' x 20' moveable metal frame building at 104 Emory Way. The vote was 6-0. Mr. Andrew was authorized by the Chairman to sign and process the Development Permit Application.*

**BOBBY KILLEN IS REPRESENTING FERNANDO RODRIGUEZ (203 Williams Street):** *Due to a lack of representation, this item was moved to later in the meeting.* The Commission reviewed a development permit application to replace an existing metal shed with a stick built shed to be placed behind his single-family residential home.

Mr. Eady asked each member if they had any questions or concerns. There were none. Mr. Eady asked for a motion to approve the application.

*Upon motion of Mr. May, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to install a stick built shed at 203 Williams Street. The vote was 6-0. Mr. Andrew was authorized by the Chairman to sign and process the Development Permit Application.*

**OTHER BUSINESS:** There was a general discussion regarding a possible accessory structure at 316 Hillcrest Street. Mr. Monty Hill spoke as a representative of and contractor for Mr. Kenneth Alexander. There was discussion over the ability of an accessory structure to be installed and how the primary structure would need to be shored up to allow for the secondary structure's installation. Mr. Hill was encouraged to bring a Development Permit Application to the Planning Commission to the next meeting for an accessory

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:17 PM.

Submitted by:

Bill Andrew, Zoning Administrator

## OXFORD PLANNING COMMISSION

Minutes – December 14, 2021

Via Zoom

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

**STAFF:** Bill Andrew, Zoning Administrator

**GUESTS:** Michael Geiger (representing Ms. Lynn Bohannon, Tax Parcel X011 014), Monty Hill (representing Mr. Alexander, 316 Hillcrest Street), and Frank Kitchens (representing Havenbrook Homes, 107B E. Soule Street)

**OPENING:** At 7:02 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** The minutes for the November 9, 2021 meeting will be available at the next meeting.

**MICHAEL GEIGER, REPRESENTING LYNN BOHANNON FOR A MINOR SUBDIVISION (Tax Parcel X011 014):** Mr. Geiger, R.L.S. is making a request on the behalf of the owner, Ms. Bohannon, for this parcel to be subdivided as presented into three lots.

Mr. Eady reviewed the layout of the lots with Mr. Geiger.

Mr. Eady asked each member if they had any questions or concerns. There were none. Mr. Eady asked for a motion to approve the application.

*Upon the motion of Mr. McQuaide, seconded by Ms. Carson, the Planning Commission approved the minor subdivision of Tax Parcel X011 014. The vote was 5-0 in favor, with an abstention by Mr. Ready, as he will be on the City Council when it is presented to that body. Mr. Andrew was authorized by the Chairman to sign and process the minor subdivision.*

**MONTY HILL, REPRESENTING KENNETH ALEXANDER FOR A DEVELOPMENT PERMIT APPLICATION (316 Hillcrest Street):** This is an application for an accessory structure at 316 Hillcrest Street. Mr. Monty Hill spoke as a representative of and contractor for Mr. Kenneth Alexander.

Mr. Eady asked Mr. Hill what the distance was from the primary structure to the proposed accessory structure. Mr. Hill indicated it would be placed in accordance with the code. It was established that city personnel would have the necessary access to the property for inspections.

Mr. Eady asked each member if they had any questions or concerns. Mr. Ready indicated what has been presented this evening was in accordance with the last discussion with Mr. Hill and it all complies with the code. The other members of the Commission were satisfied with the completeness and compliance of the applications.

It was made clear that the accessory structure is allowed only while the primary structure is in place. If the primary structure was removed, either the accessory structure would have to be removed or a new primary structure would have to be constructed.

Mr. Eady asked for a motion to approve the application.

*Upon the motion of Mr. McQuaide, seconded by Mr. May, the Planning Commission approved the application for an accessory structure at 316 Hillcrest Street. The vote was 6-0 in favor. Mr. Andrew was authorized by the Chairman to sign and process the minor subdivision.*

**FRANK KITCHENS, REPRESENTING HAVENBROOK HOMES, FOR A DEVELOPMENT PERMIT APPLICATION (107B E. Soule Street):** Mr. Frank Kitchens has been contracted to replace some wiring, a kitchen sink, cabinetry, and general repair to a house which had some minor fire damage. Mr. Eady initially established the location of the property, which was the second house of the left from Green Street and E. Soule Street.

Mr. Eady asked Mr. Kitchens to explain the extent of damage from the kitchen fire which had occurred in the building. Based on the damage from the fire, the work already performed, and the work still needed, the application was amended to include: roof repair (2-3 rafters and some shingles), limited wiring above kitchen, vent pipe, new kitchen sink, new kitchen cabinet replacement, new refrigerator, new stove, sheetrock repair, limited interior and exterior painting.

Mr. Eady asked each member if they had any questions or concerns based on all the clarifications and changes discussed for the application to be complete and accurate. Mr. McQuaide pointed out that the repairs do not approach half the value of the house and so are certainly allowable.

Mr. Eady asked for a motion to approve the application as modified.

*Upon the motion of Ms. Carson, seconded by Mr. Baker, the Planning Commission approved the application for at 107B E. Soule Street. The vote was 6-0 in favor. Mr. Andrew was authorized by the Chairman to sign and process the minor subdivision.*

**OTHER BUSINESS:** None.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:35 PM and thanked Mr. Ready for his service to the Planning Commission as he moves to the City Council.

Submitted by:

Bill Andrew, Zoning Administrator

Daphine George <daphinegeorge@yahoo.com> Owner

eric hodge <e2hodge@yahoo.com>



### DEVELOPMENT PERMIT APPLICATION

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

#### GENERAL INFORMATION

Name of Applicant: ERIC HODGE Date of Application: JAN-3 2022

Address of Applicant: 1559 WOODLAND AVE ATLANTA GA 30316

Telephone # (s) of Applicant: 404-454-6323

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 908 EMORY STREET

Owner of above location(s): SALEHA HOLDINGSLLC

Name of General Contractor (if different from Applicant): ERIC HODGE

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:     

Briefly describe the proposed work: ALL INTERIOR WORK ON EXISTING FOOTPRINT  
INTERIOR RENOVATION  
INTERIOR ELE. MECH. RE ROOF EXISTING PAINT EXT. INTERIOR SHEETROCK  
NEW LIGHTS NEW FIXTURES BATHROOM.

Needs to add what was demolished and the fact that new structure is being added.

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO

List additions to: Heated Sq.ft. NONE Unheated Sq.ft. NONE Garage Sq.ft.      New Sq.ft.     

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map?  Yes  No  
(Map available from City Clerk)

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

Zoning District R-20

Setback Requirements:

Front setback 50 \* ft. Side setback 15 ft. Rear setback 30 ft. \*The front build to line has a deviation of +/-10'

Minimum required lot width at building line 100 ft.

Need location information on tank and letter of approval from Environmental Health, or he needs to connect to sewer.\*

#### MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe:     

B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe:     

C) Number of Restrooms (Commercial): Is there a change?  Yes  No  Full  Half If so, describe:     

D) Number of Baths (Residential): Is there a change?  Yes  No 2 Full 1 Half If so, describe:     

E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe:     

F) Electrical: 25 number of outlets

\*They are going to connect to public sewer.

**STRUCTURAL INFORMATION**

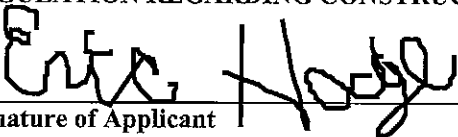
Type of Foundation:  Moveable  Pier & Footer  Slab on grade  Basement  Other

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: **I still need all the dimension information.**
  - Width of lot at proposed work location 0 feet      Width of new work    feet **NO NEW ADDITION**
  - Depth of lot at proposed work location 0 feet      Length of new work    feet **ALL WORK IS ON EXISTING FOUNDATION.**
  - 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: January 7, 2022  
Date Reviewed by the Planning Commission: February 8, 2022

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 Oxford.**

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. **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 City of Oxford Building Inspector for a building permit. (Form October, 2018)**



# CITY OF OXFORD

## Checklist Applying for a Development Permit

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

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

**PROPERTY INFORMATION**

**908 EMORY STREET OXFORD GA 30054**

OWNER:  
24 HOUR CONTACT: **ERIC HODGE**  
PARCEL ID: OX4-5

**SITE DATA**

PROVIDED AREA = ACRES  
ZONING: **R-20**  
MINIMUM REQUIRED AREA =  
MINIMUM LOT WIDTH  
MINIMUM FLOOR AREA = NA

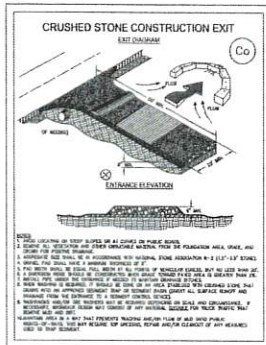
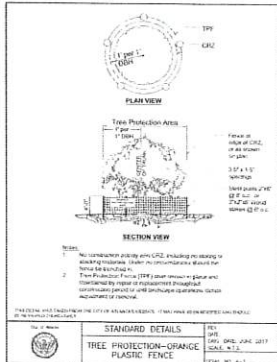
LIMITS OF DISTURBANCE:  
N/A

EXISTING IMPERVIOUS  
N/A

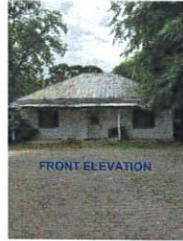
FRONT YARD SETBACK **50'**  
SIDE YARD SETBACK = **15'**  
REAR YARD SETBACK **30'**

**ARTHWORX STATEMENT**

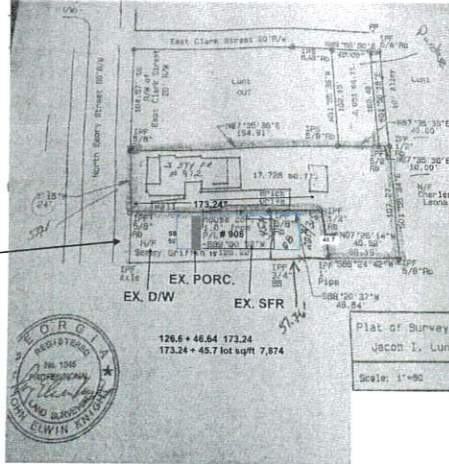
HERE WILL BE NO MAJOR EARTHMOVING ON THE PROJECT.  
HERE WILL BE APPROXIMATELY 0 CUBIC YARDS OF DIRT CUT AND 0 CUBIC YARDS OF FILL. SITE WILL  
DRAINAGE. NO GRADED SLOPE SHALL EXCEED 2H:1V.



**LOCATION 908 EMORY STREET OXFORD GA 30054**



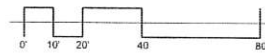
**SOW: RENOVATION ON EXISTING FOOTPRINT**



**SITE LOCATION # 908**

**908 EMORY STREET OXFORD GA 30054**

PROP. REAR ADDITION 25' X 25'



SITE PLAN  
1" = 20'-0"

SITE LOCATION



**VICINITY MAP  
N.T.S.**

**SURVEYOR'S NOTES**

1. IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LANDS PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW, BUT A GEORGIA LICENSED ATTORNEY AT LAW SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH, AND LOCATION OF EASEMENTS AND TITLE QUESTIONS REVEALED BY TITLE EXAMINATION.
2. NOT ALL IMPROVEMENTS OR UTILITIES ARE SHOWN HEREON.
3. THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON (VISIBLE STRUCTURES AND MAPS OR ON THE GROUND MARKINGS PROVIDED BY THE UTILITY COMPANIES SERVICING THAT UTILITY, AND ARE APPROXIMATE ONLY. THE PROPERTY SHOWN HEREON MAY BE SERVED BY UNDERGROUND UTILITIES WHICH ARE NOT SHOWN HEREON. ALL UTILITY COMPANIES SHOULD BE CONTACTED BEFORE BEGINNING ANY DESIGN OR CONSTRUCTION.
4. THE DATE OF FIELD WORK FOR THIS SURVEY IS 10/13/2021
5. I HAVE THIS DATE, EXAMINED THE "FIRM OFFICIAL FLOOD HAZARD MAP" AND FOUND IN MY OPINION REFERENCED PARCEL IS NOT IN AN AREA HAVING SPECIAL FLOOD HAZARDS. WITHOUT AN ELEVATION CERTIFICATION SURVEYOR IS NOT RESPONSIBLE FOR ANY DAMAGE DUE IN ITS OPINION FOR SAID PARCEL. COMMUNITY PANEL NUMBER 13089C01321, EFFECTIVE ON 05/16/2013
6. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 30,000 FEET AND AN ANGULAR ERROR OF 3 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE
7. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO HAVE A CLOSURE PRECISION ONE FOOT IN 100,000 FEET.
8. THE EQUIPMENT USED FOR THIS SURVEY: TOPCON GT5-303 TOTAL STATION.
9. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS OR ENTITY WITHOUT EXPRESS CERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS OR ENTITY.
10. QUALITY ENGINEERING DOES NOT WARRANT THE EXISTENCE OR NONEXISTENCE OF ANY WETLANDS OR HAZARDOUS WASTES IN THE SURVEYED SITE.
11. THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET THE GEORGIA PLAT ACT AND TECHNICAL STANDARDS OF THE OFFICIAL CODE OF GEORGIA CHAPTERS 180-1 THROUGH 180-10 AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT COUNTY RECORDS.

**EROSION CONTROL NOTES**

1. THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND-DISTURBING ACTIVITIES.
2. EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
3. SILT FENCE SHALL MEET THE REQUIREMENTS OF SECTION 171 - TEMPORARY SILT FENCE, OF THE GEORGIA STANDARD SPECIFICATIONS, 1993 EDITION AND BE WIRE REINFORCED.
4. MAINTENANCE STATEMENT - EROSION CONTROL MEASURES WILL BE INSPECTED WEEKLY, AFTER EACH RAIN AND REPAIRED BY THE GENERAL CONTRACTOR.
5. STATEMENT - ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES WILL BE INSTALLED IF DEEMED NECESSARY BY ON SITE INSPECTION.
6. DISTURBED AREAS LEFT IDLE SHALL BE STABILIZED WITH TEMPORARY VEGETATION AFTER 14 DAYS. AFTER 30 DAYS PERMANENT VEGETATION SHALL BE ESTABLISHED.
7. VEGETATIVE PLANS - FOR ALL TEMPORARY AND PERMANENT VEGETATIVE PRACTICES INCLUDING SPECIES, PLANTING DATES, SEEDING, FERTILIZER AND MULCHING RATES.
8. NO WATERS OF THE STATE EXIST WITHIN 200' OF THE PROJECT SITE.



**HD3 DESIGN  
ENGINEERING**

576 LEE STREET  
ATLANTA GA 30310

ERIC HODGE  
404-454-6323  
ERIC2HODGE@YAHOO.COM

Drawings, specifications and other documents prepared by the Design Professional (DP) and the DP's consultants are instruments of service for use only with the project for which they are prepared. They shall not be used for any other project, without the prior written agreement of the DP. Any unauthorized use of the instruments of service shall be at the user's sole risk and without liability to the DP and the DP's consultants.

**908 EMORY STREET OXFORD GA 30054**

SCOPE:.. Renovation on Existing Footprint

**SITE PLAN**

JAN 4-2022

Drawn	Author	Checked	Checker
<b>C1</b>			
Scale		As Indicated	

**RELEASED FOR CONSTRUCTION**

No.	Description	Date

# 908 Emory Street

Current Construction is Under a Stop Work Order





City Hall (For Reference)

908  
Emory  
Street -  
Property  
Location

126.22 ft side yard

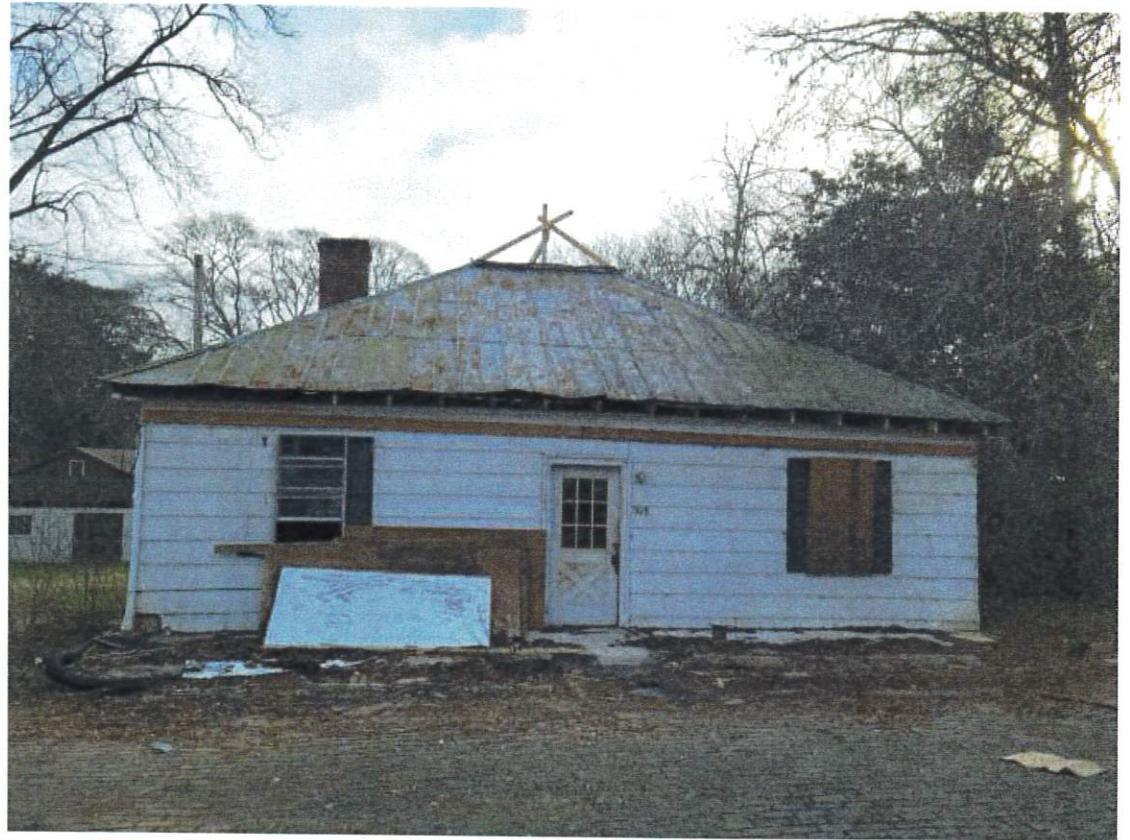
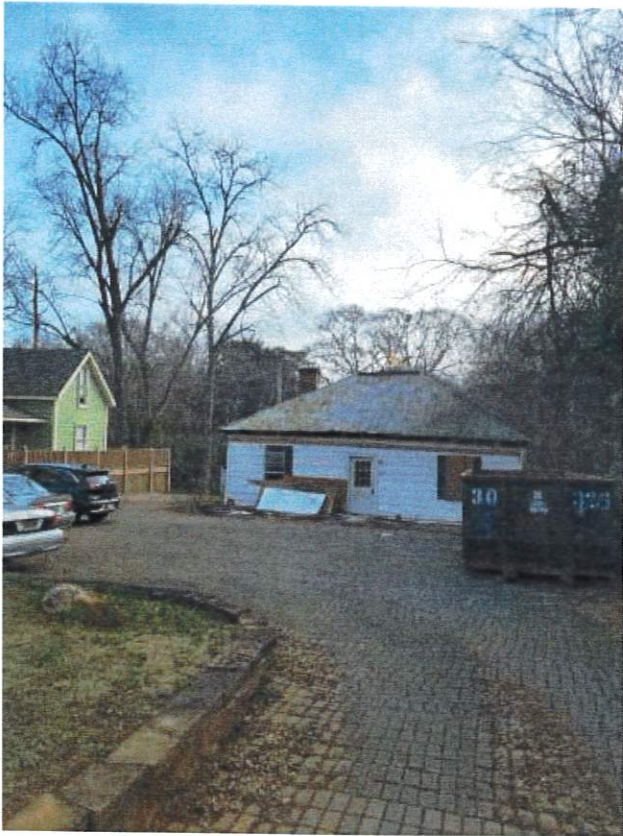
45.52 ft back yard



908 Emory Street – Approx.  
.18 acres or  
7,954 sf



# Front of the House from Emory Street





# Side and Rear of house from the North





## Rear and Detail of Electrical Work





# Temporary Construction Water Tap





### DEVELOPMENT PERMIT APPLICATION

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

#### GENERAL INFORMATION

Name of Applicant: Mary Glenn Landt Date of Application: 11/12/22

Address of Applicant: 411 Downman St

Telephone # (s) of Applicant: 404-401-1426

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): \_\_\_\_\_

Owner of above location(s): Mary Glenn Landt

Name of General Contractor (if different from Applicant): ~~XXXXXXXXXXXXXXXXXXXX~~ VINCE LEW ANDOWSK

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: \_\_\_\_\_

Briefly describe the proposed work: \_\_\_\_\_

Deck on back of house  
12 x 34'8"

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO

List additions to: Heated Sq.ft. \_\_\_\_\_ Unheated Sq.ft. \_\_\_\_\_ Garage Sq.ft. \_\_\_\_\_ New Sq.ft. \_\_\_\_\_

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map?  Yes  No  
(Map available from City Clerk)

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

Zoning District R20

Setback Requirements:

Front setback 30 ft. Side setback 15 ft. Rear setback 30 ft.

Minimum required lot width at building line 100 ft.

#### MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe: \_\_\_\_\_

B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe: \_\_\_\_\_

C) Number of Restrooms (Commercial): Is there a change?  Yes  No  Full  Half If so, describe: \_\_\_\_\_

D) Number of Baths (Residential): Is there a change?  Yes  No  Full  Half If so, describe: \_\_\_\_\_

E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe: \_\_\_\_\_

F) Electrical: 0 number of outlets NO



**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 <u>24'8"</u> feet
Depth of lot at proposed work location ___ feet	Length of new work ___ feet
Height of new work <u>40"</u> feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)	<u>12"</u> <u>34'8"</u>

**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.**

Mary Ellen Landt  
Signature of Applicant

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

Date Received by Zoning Administrator: 1/18/22  
Date Reviewed by the Planning Commission: February 8, 2022

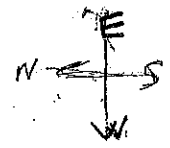
The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission

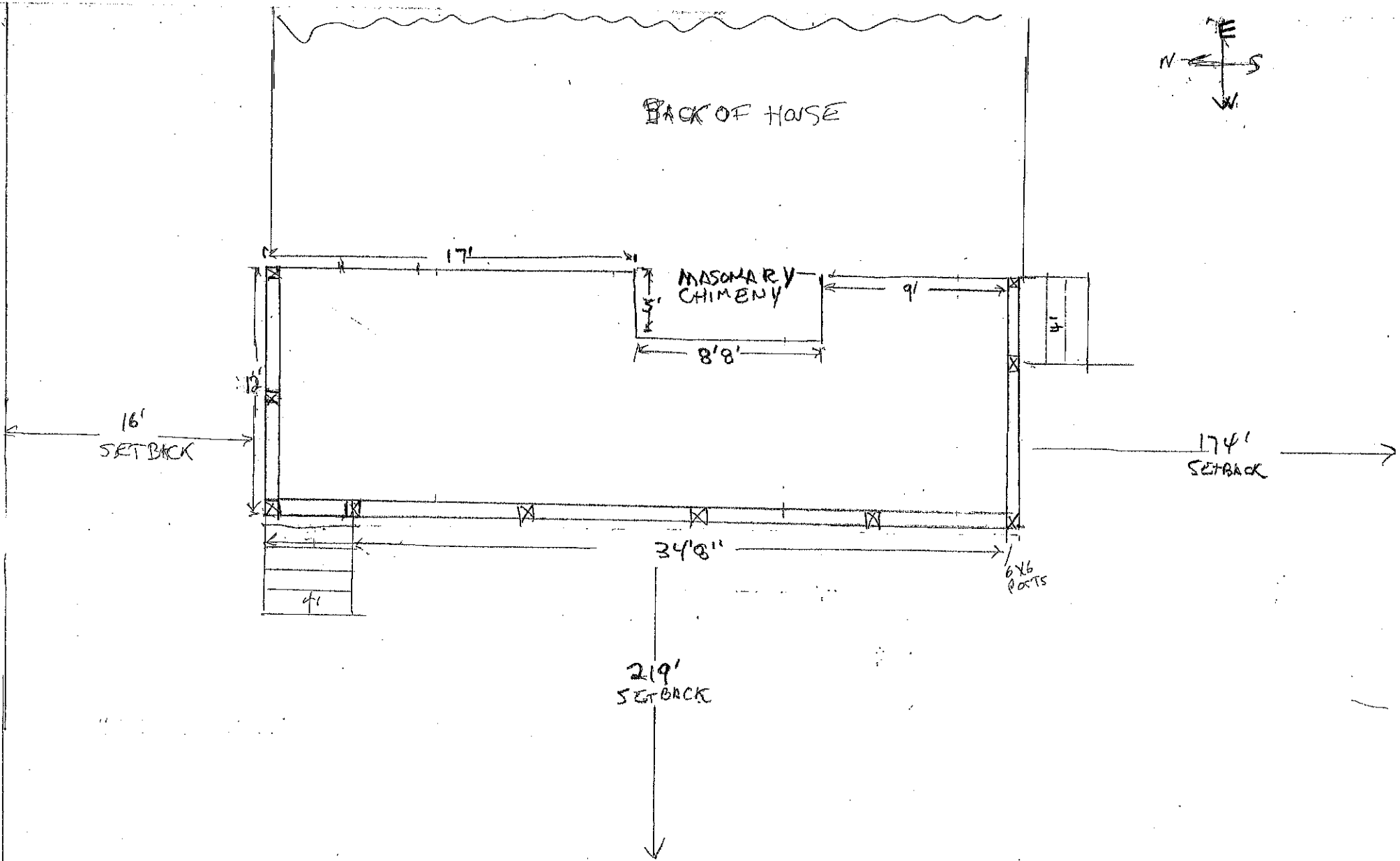
Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

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 City of Oxford Building Inspector for a building permit. (Form October, 2018)**

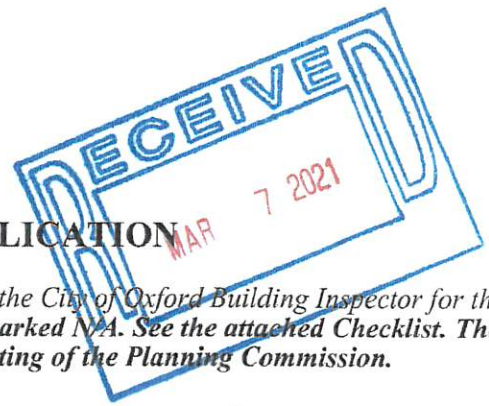


BACK OF HOUSE



411 DOWMAN ST OXFORD GA NARY GLENN LANDT

BY  
VINCENT  
LEWANDOWSKI 678-787-2798



### DEVELOPMENT PERMIT APPLICATION

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

#### GENERAL INFORMATION

Name of Applicant: Art Vinson and Laurie Vinson Date of Application: 3/7/2022 1/27/2022  
Address of Applicant: 903 Ashbury St Oxford GA  
Telephone # (s) of Applicant: 404 312 9048  
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 903 Ashbury St, Oxford GA  
Owner of above location(s): Arthur Vinson and Laurie Vinson  
Name of General Contractor (if different from Applicant): \_\_\_\_\_

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

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

Briefly describe the proposed work: grade driveway, install curbing and permeable stone fines

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO

List additions to: Heated Sq.ft. 0 Unheated Sq.ft. 0 Garage Sq.ft. 0 New Sq.ft. 0

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map?  Yes  No  
(Map available from City Clerk)

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

Zoning District R-30

Setback Requirements:

Front setback N/A ft. Side setback 10 ft. Rear setback 10 ft.

Minimum required lot width at building line 100 ft.

#### MECHANICAL INFORMATION (if utility work is included in the proposed work)

A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe: \_\_\_\_\_

B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe: \_\_\_\_\_

C) Number of Restrooms (Commercial): Is there a change?  Yes  No  Full  Half If so, describe: \_\_\_\_\_

D) Number of Baths (Residential): Is there a change?  Yes  No  Full  Half If so, describe: \_\_\_\_\_

E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe: \_\_\_\_\_

F) Electrical: N/A number of outlets



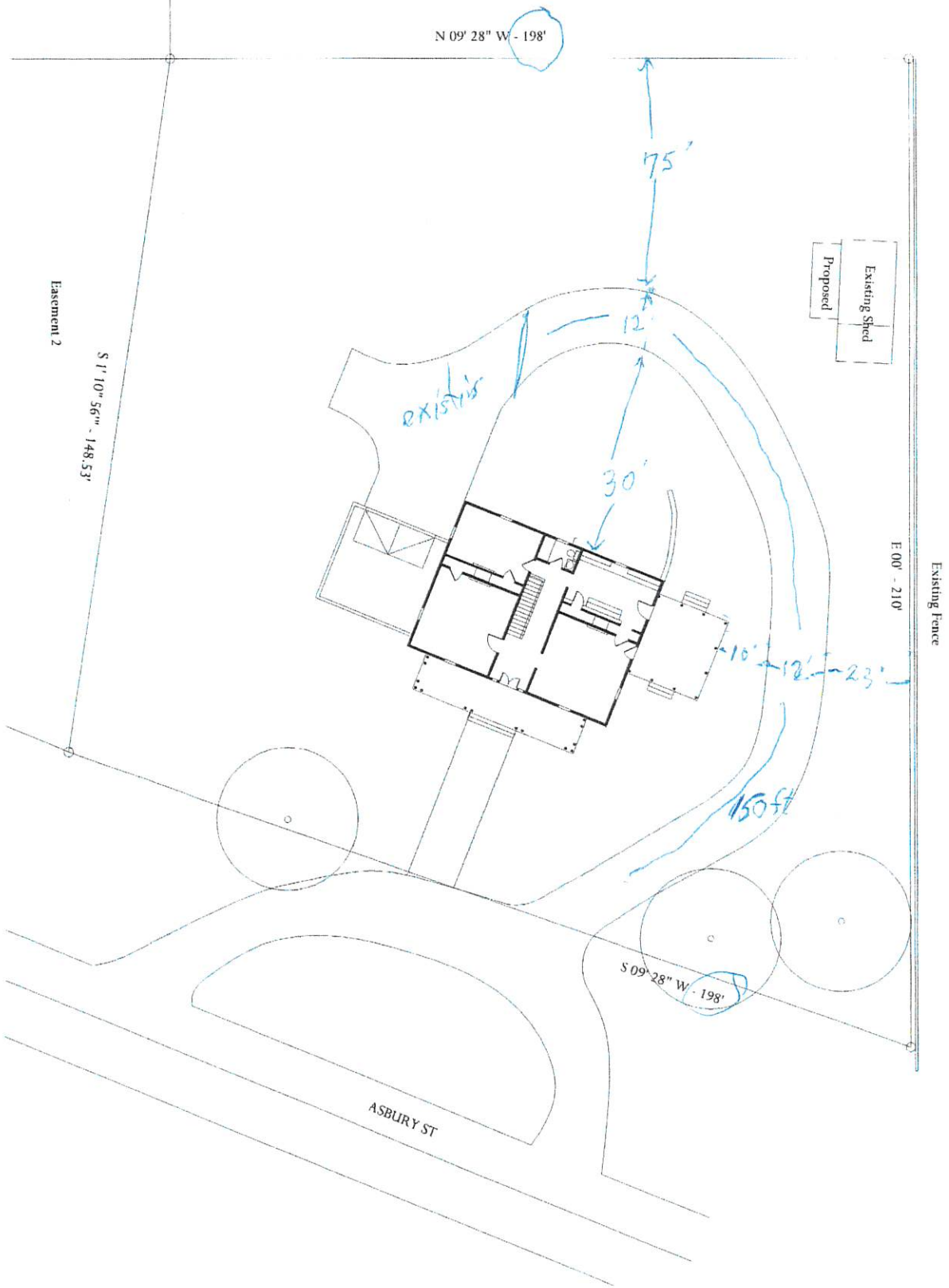


R-30

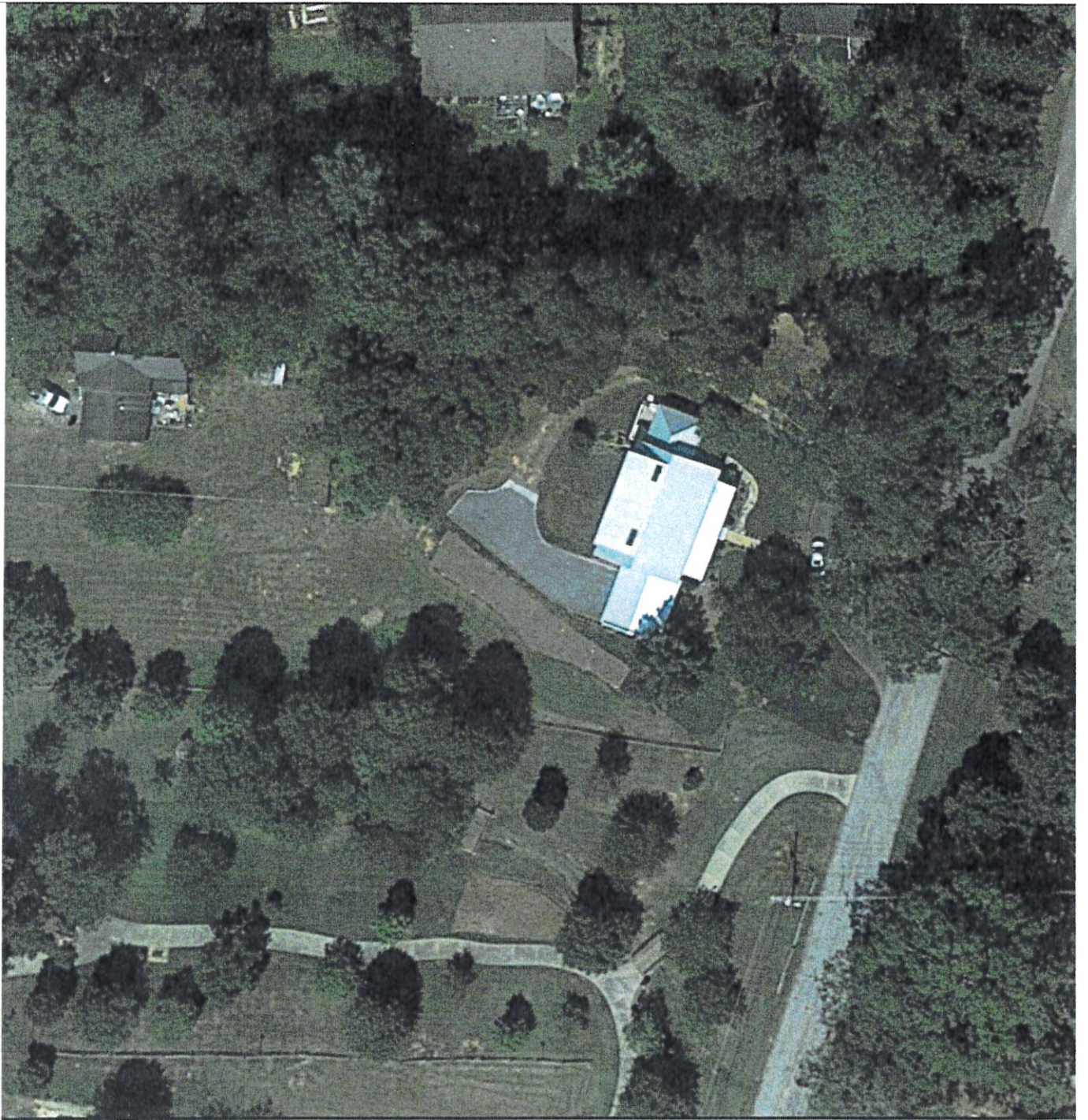
903 Asbury St., Oxford, Georgia  
Site Plan for Art & Laurie Vinson

June 29, 2020  
Randy Vinson

Scale: 1" = 20'







Camera 4.15 m 33 37 22 N 83 52 10 W 230 m





## 318 Emory Street

- 10.06 acres
- Zoned Single Family R-20 with Infill Overlay



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## Sec. 40-575. Nonconforming use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which the use is located, except as otherwise provided in this section.

- (1) *Change of use.* A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
- (2) *Discontinuance or abandonment.* A nonconforming use shall not be re-established after discontinuance or abandonment for one year. Vacancy or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If a business registration is required for the nonconforming use and the business registration pertaining to the use has lapsed for more than six months, the lapse of business registration shall constitute discontinuance.
- (3) *Expansion.* A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, except for a use which complies with the zoning district in which the use is located.
- (4) *Repair.* A nonconforming use shall not be rebuilt, altered or repaired after damage exceeding 50 percent of its replacement cost at the time of damage as determined by the Building Inspector, except when following a casualty event or for a use which conforms with the zoning district in which the use is located, and provided such rebuilding, alteration or repair is completed within one year of such damage. Minor improvements to and repair of a nonconforming structure, as determined by the Zoning Administrator, are permitted. Refer to § 40-841 for minor improvement requirements and considerations.
- (5) Significant modification or improvement. When the cost of improvements and/or modifications to a nonconforming structure within a consecutive 12-month period will exceed 50% of the fair market value of the existing structure, the entire structure shall be brought into conformance. The 12-month period and cost thresholds shall be determined by the Zoning Administrator. Refer to § 40-578 for permitted exceptions.

(Code 1997, § 40-803; Ord. of 2-6-2012, § 1(40-803))

## **Sec. 40-841. Development permit.**

- (a) *Required.* A development permit shall be required for any proposed use of lands or buildings, and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code. Such development activities include, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property.
- (b) *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
  - (1) Application on the form furnished by the Zoning Administrator.
  - (2) A fee as established by resolution of the City Council.
  - (3) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
  - (4) A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
  - (5) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of chapter 36). Approval of a development permit containing information and requirements of article VI of chapter 36 shall constitute approval of the permit required by that chapter.
  - (6) Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of chapter 14). Approval of a development permit containing information and requirements of article II of chapter 14 shall constitute approval of the permit required by that chapter.
  - (7) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of chapter 14) unless specifically exempted by the Zoning Administrator from the submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.
  - (8) Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of chapter 14).
  - (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter 38) as well as Tree Maintenance Guidelines and Standards as applicable.
  - (10) For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.



- (e) *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.
- (f) *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.
- (g) *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.
- (h) *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.
- (i) *Issuance.* All development permits shall be issued by the Planning Commission, except in the case of a minor improvement. I who shall in no case grant shall any development permit be granted for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission or Zoning Administrator.
- (1) Development permits for minor improvements, as determined by the Zoning Administrator, shall be issued by the Zoning Administrator. Examples of minor improvements include, but are not limited to: painting or roof replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); minor interior renovations or installations, e.g. replacing or installing new cabinets, countertops, appliances or floor coverings; existing driveway repair or resurfacing; installation or repair of backyard sheds (at least two (2) feet from the setback) or rear-yard fencing; temporary sign installation; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (j) *Denial.* If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.

- (k) *Duration of validity.*
  - (1) A development permit shall expire two years after its issuance, subject to the following provisions:
    - a. If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
    - b. If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.
  - (2) Application processes shall begin anew for any expired development permit.
- (l) *Suspension or revocation.* The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

(Code 1997, § 40-1201; Ord. of 2-6-2012, § 1(40-1201))