



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
REGULAR SESSION
MONDAY, APRIL 3, 2017 – 7:00 P.M.
CITY HALL**

MEMBERS PRESENT: Jerry D. Roseberry, Mayor; and Councilmembers: Sarah Davis; George Holt; David Eady; Melvin Baker; Jim Windham. Councilmember Mike Ready was not present for this meeting.

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Chief Dave Harvey, Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Nita Carson, Art & Laurie Vinson, Erik Oliver, Kendra Mayfield, Toby & Dawn Malcolm, Tod Cain, Jeff Wearing, Mary Carter, Don Henderson, James Waddey, Warren Christian.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

A motion was made by Windham, seconded by Baker to accept the Agenda for April 3, 2017 Mayor and Council Regular Meeting. The motion was approve 6/0. Attachment A

Honorary Councilmember

Mayor Roseberry announced Todd Cain as the Honorary Councilmember for April appointed by Councilmember Jim Windham. Mayor Roseberry presented him with a Proclamation as appreciation for his participation. Attachment B

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of March 6, 2017.
- b. Motion to approve the Minutes of the Work Session March 20, 2017.
- c. Motion to accept the Minutes of the Planning Commission for February 14, 2017.

Majority vote adopted. Attachment C

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

Toby Malcolm of 110 Wentworth Drive addressed Council regarding the recent rash of break-ins to the cars in the Wentworth Subdivision. Malcolm asked why the city does not provide 24 hour coverage.

Warren Christian of 55 Wentworth Drive asked if they could have cameras put in the subdivision.

Mayor Roseberry said we do not provide 24 hour coverage, and due to the resignation of one officer and illness of another officer, only two officers were available for duty for the past few weeks. He also added that it has been difficult trying to hire officers. Roseberry said in regard to cameras that the home owners can place cameras in or around their homes.

LaTrelle Oliver of 312 W. Clark Street said she wanted to thank Officer Michele McClung for her quick response regarding the woods fire on Saturday night.

Erik Oliver of 402 W. Clark Street said the fire was set at an old campsite that had been there for years. He said obviously the person using the site left embers burning that later caught fire and spread. Oliver said that Forest and Laura McCanless were the first on site to douse the fire and he assisted. Oliver ask that Council do what they can to deter future use of the site.

MAYOR'S REPORT

Mayor Roseberry announced the following:

- Mansfield has suffered much property damage from a tornado that hit there today, but no one was hurt and Oxford has offered its support with equipment and labor as needed.
- Roseberry thanked Hoyt Oliver, Loren Roberts, J P Godfrey and Anderson Wright for their good work on the SPLOST 2017.
- Roseberry said that the city now owns all parcels in the Asbury Street Park.
- GDOT has begun work on the highway 81 and highway 142 interchange with the intent to direct more traffic to I-20 via highway 142.
- Oxford Police report for month of April.
Due to resignation and illness, only two officers were available for duty.
We had 72 traffic violations citations and 24 warnings issued with 7 arrests and 11 zoning complaints which resulted in 8-15 day notice being issued. Attachment D

City Manager Bob Schwartz passed out a list of the members who are serving on the Downtown Development Authority and announced there will be a training on April 22, 2017 from 8:00 am until 5:00 pm., for those interested in attending.

Mayor Roseberry made the additional announcements:

- 2017 is an election year. The election is in November for the Councilmembers for Posts 4, 5, and 6. Qualifying is Monday, August 21st through Friday, August 25th.
- AARP will hold a safe driving class on April 13, 2017 starting at 9:00 am in the City Hall community room. For AARP members the cost is \$15.00 for non-members \$20.00. The six hour class may help lower your automobile insurance rate. Bring a lunch.
- The Oxford Lions Club will host the annual luncheon for Mayor, Council and all employees on Thursday May 4th from 12:00 - 1:00 at City Hall.

Tree, Park, and Recreation Board

City Manager Bob Schwartz said the seven member Tree Board has two vacancies. The Tree Board recommends Mayor Roseberry appoint and City Council approve adding two new members: Laura McCanless, Wesley Street, and Sallie Robinson, Wentworth Drive. Schwartz made the recommendation for a motion to appoint these two people to the Tree, Park and Recreation Board. Mayor Roseberry made the appointments.

A motion was made by Eady, seconded by Windham to approve the appointments of Laura McCanless and Sallie Robinson to the Tree, Park and Recreation Board. The motion was approved 6/0.

Zoning Text Amendment

The Planning Commission recommended amending the zoning ordinance concerning the future development plan required of Oxford College.

A motion was made by Holt, seconded by Davis to approve the ordinance to amend the code of the City of Oxford, Chapter 40, Article II, Division II, Institutional Campus District, by amending section 40-349 "Future Development Plan Requirements" and Section 30-350 "Institutional Campus Future Development Plan Procedures" of the City of Oxford zoning ordinance. The motion was approved 6/0. Attachment E

Employee Health Insurance Package

City Manager Schwartz said we recommend a change in the employee benefit package by going to a Blue Cross Blue Shield plan that lowers the deductible from \$1,500 to \$500. We recommend the city continue to pay 95% of the individual premium and start to pay 70% of the employee-spouse, employee-child, and employee-family plan. The current plan with Humana renews May 1st, so we recommend a motion approving this change. The total potential additional cost to the city is about \$53,000 annually. The broker looked at several different plans. He reviewed 18 separate plans, based on employee population, lower deductibles from \$1,500 to \$500. It was decided that the city will pay 70% of an employee spouse plan.

A motion was made by Holt, seconded by Eady to add an additional \$53,000 to the budget for cost of insurance and to switch to the Blue Cross Blue Shield plan, with the city paying 70% of the employee spouse plan and continue to pay 95% of the individual premium for employees. The motion was approved 6/0.

Invoice Approval

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|---------------------------------|--|-----------|
| | MONTHLY | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (March) | 1,178.95 |
| Georgia Municipal Association | Employee Retirement Contributions (March) | 6,527.91 |
| Humana | Health Insurance (March) | 8,399.34 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for February | 5,636.10 |
| Newton County BOC | Water Purchase Cornish Creek Water Fund for Feb | 12,946.00 |
| Newton County Water & Sewer | Monthly Sewer charges 01/30/17-02/27/17 | 4,871.29 |
| Sophicity | IT in a Box (March) | 1,752.60 |
| Southeastern Power Admin. | SEPA energy cost (February) | 3,235.85 |
| | PURCHASES/CONTRACT LABOR | |

| | | |
|-----------------------------------|--|-----------|
| CDW-G | Computer & Monitor for Cemetery Software & Office Pro Plus for Scotties laptop. | 1,158.94 |
| Dials Diesel Parts & Services | Repair Clutch on Chipper Truck | 1,264.70 |
| Emergency Equipment Specialists | Computer generated citation equipment | 2,707.98 |
| Gresco | Supplies & Materials for Jay's apprenticeship program | 1,603.25 |
| Master Card Services | Substation training, hotel fees Scottie/Excel training for Dawn & Stacey/Newly Elected Official for Dr. Baker etc. | 1,478.18 |
| Scarborough Tree Service | Tree Removal (Storm/4 large Oaks) | 5,400.00 |
| C. David Strickland | Legal/Professional Services (March) | 2,096.02 |
| APPROVED CONTRACTS | | |
| Southeastern Wood Pole Inspectors | Pole Inspection and treatment, treated 94 poles, rejected 20, reported Pole 50, Sound & Bore 18, Internal Treatment 2, Boron Rod Treatment 18, Ground Wire Repair 2. | 2,762.32 |
| Strickland & Strickland LLP, | Property settlement 106 W. Watson Street. | 67,738.50 |
| Jordan Engineering | Prepare cost estimates for capital budget committee meeting, attended CB committee meeting, Prepare January project update, E. Clark civil plans. | 2,565.00 |

A motion was made by Holt, seconded by Windham to approve payment of the invoices. The motion was approved 6/0.

Executive Session

At 7:28 pm Mayor Roseberry announced we will have a 5 minute break and then go into an executive session.

A motion was made by Windham, seconded by Holt to go into an executive session at 7:34 pm. The motion was approved 6/0.

A motion was made by Windham, seconded by Holt to leave the executive session and return to the regular session at 8:06 pm. The motion was approved 6/0.

A motion was made by Windham, seconded by Holt to have a Special Called Meeting on April 6, @ 6:00 pm. The motion was approved 6/0.

A motion was made by Windham, seconded by Eady to adjourn the Regular Session meeting at 8:15 pm. The motion was approved 6/0.

Respectfully submitted,

Lauran Willis
City Clerk

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, APRIL 3, 2017 – 7:00 P.M.
CITY HALL
A G E N D A**

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the April 3, 2017 Mayor and Council Regular Meeting
5. **Honorary Councilmember** – Councilmember Windham has appointed Todd Cain, Associate Director of Operations, Oxford College, as the honorary councilmember for April.
6. **CONSENT AGENDA**
 - a. * Motion to approve the Minutes of the Regular Meeting of March 6, 2017.
 - b. * Motion to approve the Minutes of the Work Session March 20, 2017.
 - c. * Motion to accept the Minutes of the Planning Commission for February 14, 2017.
7. Planning Commission Recommendations/Petitions.
8. Citizen Concerns
9. Mayor's Report –
10. **Tree, Parks, and Recreation Board** – The seven member Tree Board has two vacancies. The Tree Board recommends Mayor Roseberry appoint and City Council approve adding two new members: Laura McCanless, Wesley Street, and Sallie Robinson, Wentworth Drive.
11. *** Zoning Text Amendment SECOND READING AND ADOPTION** - The Planning Commission recommends amending the zoning ordinance concerning the future development plan required for institutions within the Institutional Campus (IC) district. We have attached the proposed amendment.
12. **Employee Health Insurance Package** – We recommend a change in the employee benefit package by going to a Blue Cross Blue Shield plan that lowers the deductible from \$1,500 to \$500. We recommend the city continue to pay 95% of the individual premium and 70% of the employee-spouse, employee-child, and employee-family plan. Our plan renews May

1st, so we recommend a motion approving this change. The total potential additional cost to the city is about \$53,000 annually.

13. Invoice Approval

14. **Executive Session** – Personnel and real estate matters.

15. Adjourn

ANNOUNCEMENTS

- 2017 is an election year. The election is in November for the Councilmembers for Posts 4, 5, and 6. Qualifying is Monday, August 21st through Friday, August 25th.
- The AARP will hold a safe driving class on April 13, 2017 starting at 9:00 am in the City Hall community room. For AARP members the cost is \$15.00 for non-members \$20.00. The six hour class may help lower your automobile insurance rate. Bring a lunch.
- The Oxford Lions Club will host the annual luncheon for Mayor, Council and all employees on Thursday May 4th from 12:00 - 1:00 at City Hall.
- **Saturday, April 22** is the joint training program beginning at 8:30 AM at city hall. Monica Callahan, executive director of the DDA in Madison, will conduct the required training for the DDA of the City of Oxford. We have also invited the City Council and the Planning Commission so we all start together.

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|--|--|-----------|
| MONTHLY | | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (March) | 1,178.95 |
| Georgia Municipal Association | Employee Retirement Contributions (March) | 6,527.91 |
| Humana | Health Insurance (March) | 8,399.34 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for February | 5,636.10 |
| Newton County BOC | Water Purchase Cornish Creek Water Fund for Feb | 12,946.00 |
| Newton County Water & Sewer | Monthly Sewer charges 01/30/17-02/27/17 | 4,871.29 |
| Sophicity | IT in a Box (March) | 1,752.60 |
| Southeastern Power Admin. | SEPA energy cost (February) | 3,235.85 |
| PURCHASES/CONTRACT LABOR | | |
| CDW-G | Computer & Monitor for Cemetery Software & Office Pro Plus for Scotties laptop. | 1,158.94 |
| Dials Diesel Parts & Services | Repair Clutch on Chipper Truck | 1,264.70 |
| Emergency Equipment Specialists | Computer generated citation equipment | 2,707.98 |
| Gresco | Supplies & Materials for Jay's apprenticeship program | 1,603.25 |

| | | |
|--|--|-----------|
| Master Card Services | Substation training, hotel fees Scottie/Excel training for Dawn & Stacey/Newly Elected Official for Dr. Baker etc. | 1,478.18 |
| Scarborough Tree Service | Tree Removal (Storm/4 large Oaks) | 5,400.00 |
| C. David Strickland | Legal/Professional Services (March) | 2,096.02 |
| | APPROVED CONTRACTS | |
| Southeastern Wood Pole Inspectors | Pole Inspection and treatment, treated 94 poles, rejected 20, reported Pole 50, Sound & Bore 18, Internal Treatment 2, Boron Rod Treatment 18, Ground Wire Repair 2. | 2,762.32 |
| Strickland & Strickland LLP, | Property settlement 106 W. Watson Street. | 67,738.50 |
| Jordan Engineering | Prepare cost estimates for capital budget committee meeting, attended CB committee meeting, Prepare January project update, E. Clark civil plans. | 2,565.00 |



PROCLAMATION

WHEREAS, citizen input is important to the City Council of the City of Oxford so we can better govern our City; and

WHEREAS, it is important to show the citizens of our City how our City operates and how City Council functions; and

WHEREAS, City Council has created the Honorary Councilmember of the Month Program in Oxford; and

WHEREAS, Councilmember Windham has nominated Todd Cain to serve for this month.

NOW, THEREFORE, I, Mayor Jerry D. Roseberry, do hereby appoint Todd Cain as the Honorary Councilmember for the City of Oxford for the month of April.

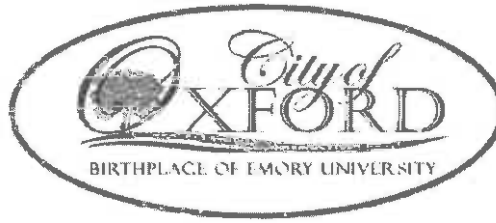
SO PROCLAIMED, this 3rd day of April, 2017.

MAYOR AND CITY COUNCIL OF OXFORD

BY: _____
Mayor

ATTEST: _____
City Clerk





**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
PUBLIC HEARING AND REGULAR SESSION
MONDAY, MARCH 6, 2017 – 7:00 P.M.
CITY HALL
DRAFT**

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

OTHERS PRESENT: Bob Schwartz, City Manager; David Strickland, City Attorney; Chief Dave Harvey, Lauran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Curtis Jackson, Laura McCannless, Peggy Madden, Judy Greer, Nita Carson, Darryl Welch with Covington News.

The meeting was called to order by the Hon. Jerry D. Roseberry, Mayor and the invocation given by Hoyt Oliver.

Pledge of Allegiance:

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of February 6, 2017.
- b. Motion to approve the Minutes of the Work Session February 20, 2017.
- c. Motion to accept the Minutes of the Planning Commission for January 17, 2017.

Majority vote adopted 3/6/17 Attachment A

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

LaTrelle Oliver of 312 W. Clark Street said it would be nice if someone could give a background history of the members who were appointed to the Downtown Development Authority so the citizens know who they are.

Hoyt Oliver of 312 W. Clark Street gave an update on the 2017 SPLOST Committee and thanked everyone who assisted in preparing and getting the notices out to the voters. Oliver announced that the Oxford Historical Society will hold its annual business meeting on Tuesday, March 7 at Old Church at 7:00 PM.

MAYOR'S REPORT

Mayor Roseberry announced the next work session will be March 20, 2017 at 6:00 PM. The agenda topic will be to discuss the draft FY2018 budgets.

Roseberry announced that Deputy City Clerk Stacey Mullen has completed all of the required hours through the Carl Vinson Institute for the University of Georgia and is now qualified as a Certified Municipal Clerk.

PUBLIC HEARING

Mayor Roseberry opened the Public Hearing at 7:05 PM and announced the purpose of the Public Hearing is: Pursuant to the City of Oxford Zoning Ordinance, Section 40-637 Text Amendments. Roseberry turned the meeting over the City Manager Bob Schwartz. Schwartz announced this is the first reading of an ordinance to amend Section 40-349 Future Development Plan required of Oxford College. Schwartz explained that the amendment removes some duplicative requirements and changes the time required for updates to the plan. The amendment has been reviewed and recommended by the Planning Commission.

Mayor Roseberry called for comments or discussion in favor or opposed. There being no comments or further discussion the Public Hearing was adjourned at 7:10 PM.

Zoning Text Amendment

The Planning Commission recommended amending the zoning ordinance concerning the future development plan required of Oxford College.

A motion was made by Eady, seconded by Baker to approve the first reading. The motion was approved 7/0.

Street Patching Bid

City Manager Bob Schwartz said we have six locations in the city where we need to make extensive patching. These were caused either by the wear and tear on the road or by digging we had to do in order to repair utilities. We have returned to the low bidder who put in writing the requirement to follow the GDOT specifications. The low bid is \$24,995.40. Schwartz said this project will be funded from the street paving item in the capital budget and we will offset what we can with our LMIG grant from GDOT. Schwartz recommended Council approve a purchase order for Southland Paving Co., LLC.

A motion was made by Windham, seconded by Holt to approve the bid from Southland Paving Co., LLC in the amount of \$24,995.40 as requested. The motion was approved 7/0.

Invoice Approval

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|--|--|-----------|
| MONTHLY | | |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Feb) | 1,191.28 |
| Georgia Municipal Association | Employee Retirement Contributions (March) | 6,527.91 |
| Humana | Health Insurance (March) | 10,491.30 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for February | 5,636.10 |
| Newton County BOC | KCNB- Storm Water Education Service Fee | 2,000.00 |
| Newton County BOC | Water Purchase Cornish Creek Water Fund for Jan | 21,427.00 |
| Newton County Water & Sewer | Monthly Sewer charges 01/30/17-02/27/17 | 4,871.29 |
| Sophicity | IT in a Box (March) | 1,752.60 |
| Southeastern Power Administration | SEPA energy cost (January) | 3,684.46 |
| PURCHASES/CONTRACT LABOR | | |
| Beryl Budd | Professional Services- January & February | 1,237.50 |

| | | |
|--|--|----------|
| E.F. (Tres) Thomas, III, P.E. | Develop and Submit - 2016 Annual Storm Water Report | 3,500.00 |
| Anderson Grading & Pipeline | 1" Copper Service on Airport Rd | 2,280.00 |
| Master Card Services | Plant Vogel Tour (Schwartz, Ready, Baker & Reid) - Hotel fees; Honorary Councilmember lunch; Oil change/maintenance- 2 maintenance vehicles; Copier/Printer- Police; etc. | 1,080.02 |
| Scarborough Tree Service | Tree Removal (Elm) on Emory and (Oak) Haygood | 4,200.00 |
| Scarborough Tree Service | Pine tree removal on Asbury St | 1,050.00 |
| Jimmy Harris Trucking, Inc | 3 Loads of Gravel for Maintenance Dept. (stock) | 1,413.02 |
| HCS Services, LLC | Driveway Repair at 104 Longstreet Circle (water leak) | 2,800.00 |
| APPROVED CONTRACTS | | |
| Legacy Mark, LLC | Cemetery Office Management System 50% down | 6,493.51 |
| University of Georgia | Oxford Proposal- Part 2 (Asbury Park Plans) | 8,690.00 |
| Omega Mapping Services | Ground Penetrating Radar, On-site GPS Field Collection, Computer Drafting, Cemetery Roster, Travel/Per Diem/Lodging/ Field Supplies | 5,020.00 |
| Jordan Engineering | Asbury Park-tree mapping, cost estimating, correspondence & sketch print for park; E. Clark St. extension- Civil plans, storm water/sewer design; Monthly update; George St. Trail- Route base mapping & civil plans; new field data & trail design; Sewer Areas 1 & 2- Plan submission to EPD Watershed Protection Branch GDOT GUPS; correspondence w/ Jody, Tres Thomas, GA EPD, NCWSA & URS. | 5,540.00 |

A motion was made by Holt, seconded by Eady to approve payment of the invoices. The motion was approved 7/0.

Respectfully submitted,

Lauran Willis
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, MARCH 20, 2017 – 6:00 P.M.
CITY HALL
DRAFT**

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

OTHERS PRESENT: Bob Schwartz, City Manager; Dave Harvey, Chief; Luran Willis, City Clerk; Kendra Mayfield Todd Cain, Jeff Wearing, Hoyt Oliver, Peggy Madden, Judy Greer, Juanita Carson.

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

Agenda – Attachment A

Honorary Councilmember

Mayor Roseberry introduced Todd Cain as Honorary Councilmember for April appointed by Councilmember Jim Windham.

Mayors Announcements/SPLOST

Mayor Roseberry asked Hoyt Oliver, Chairman of the 2017 SPLOST Committee to give an update on the 2017 SPLOST initiative. Oliver announced the election for the 2017 SPLOST is tomorrow March 21st, and encouraged everyone to get out and vote.

City Clerk Luran Willis gave a summary of the hours of course work required to become a Certified Municipal Clerk. Mayor Roseberry presented Deputy City Clerk Stacey Mullen with a certificate from the University of Georgia, Carl Vinson Institute of Government for her accomplishments in completing the necessary requirements to be a Georgia Certified Clerk.

Tree, Parks, and Recreation Board

City Manager Bob Schwartz said the seven member Tree Board has two vacancies. The Tree Board recommends Mayor Roseberry appoint and City Council approve adding two new members: Laura McCanless, Wesley Street, and Sallie Robinson, Wentworth Drive. This item will be voted on at the April meeting.

Future Development Plan

City Manager Bob Schwartz presented the amendment to the requirements for a future development plan in the zoning ordinance and said this item will be on the agenda at the April meeting for the second reading and approval. Attachment B

July 4th Parade Grand Marshal

Councilmember Sarah Davis said plans for the parade are underway and she asked all Council Members to be thinking of suggestions for nominations for the 2017 Grand Marshal and to please contact either her or City Clerk Lauran Willis so we can vote on it by the May 1st meeting.

Operating Budget/Capital Budget

City Manager Bob Schwartz presented the first draft of the operating budget and capital budget. After review and discussion Schwartz will make noted changes to be presented at the next meeting. Attachment C & D

Engineer's Progress Reports

City Manager Bob Schwartz presented the February monthly summary of the engineers report. Attachment E

A motion was made by Windham, seconded by Davis to adjourn at 7:55 pm. The motion was approved 7/0.

Respectfully submitted,

Lauran Willis, CMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – February 14, 2017

MEMBERS: Jonathan Eady, Chair; Jeff Wearing, Vice-Chair; Penny England, and Aaron Robinson.

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Vincente Romero and Jim Williams

OPENING: At 6:55 PM, Mr. Eady called the meeting to order and welcomed the guests.

APPROVAL OF MINUTES: Upon motion of Mr. Wearing, seconded by Ms. England, the minutes for the meeting of January 17, 2017 were approved. The vote was 4-0.

VINCENTE ROMERO DEVELOPMENT APPLICATION – Mr. Romero has applied for permission to construct an accessory building on his property at 1502 Emory Street. He started work before we reminded him he needed a development permit so the slab is already poured. Mr. Williams came to the meeting to help explain the request. Mr. Wearing had visited the site and asked if the fence around the slab was going to come down. Mr. Romero said it would. Mr. Wearing asked if all of the stuff in the backyard was going to fit in the accessory building. Mr. Romero said it would. Mr. Eady noted that a building permit was the next step.

Upon motion of Mr. Robinson, seconded by Mr. Wearing, the development application was approved. The vote was 4-0.

COMMUNITY IMPROVEMENT DISTRICTS – Mr. Wearing had requested a discussion about Community Improvement Districts. He suggested this might be an option in addition to a DDA. The Planning Commission had a discussion of the relative merits of Community Improvement Districts and Downtown Development Authorities.

202 CINDY COURT – Mr. Schwartz asked for guidance concerning a carport on Cindy Court. Following the advice of the Planning Commission, he will send the owner a letter.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:05 PM.

Approved by:

Aaron Robinson, Secretary

OXFORD CITY COUNCIL MEETING APRIL 3 ,2017

Mayor's notes

1. Mansfield has suffered much property damage from a tornado that hit there today, but no one was hurt and Oxford has offered its support with equipment and labor as needed.
2. Thanks to Hoyt Oliver, Loren Roberts, J P Godfrey and Anderson Wright for their good work on SPLOST 2017
3. Today, the city owns all parcels in the Asbury Street Park. Thanks to all for making this possible.
4. GDOT has begun work on the highway 81 and highway 142 interchange with the intent to direct more traffic to I-20 via highway 142.
5. Oxford Police report for the month of April

Due to resignation and illness, only two officers were available for duty

72 traffic violations citations and 24 warnings were issued

7 people were arrested

11 zoning complaints resulted in 8-15 day notices being issued

STATE OF GEORGIA
COUNTY OF NEWTON

**AN ORDINANCE TO AMEND THE CODE OF THE
CITY OF OXFORD, CHAPTER 40, ARTICLE II, DIVISION 11, INSTITUTIONAL CAMPUS
DISTRICT, BY AMENDING SECTION 40-349 "FUTURE DEVELOPMENT PLAN
REQUIREMENTS" AND SECTION 30-350 "INSTITUTIONAL CAMPUS FUTURE
DEVELOPMENT PLAN PROCEDURES" OF THE CITY OF OXFORD ZONING ORDINANCE,
TO REPEAL, REVOKE AND SUPERSEDE ALL ORDINANCES IN CONFLICT, TO PROVIDE
FOR SEVERABILITY, TO PROVIDE FOR AN EFFECTIVE DATE,
AND FOR OTHER LAWFUL PURPOSES**

WHEREAS THE COUNCIL OF THE CITY OF OXFORD ORDAINS, the Constitution of the State of Georgia, effective July 1, 1983, provides in Article IX, Section II, Paragraph IV thereof, that the governing authority of a city may adopt plans and exercise the power of zoning; and

WHEREAS, Pursuant to OCGA Sec. 36-70-3, the governing bodies of municipalities and counties are authorized to develop, establish, and implement land use regulations which are consistent with the comprehensive plan of the municipality or county; and

WHEREAS, the Georgia General Assembly has enacted the Georgia Planning Act of 1989, (Georgia Laws, 1989, pp. 1317-1391, Act 634) which, among other things, provides for local governments to adopt plans and regulations to implement plans for the protection and preservation of natural resources, the environment and vital areas; and

WHEREAS, the Georgia Department of Community Affairs has promulgated Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-3-2 of Rules of the Georgia Department of Community Affairs) to implement the Georgia Planning Act of 1989, said standards and procedures were initially ratified by the Georgia General Assembly, and said rules which have been amended from time to time require local governments to describe regulatory measures and land development regulations needed to implement local Comprehensive Plans; and

WHEREAS, the Oxford City Council has adopted a Comprehensive Plan in accordance with the requirements of the Georgia Planning Act of 1989 and Rules of the Georgia Department of Community Affairs; and

WHEREAS, the Comprehensive Plan specifies a number of goals and policies that are not currently implemented by the city's land use regulations; and

WHEREAS, the Oxford City Council desires to help assure the implementation of its Comprehensive Plan; and

WHEREAS, the Oxford City Council desires to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its citizens; and

WHEREAS, the Oxford City Council desires to promote responsible planning and growth, lessen congestion in the public thoroughfares, secure safety from fire and health dangers, and promote desirable living conditions; and

WHEREAS, the Oxford City Council desires to continue to benefit for Future Development Plans for those institution seeking development in the Institutional Campus District (IC); and

WHEREAS, the Oxford City Council desires to continue to regulate the development of uses and procedures in the Institutional Campus District (IC) to avoid both the undue concentration of population and the inappropriate dispersion of population, prevent the encroachment of incompatible land uses within the District, and preserve property values; and

WHEREAS, the General Assembly of the State of Georgia enacted the Zoning Procedures Law, OCGA Sec. 36-66-1, *et seq.*, so as to provide procedures for the exercise of zoning powers by cities and counties; and

WHEREAS, appropriate public notice and hearing have been accomplished; and

NOW THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS
as follows:

Section 1.

Sections 40-349 and 40-350 and of Chapter 40, "City of Oxford Zoning Ordinance," of the Oxford City Code are hereby amended to read as follow:

(Additions are in ***bold italicized underlined***; deletions are ~~lined-out~~.)

Sec. 40-349. - Future Development Plan Requirements.

The following elements shall be provided in the future development plan for all new or existing institutions seeking development under the Institutional Campus (IC) district:

- (1) *Mission and objectives.* The institution shall provide a statement of its organizational mission and objectives, including any services to be provided to residents of adjacent neighborhoods or to the

City. The statement shall include the institution's existing and projected population (over a ten-year planning horizon), including employees, students, or patrons.

- (2) *Property and uses.* The institution shall provide an inventory of existing property and uses, including:
 - a. Aerial map, based on the most up-to-date aerial photographs available from the Newton County Geographic Information System (GIS) Center or the office of the county tax assessor, showing the district boundary and all land, buildings and other structures within the IC district as of the date of submission of the future development plan. The map also shall delineate the TA and include other land area and infrastructure within 300 feet of the district.
 - b. Narrative keyed to the aerial map with description of footprints and uses of existing land parcels, buildings, structures, roads, sidewalks, parking areas, recreational facilities, and other significant site developments.
 - c. Floor area (in square feet), building height (in stories and feet), and current occupant capacities (i.e., number of persons allowed by fire code) of each building, as well as location, land area, and capacity of parking facilities.
 - ~~d. Daily average and peak vehicular trips (to and from each count as one trip), based on reasonable estimates from available data, including deliveries along streets serving the institution and ancillaries.~~
 - ~~e. Average annual utility demand (electricity, water, sewer, gas).~~
- (3) *Anticipated institution needs.* The institution shall provide a statement of anticipated needs with respect to future development and land use within the district, including projections over a ten year time horizon for the following:
 - a. Number of employees, students, members, or patrons;
 - b. Facility needs in assignable square feet (by facility type);
 - c. Acreage of athletic or recreational facilities;
 - d. Number of parking spaces;
 - e. Electricity, water, sewerage capacity, or other utility demand; and
 - f. Vehicular and pedestrian circulation along city streets and public spaces.
- (4) *Future land use.* The institution shall include in the future development plan anticipated future land uses, with an accompanying map drawn to scale, illustrating land use changes and circulation (vehicular and pedestrian) over the ten-year planning horizon. The future land use plan and accompanying map specifically shall illustrate:
 - a. Existing and proposed land use, including academic, housing, recreation, ancillary (e.g., dining, maintenance, etc.) and mixed-use, as well as the anticipated location (or alternate locations), size (in square feet) and capacity (in population served) of future facilities;
 - b. Existing and proposed conservation areas and open spaces;
 - c. Existing and proposed vehicular circulation patterns, including deliveries;
 - ~~d. Existing and proposed pedestrian circulation patterns;~~
 - d. Existing and proposed parking facilities with their capacities.
- ~~(5) *Community impact.* The institution shall describe how future development within the district may impact positively or negatively or otherwise present implications to adjacent neighborhoods and the City as a whole.~~
- ~~(6) *Signage.* The institution shall provide a way finding plan for campus entries, campus drive identification, building identification, and parking locations. This plan must abide by article XV,~~

~~signs, and other relevant provisions of this chapter, and it must provide sufficient direction for public emergency services such as fire protection, public safety and medical response.~~

- ~~(7) *Lighting.* The institution shall provide a lighting plan for buildings, campus drives, parking areas, athletic or recreational facilities, and other areas requiring outdoor lighting. This plan must abide by city outdoor lighting requirements.~~
- (5) *Traffic management.* The institution shall demonstrate how it will manage or otherwise regulate campus-related vehicular and pedestrian circulation, as well as parking facilities, to mitigate impact on adjacent and proximate residential neighborhoods.
- ~~(9) *Building design standards.* The institution shall ensure building design standards used to guide future development adhere to section 40-348. The institution also shall demonstrate how proposed future development is compatible in location, style, and scale with adjacent or proximate properties and existing buildings, particularly those of importance to the city's history.~~

Sec. 40-350. - Institutional campus future development plan procedures.

This section sets out the required review and acceptance procedures for the institutional campus future development plan.

- (1) *Application.* The institution shall prepare and submit the future development plan to the Planning Commission for review. (If the institution's existing master plan meets all of the requirements in this chapter for a future development plan, such master plan may be submitted as the future development plan.)
- (2) *Review.* The Planning Commission shall review the future development plan and make a recommendation to the City Council as to whether to accept the plan as submitted, to accept the plan with amendments or special stipulations, or to require further revision to the plan.
- (3) *Planning horizon and update requirements.* The future development plan shall cover a ten-year time horizon, and it shall be updated every five years and submitted for review by the Planning Commission at its January meeting. Every five years the full plan shall be submitted for review by the Planning Commission and acceptance by the City Council.
- (4) *Amendment procedures.* An institution with an accepted future development plan may submit an amendment to the plan at any time. Proposed amendments shall be reviewed by the Planning Commission ~~and forwarded to the City Council~~ for acceptance in accordance with the review process outlined in this section.

The full text of the City of Oxford Zoning Ordinance, as amended herein, is attached hereto, and made a part hereof, and shall be attached to this Resolution and spread across the minutes of the Oxford City Council.

Section 2.

All ordinances and resolutions or portions thereof in conflict with this ordinance are repealed to the extent of their conflict.

Section 3.

Should any section or provision of this ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of this ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

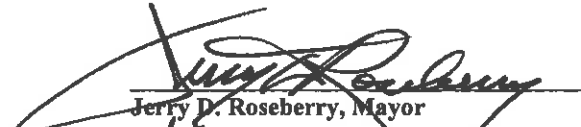
Section 4.

Pursuant to Sec. 3-206(9)(D), this Ordinance shall be in full force and effect five (5) days after its final passage.

First reading, this 6 day of March, 2017.

Second reading and adoption, this 3 day of April, 2017.

CITY OF OXFORD


Jerry D. Roseberry, Mayor


Sarah T. Davis, Council Member


David Eady, Council Member


George R. Holt, Council Member

Not Present

Michael Ready, Council Member


Dr. Melvin O. Baker, Council Member


James H. Windham, Council Member

ATTEST:


Lauran Willis, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:


C. David Strickland, City Attorney