



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

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 McCanless, 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:

A motion was made by Windham, seconded by Davis to accept the Agenda of the March 6, 2017 Regular Meeting of Mayor and Council. The motion was approved 7/0. Attachment A

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 B

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. Attachment C

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. Attachment D

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

**OXFORD MAYOR AND COUNCIL
REGULAR MEETING
MONDAY, MARCH 6, 2017 – 7:00 P.M.
CITY HALL
A G E N D A**

PUBLIC HEARING

Pursuant to the City of Oxford Zoning Ordinance, Section 40-637 Text Amendments, notice is hereby given that the Mayor and Council of the City of Oxford will hold a Public Hearing on **Monday, March 6, 2017 at 7:00 pm in the Oxford City Hall.**

The purpose is to consider amendments to Section 40-349 Future Development Plan. 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.

1. Call to Order, Mayor Jerry D. Roseberry
2. Invocation
3. Pledge of Allegiance
4. Motion to accept the Agenda for the March 6, 2017 Mayor and Council Regular Meeting
5. **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.
6. Planning Commission Recommendations/Petitions.
7. Citizen Concerns
8. Mayor's Report –
9. *** Zoning Text Amendment** - The Planning Commission recommends amending the zoning ordinance concerning the future development plan required for Oxford College. We have attached the proposed amendment.
10. *** Street Patching Bid** – 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. Since it is above \$10,000, the purchase order can only be approved by City Council. We will fund this from our street paving item in our capital budget and will offset what we can with our LMIG grant from GDOT.

11. Invoice Approval

12. Adjourn

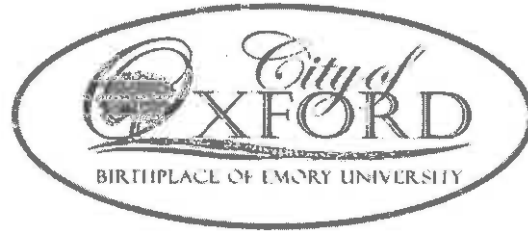
ANNOUNCEMENTS

- 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.
- Tomorrow March 7 at 9:00 am is the Deadline to reserve your Hotel room for the GMA 2017 Annual Convention in Savannah. If you haven't already turned in your room and class selections, you must have them to the City Clerk no later than 8:30 tomorrow morning.

INVOICES OVER \$1,000.00

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| 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 |
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| APPROVED CONTRACTS | | |
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| 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 |



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

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; Lieutenant Jeff Novak, Luran Willis, City Clerk; Jody Reid, Utility Superintendent; Hoyt & LaTrelle Oliver, Cheryl Ready, Mary Carter, Peggy Madden, Jeff Wearing, Loren Roberts, Mike & Sheena Thomas, J.P. Godfrey, Sarah & Danny Standard, Don Henderson, Georgette Izen, Nita Carson, Jason & Kristi Thomas, Darryl Welch with Covington News, Terri & Scott Fullerton and daughter Audrey, Lisa Dorward.

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

Pledge of Allegiance:

Honorary Councilmember of the Month – Mayor Roseberry announced Lisa Dorward as Honorary Councilmember for February as appointed by Councilmember George Holt. Mayor Roseberry presented her with a proclamation as appreciation for her participation.

Consent Agenda

- a. Motion to approve the Minutes of the Regular Meeting of January 9, 2017.
- b. Motion to approve the Minutes of the Work Session January 23, 2017.
- c. Motion to accept the Minutes of the Planning Commission for December 14, 2016.

Majority vote adopted 2/6/17 Attachment A

PLANNING COMMISSION RECOMMENDATIONS/PETITIONS

None.

CITIZENS COMMENTS/CONCERNS

None.

MAYOR'S REPORT

Mayor Roseberry said he met with other Mayors last week regarding the 2017 SPLOST. He said Oxford has appointed a committee to work on the 2017 SPLOST project. Roseberry announced that the city will not advocate voting for or against the SPLOST proposals. He asked Chairman Hoyt Oliver to give an update on the

committee reports. Oliver explained that the committee is drafting a notice that will be mailed to citizens of Oxford. They are putting together bumpers stickers, yard signs and other promotional ideas to encourage citizens to get out and vote. Oliver clarified that the 1% sale's tax will be an extension of the 2011 SPLOST and not in addition to our current taxes. Oliver invited anyone interested in participating and or making donations for funding of the project to contact him.

Other announcements:

The annual Arbor Day celebration sponsored by the City of Oxford Tree Board and the Oxford College Tree Board will be Saturday, February 11th from 10 until noon beginning in the new Dining Hall and concluding in the new Science Building on campus. Attachment B

Everyone is invited to attend the annual Oxford Historical Cemetery Foundation meeting on Sunday, February 12th beginning at 2 PM in City Hall.

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.

Minor Subdivision

City Manager Bob Schwartz said the Planning Commission recommends the approval of a minor subdivision for Sarah and Danny Standard at the corner of Fletcher and Wesley Street. He presented a revised plat based on the recommendations of the Planning Commission. Schwartz presented a request to subdivide their lot into two lots recommending approval of their request.

A motion was made by Baker, seconded by Windham to approve the request to subdivide their property into two lots. The motion was approved 7/0. Attachment C

2017 SPLOST

City Manager Bob Schwartz said we have received a minor revision to the intergovernmental agreement for the 2017 SPLOST that the County attorney would like for Council to approve. He presented the memo from the County attorney handling the issue, a revised 2017 SPLOST agreement and the call for the special election.

A motion was made by Baker, seconded by Windham to approve the revised intergovernmental agreement as requested. The motion was approved 7/0. Attachment D

Downtown Development Authority

City Manager Bob Schwartz presented a Resolution to create the Downtown Development Authority for the City of Oxford (DDA). Schwartz explained the purpose of the DDA and said that two major requirements are to have a geographical area for development and a Board of Directors, appointed by Council which must be made up of seven members.

A motion was made by Ready, seconded by Windham to approve the Resolution as presented. The motion was approved 7/0. Attachment E

Farmers Market

Mayor Roseberry asked Councilmember David Eady to give a report on the status of the Farmers Market Committee. Eady said they have looked at several Farmers Markets from other cities to get a feel of their rules and regulations and how to market and promote utilization of the cities Farmers Market. Eady said the city could implement further restrictions or continue to focus exclusively on local made and grown items. Roseberry referring to the city ordinance section 32-106 item 4-E1 states that farm and garden produce offered for sale must have been grown by residents of Newton County and/or of those Counties contiguous with Newton County. Due to inconclusive findings Roseberry said this item will be moved to the next work session for further

discussion. Attachment F

Unfit Buildings

Mayor Roseberry asked City Attorney David Strickland to give a report on his research regarding control of unfit buildings. Strickland said he has researched the state law for county and other cities and reviewed codes of what is allowed. He said there is enough in the city ordinance that would cover the cities concerns with some minor amendments. Due to his findings and other concerns Mayor Roseberry asked Strickland to continue his research and this item will be moved to the next work session for further discussion.

Invoice Approval

INVOICES OVER \$1,000.00

| VENDOR | DESCRIPTION | AMOUNT |
|-------------------------------------|---|-----------|
| MONTHLY | | |
| City of Covington | Quarterly Sewer 9/30/16 – 12/31/16 | 10,206.00 |
| City of Covington | Annual E911 7/2016 – 7/2017 | 18,888.38 |
| City Oxford Utilities | City Hall/Maintenance Facility/Old Church/Pump Station on Richardson Utilities for (Jan) | 1,483.04 |
| Georgia Municipal Association | Employee Retirement Contributions (February) | 6,527.91 |
| Humana | Health Insurance (February) | 7,004.70 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for December | 5,636.10 |
| Latham Home Sanitation Co. Inc. | Monthly curbside service for January | 5,636.10 |
| Newton County BOC | Water Purchase Cornish Creek Water Fund for Dec | 19,725.00 |
| Newton County Water & Sewer | Monthly Sewer charges 12/29/16 – 1/30/17 | 4,871.29 |
| Sophicity | IT in a Box (February) | 1,752.60 |
| Southeastern Power Administration | SEPA energy cost (December) | 3,578.81 |
| PURCHASES/CONTRACT LABOR | | |
| Air Conditioning Specialist | Service on 2 hanging heaters at Maintenance Facility | 1,330.00 |
| Cintas | Uniforms for 2 new employees | 1,311.53 |
| David Strickland, P.C. | Professional Legal Services February | 1,961.02 |
| Master Card Services | Jody-substation training, hotel fees/LED lights for police vehicle/Employee annual December meeting and luncheon/bumper lights for police vehicle, etc. | 1,905.06 |
| Treadwell, Tamplin & Co. | Interim billing for audit services year end June 30, 201 | 5,000.00 |
| Woco Pep Oil, Inc. | Fuel from January 9, 2017 | 3,354.28 |
| APPROVED CONTRACTS | | |
| Designed Installations Jim Williams | Raised crosswalks, Moore St. at trail, Moore St. at soccer field, Soule St., Old Church, & Clark St. | 33,950.00 |
| Junior Ellis | Replace 5-250watt wall packs, fixtures + 1-75watt wall pack & fixture + 6 LED fixtures at Maintenance Facility | 2,285.00 |
| Stewart's Electrical Services | Change order for underground project at College | 5,200.00 |
| Jordan Engineering | Update on E. Clark St. /Sanitary sewer design/Final plat version, review, printing, comments/Asbury Park tree survey correlations with Beryl Budd. | 9,342.50 |
| Pittman Construction | George Street Paving Project | 6,670.68 |

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

Mayor Roseberry announced there will be an executive session to discuss real estate and personnel matters following the regular session after a short recess.

A motion was made by Windham, seconded by Ready to go into the executive session at 8:00 pm. The motion was approved 7/0.

A motion was made by Holt, seconded by Eady to adjourn the executive session and return to the regular session at 8:36 pm. The motion was approved 7/0.

A motion was made by Eady, seconded by Davis to authorize the city attorney to proceed with the contract on the property at 106 W. Watson Street at the approved amount of \$65,000. The motion was approved 7/0.

A motion was made by Windham, seconded by Eady to adjourn the meeting at 8:36 pm. The motion was approved 7/0.

Respectfully submitted,

Lauran Willis
City Clerk



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, FEBRUARY 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; Jody Reid, Utility Superintendent; Mary Carter, Kendra Mayfield, Todd Cain, Jeff Wearing, Hoyt & LaTrelle Oliver, Sarah Sattanno, Tara Vakili, Jason Thomas, Peggy Madden, Judy Greer, Don Henderson, Daniel Parson.

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

Mayors Announcements/SPLOST

Mayor Roseberry asked Hoyt Oliver, Chairman of the 2017 SPLOST Committee to give an update on the 2017 SPLOST initiative. Oliver said that the committee has completed their research and has put together a flyer that will be mailed to the citizens of Oxford encouraging their participation in the upcoming 2017 SPLOST special election. Roseberry reminded everyone that the 2017 SPLOST Committee is funded by the Committee and donations from citizens.

Farmers Market

Councilmember David Eady presented a draft copy of the rules and site design prepared by the Farmers Market Committee. Eady said they used the rules and regulations for the Emory farmers market to create a working draft for the Oxford Farmers Market. The site design was created based on discussion at the last meeting. The design includes parking along the west side of the greenspace, and it envisions a wooden fence along the east side (near the sidewalk). The design suggests signs on the north and south ends of the property to direct visitors to the entrance and exit with a gravel surface for vehicle traffic. Eady invited comments for further discussion.
Attachment B

Future Development Plan

City Manager Bob Schwartz said the Planning Commission is recommending an amendment to the zoning ordinance to meet the needs concerning the future development plan required for Oxford College. City Attorney David Strickland provided a draft ordinance amendment. Schwartz announced there will be a Public Hearing on March 6, 2017 at 7:00 pm for the purpose of considering the amendment. Attachment C

Fiber

Councilmember Jim Windham presented discussion and a video regarding the need and advantages of the installation of fiber optic cable throughout the city. After discussion, Mayor Roseberry said he would like to see a business plan and asked Windham and Eady to bring this item back for more discussion.

Online Payments

City Clerk Luran Willis announced that the City is ready to go live with Online Payment processing effective March 6th, 2017. Attachment D

Unfit Buildings

City Attorney David Strickland presented comparison documentation of the Oxford Code and State Code as it relates to the enforcement provisions pertaining to unfit buildings. Strickland also presented examples and discussion on how other surrounding cities handle unfit dwellings and blighted property. After discussion, Mayor Roseberry asked City Manager Bob Schwartz to prepare an estimate of the cost and training cost to hire someone part time or full time to manage this task. Attachment E

Street Patching Bids

City Manager Bob Schwartz and Utility Superintendent Jody Reid presented two bids for six street patches around the city. The low bid was from Southland Paving Co., LLC. The funds for this project will come from our street paving item in our capital budget and our FY2017 LMIG grant from GDOT. This item will be on the March agenda for a vote. Attachment F

Projects Status and Engineer's Progress Reports

This item was tabled due to time restraints. Attachment G

A motion was made by Windham, seconded by Davis to adjourn at 7:23 pm. The motion was approved 7/0.

Respectfully submitted,

Luran Willis, CMC/FOA
City Clerk

OXFORD PLANNING COMMISSION

Minutes – January 17, 2017

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

STAFF: Bob Schwartz, city manager and zoning administrator.

GUESTS: Sarah and Danny Standard, Curry and Kathy Haynes, and Kendra Mayfield from Oxford College.

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

MEMBERSHIP: Mr. Eady noted that on January 9th, Penny England was reappointed by City Council to a three year term and that Aaron Robinson was newly appointed to a three year term.

APPROVAL OF MINUTES: Upon motion of Mr. Wearing, seconded by Ms. England, the minutes for the meeting of December 14, 2016 were approved. The vote was 6-0.

ELECTIONS –This is the first meeting in 2017 so it is time to elect officers for the next year. The officers are: Chair, Vice-Chair, and Secretary. Upon motion of Ms. Harris, seconded by Mr. Manson, Mr. Eady was nominated for Chair. Upon motion of Mr. Eady, seconded by Mr. Manson, Mr. Wearing was nominated for Vice-Chair. After a discussion of the duties, upon motion of Ms. Harris, seconded by Mr. Wearing, Mr. Robinson was nominated for Secretary.

Mr. Eady called for a vote on the entire slate of officers. The vote was 6-0 to approve Mr. Eady as chair, Mr. Wearing as vice-chair, and Mr. Robinson as Secretary.

MINOR SUBDIVISION – SARAH AND DANNY STANDARD – Mr. and Mrs. Standard have submitted a request for the review and approval of a plat for a minor subdivision. They wish to subdivide their lot at the corner of Fletcher and Wesley. They have submitted a plat of the subdivision prepared by John Knight, surveyor. The Planning Commission reviewed the dimensions and setback requirements for both the new lot and the existing lot after the subdivision. It was determined that an old shed is less than ten feet from the new lot line on the old lot. The two options are to move the shed or to recommend a variance for the location of the shed. Mr. Standard said based on the age of the shed (it was built by his father-in-law almost fifty years ago), it may not be possible to move the shed. Mr. Wearing volunteered to look at the shed with Mr. Standard to see if it could be moved.

Upon motion of Mr. Manson, seconded by Ms. England, the minor subdivision was recommended for approval to City Council upon one of two conditions: either approve a variance for the location of the old shed, or move the shed. The vote was 6-0.

{Mr. Wearing met with Mr. Standard on January 18th. They determined that the shed could not be moved without falling down. However, they discovered that the proper setback distance could be achieved by slightly angling the property line between the two lots. Mr. Knight will submit a new subdivision to the City Manager before City Council votes at the February 6th meeting.}

OXFORD COLLEGE – SIGN REQUEST – Oxford College submitted a request for the installation of a building sign for the new Dining Hall. The Planning Commission discussed the location and appearance of the sign.

Upon motion of Mr. Wearing, seconded by Mr. Robinson, the sign request was approved as submitted. The vote was 5-0 with Mr. Eady abstaining.

OXFORD COLLEGE – Oxford College submitted a request to begin the discussion of proposals for the improvements of Pierce Street. Kendra Mayfield presented a copy of the draft plans for Pierce Street from Wesley to Emory. The Planning Commission discussed the draft plan in detail. After Ms. Mayfield explained the various parts of the plan, the Planning Commission members stated that they had no major objections to the plan and were in favor of the improvements.

OXFORD COLLEGE – FUTURE DEVELOPMENT PLAN – Ms. Mayfield presented recommendations for changes to the future development plan process along with specific code amendments.

Upon motion of Mr. Wearing, seconded by Ms. England, the amendments to the zoning ordinance to improve the future development plan process were recommended to City Council for adoption. The vote was 6-0.

ADJOURNMENT: Mr. Eady adjourned the meeting at 8:25 PM.

Approved by:

Aaron Robinson, Secretary

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 ___ day of _____, 2017.

CITY OF OXFORD

Jerry D. Roseberry, Mayor

Sarah T. Davis, Council Member

David Eady, Council Member

George R. Holt, Council Member

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



Southland Paving Co., LLC
 P O Box 577
 Conyers, GA. 30012
 770-760-7277
 office@southlandoavingco.co

Estimate

| | |
|--|-------------|
| Date | Estimate # |
| 2/1/2017 | 232 Streets |
| Ricky Adams Cell 404-313-9215 Robert Moon Cell 706-474-0395 | |

| |
|-----------------------------|
| Name / Address |
| Jody Reid City of Oxford |

| | |
|-----------------|------------------------|
| Job Name | Prices effective thru: |
| Various Streets | 03/30/2017 |

| Description | Approx Qty | Approx. Rate | Approx Total |
|--|------------|--------------|--------------|
| Sq. Yds. 4" Asphalt Patching; East Richardson Approx 44.44 Sq. Yds. West Richardson Approx. 47.11 Sq. Yds. Oxford Drive Approx. 14.22 Sq. Yds. Oxford North Approx. 58.89 Sq. Yds. Wentworth Drive Approx. 267.32 Sq. Yds. Long Street Circle Approx. 110.22 Sq. Yds. <u>**All work to be done in accordance with the GDOT specifications</u> | 542.2 | 46.10 | 24,995.42 |
| | | 0.00 | 0.00 |
| Approx Total | | | \$24,995.42 |

Subgrade to be + or - 1/10 of finished grade. Subgrade to have compaction of 95% or better. All quantities are estimated. All billings are made from actual field measurements. Any repairs to B binder left for construction purposes will be extra. Payment is due and payable 10 days from invoice. Customer shall pay all cost including 15% attorney fees that may be incurred in the collection of past due accounts. A 1.5% finance charge will be made monthly on past due accounts. (18%APR)
 Any alteration or deviation from above specs. involving extra costs will be extra. Price includes two move in each for machine curb crew and hand curb crew. Additional move in fee will be \$1200 each for curb machine crew and \$850.00 each for hand curb crew. Our workers are fully covered by Workman's Compensation Insurance. Any road signs or barricades will be extra.

 Authorized Signature Date

 Acceptance Signature / Date