OXFORD MAYOR AND COUNCIL PUBLIC HEARING #2 MONDAY, December 12, 2022 7:00 PM CITY HALL 110 W. Clark Street, Oxford, Georgia A G E N D A

Public Hearing for the Change to Zoning Code

The City Council of the City of Oxford is conducting a Public Hearing on Monday, December 12, 2022 at 7:00 PM. The purpose is to consider changes to the Zoning Code: Section 40-575 Non-Conforming Use; Section 40-841 Development Permit: and Section 40-842 Building Permit.

The City Council will hold a vote on the First Reading at the December 12th meeting after the Public Hearing. Currently, the Second Reading and Final vote will be held on January 3, 2023. All meetings are planned to be held at the Oxford City Hall 110 West Clark Street, Oxford, Georgia.

- 1. Call to Order, Mayor David S. Eady
- 2. Review of the proposed changes to the Zoning Code: Section 40-575 Non-Conforming Use; Section 40-841 Development Permit: and Section 40-842 Building Permit
- 3. Questions/Public Comment
- 4. Adjourn

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF OXFORD, CHAPTER 40, ARTICLE IV, NONCONFORMITIES, BY AMENDING SECTION 40-525 "NONCONFORMING USE" 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, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation of prior nonconforming uses; 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

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

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) <u>Change of use</u>. 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) <u>Discontinuance or abandonment</u>. 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) <u>Expansion</u>. 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 <u>such use is made to substantially comply</u> with the zoning district in which the use is located.
- (4) <u>RepairMajor repair or reconstruction following casualty event</u>. A nonconforming usestructure shall not be rebuilt, altered or repaired after damage exceeding 50 percent of itsfollowing a casualty event (such as fire, tornado, storm, or fallen tree) if the cost of repairing the damage to the structure exceeds fifty percent (50%) of the total replacement cost for such structure at the time of damage as such cost is determined by the Building Inspector, except for a use whichunless (i) the use conforms with the zoning district in which the use is located, and provided such(ii) the rebuilding, alteration or and repair of the nonconforming structure is completed within one year of such damage following such casualty event, and (iii) such structure is not altered in any material manner from the condition existing prior to such casualty event.
- (5) Significant modification or improvement. A nonconforming structure shall not be modified, altered or improved if the cost of such modifications, alterations and/or improvements to such nonconforming structure made during a consecutive 12-month period exceeds fifty percent (50%) of the fair market value of such existing structure as of the beginning of such period, unless the entire structure shall be brought into conformance with all applicable ordinances, rules and requirements.

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.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF OXFORD, CHAPTER 40, ARTICLE VIII, VARIANCES, BY AMENDING SECTION 40-712 "REFERRAL TO AND RECOMMENDATION BY PLANNING COMMISSION" 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, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the referral to the Oxford Planning Commission, for consideration and recommendations, as to variance applications; 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

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

Sec. 40-712. – Referral to and Action by Planning Commission.

Upon receipt of a completed application for variance or within a reasonable time thereafter, the Zoning Administrator shall refer the application to the City Planning Commission. The meeting at which the Planning Commission considers the application shall be open to the public, but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.

Major Variance:

The Planning Commission shall make a recommendation on the application <u>for</u> <u>variance</u> within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council. The Planning Commission may submit any additional report it deems appropriate. The applicant will be notified in writing by the Zoning Administrator of the recommendation within seven working days of the decision. The recommendation and any report shall upon publication be available upon request to the public. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.

Minor Variance:

- The Planning Commission may grant a minor variance for the development activity ona lot in individual cases where strict application of the development standards for thedistrict in which the lot is located would result in practical difficulties to, or unduehardship upon, the property owner for reason of narrowness, shallowness, shape,topographic conditions or other conditions of the lot or the location of the existingprincipal building on the lot. The authority to grant minor variances shall be limited tovariances from the following requirements:
 - 1.
 In the case of Minimum Lot width at Building Line, the variance is limited

 to reducing the required width by no more than 10% of the minimum

 requirement for the district in which the lot is located (e.g. if the required

 width is 100 feet, the width requirement for the lot may not be reduced to

 less than 90 feet).
 - 2. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required setback is 10 feet, the minimum setback may not be reduced to less than 8 feet).
 - <u>3.</u> <u>In the case of Minimum Setback from Rear Lot Lines, the variance is limited</u> <u>to reducing the required setback by no more than 20% (e.g. if the required</u>

setback is 30 feet, the minimum setback may not be reduced to less than 24 feet).

Pursuant to Section 105 of the Oxford Building Ordinance, all applications for development permits are reviewed by the Planning Commission. In the event the Planning Commission determines that a minor variance should be granted in connection with the issuance of a development permit, the Planning Commission will grant such minor variance at the regular meeting of the Planning Commission where the application for such development permit is reviewed. If the Planning Commission fails to grant a requested minor variance, then the Mayor and Council may take action in lieu of the Planning Commission action.

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.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF OXFORD, CHAPTER 40, ARTICLE XII, PERMITS AND CERTIFICATES, BY AMENDING SECTION 40-841 "DEVELOPMENT PERMIT" 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, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation and issuance of Development Permits; 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

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

Sec. 40-841. – Development Permit.

- <u>(a)</u> (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 (including, 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.). 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, except for minor improvements described herein. For purposes hereof "minor improvements" include the following and similar routine maintenance and repair items: interior and exterior painting; replacing or installing new floor coverings; repairing or replacing existing windows with new windows; roof shingle repair or 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); replacing or installing new cabinets or countertops; replacing or installing new appliances; existing driveway repair or resurfacing; installation or repair of backyard sheds located at least two (2) feet inside the applicable setback line; rear-yard fencing that complies with the fencing requirements of City ordinances; temporary sign installation that complies with the signage requirements of City ordinances; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (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) (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) (1) Application on the form furnished by the Zoning Administrator.
 - (2) (2) A fee as established by resolution of the City Council.
 - (3) (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) (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) (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 <u>chapter 36</u>). Approval of a development permit containing information and

requirements of article VI of chapter 36 chapter 36 shall constitute approval of the permit required by that chapter.

- (6) (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 <u>chapter 14</u> <u>chapter 14</u>). Approval of a development permit containing information and requirements of article II of <u>chapter 14</u> chapter 14 shall constitute approval of the permit required by that chapter.
- (7) (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 <u>chapter 14</u>) 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* <u>chapter 14</u> shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.

- (8) (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 <u>chapter 14</u> chapter 14).
- (9) (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter <u>38</u> <u>38</u>) as well as Tree Maintenance Guidelines and Standards as applicable.
- (10) (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) (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) (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) (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) (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) *(i) Issuance.* All development permits shall be issued by the Planning Commission <u>who shall in. In</u> no case <u>grantshall</u> any development permit <u>be granted</u> 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<u>or Zoning</u> Administrator.

- (j) (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.
 - (<u>k</u>) *Duration of validity.*
 - (1) A development permit shall expire two years after its issuance, subject to the following provisions:
 - <u>a.</u> *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
 - <u>b.</u> *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.
 - (1) 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.

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.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF OXFORD, CHAPTER 40, ARTICLE XII, PERMITS AND CERTIFICATES, BY AMENDING SECTION 40-842 "BUILDING PERMIT" 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, the Oxford City Council desires to continue to promote the health, safety, welfare, morals, convenience, order, and prosperity of the city and its residents; and

WHEREAS, the Oxford City Council desires to amend its ordinance governing the regulation and issuance of Building Permits; 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

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

<u>Sec. 40-842. – Building Permit.</u>

(a) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code, but only after the Planning Commission has issued a development permit, or if no development permit is required, after a review of the building permit for compliance with the provisions of this chapter and applicable regulations of the City.

(ba) No building or other structure shall be erected, moved, extended, occupied, or enlarged, or structurally altered, nor any installation or alteration of electrical, plumbing, water, gas, sewer or other mechanicalsystems be performed, nor shall a building or structure's use be changed, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this chapter and all applicable building and related codes.

(b) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code. The Building Inspector shall not issue a building permit for any activity requiring a development permit until the Planning Commission has issued the requisite development permit. In order for a building permit to be issued the application therefor must be in compliance with the provisions of this chapter and applicable regulations of the City, including all applicable building and related codes.

(e) Approval of a building permit shall require an application to the Building Inspector as specified in the minimum standard codes. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector.

(d) Any building permit issued shall become invalid unless the work authorized by it shall have been commenced within 180 days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of six months.

(e) See section 6-4 for applicable provisions with regard to administration and enforcement of building permits and minimum standard codes, including reference to <u>chapter 1 chapter 1</u> of the International Building Code, which shall govern specific procedures and submission requirements.

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.

Second reading and adoption, this ____ day of January, 2023.

CITY OF OXFORD

David S. Eady, Mayor

George R. Holt, Council Member

Laura McCanless, Council Member

Mike Ready, Council Member

James H. Windham, Council Member

Jeff Wearing, Council Member

ATTEST:

Marcia Brooks, City Clerk

{The Seal of the City of Oxford, Georgia}

APPROVED AS TO FORM: