

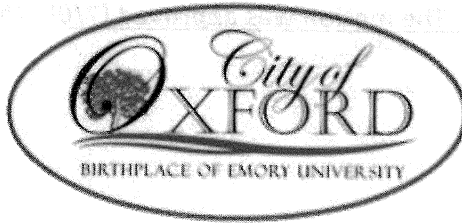
**OXFORD MAYOR AND COUNCIL
REGULAR SESSION
FEBRUARY 2, 2026 – 7:00 P.M.
CITY HALL – 110 W. CLARK ST. OXFORD, GA 30054
A G E N D A**

1. **Call to Order – Mayor David S. Eady**
2. **Motion to accept the Agenda for the February 2, 2026 Mayor and Council Regular Meeting.**
3. **Consent Agenda:**
 - a. *Minutes of the City Council Regular Meeting on January 5, 2026
 - b. *Minutes of the City Council Work Session on January 26, 2026
4. **Mayor's Report:**
5. **Citizen Concerns**
6. ***Vote to Approve or Deny the Variance Application #2025-01:** This is a variance request to exceed the 3-story/35' building height restriction with a 4-story 68'8" dorm (see City Code Sec. 40-347). Note, with the updated proposal, the 4-story building height has been reduced to 58'8".
7. ***Vote to Approve or Deny the Variance Application #2025-02:** This is a variance request to reduce the stream buffer from 100' to 25' for the same dorm construction (see especially, City Code Sec. 14-134 (15)). Note, with the updated proposal, the proposed impervious surface within the stream buffer will be 9,585 SF, down from the existing impact of 13,882 SF.
8. **Oxford Downtown Development Authority (DDA) Appointment and Re-Appointment:** The DDA would like to put forward Ms. Allyson Studer as a voting member of the Oxford DDA and would like to have Mr. Ray Wilson and Ms. Natalie Raymond re-appointed as voting members. Ms. Studer, the Oxford College Manager of Operations and Strategy, would be replacing Dean Molly McGehee. Mr. Wilson has served since July 2019 and Ms. Raymond has served since February 2024.
9. ***Authorization for the Mayor to Contract for a Water Meter Purchase with Master Meter, Inc.:** Staying within the original budget of \$137,314.17, the City will order ultrasonic water meters from Master Meter, Inc. and the order will purchase as many remote cut-off meters as this budget will allow.
10. ***Holiday Schedule:** The new Holiday Schedule will more closely adhere to the State of Georgia schedule.
11. ***Invoices:** Council will review the city's recently paid invoices over \$1,000.

12. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

13. **Adjourn**

*Attachments



**DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
ORGANIZATIONAL MEETING AND REGULAR SESSION
MONDAY, JANUARY 05, 2026
CITY HALL**

ELECTED OFFICIALS PRESENT:

David Eady- Mayor
Mike Ready- Councilmember
George Holt- Councilmember
Jim Windham- Councilmember
Jeff Wearing- Councilmember
Erik Oliver- Councilmember
Laura McCanless- Councilmember

STAFF PRESENT:

Bill Andrew- City Manager
Stacey Mullen- Interim City Clerk
David Strickland- City Attorney
Mark Anglin- Police Chief

Others Present: Nick Cole

1. The meeting was called to order by Stacey Mullen, Interim City Clerk.
2. **Organizational Meeting**
 - a. The Mayor David Eady and Councilmembers George Holt, Mike Ready, Jeff Wearing, Laura McCanless, Erik Oliver and Jim Windham collectively read the Oath of Office aloud together to administer it.
 - b. The City Attorney David Strickland, Police Chief Mark Anglin and Interim City Clerk Stacey Mullen each separately read the Oath of Office aloud to administer it.
3. **A motion was made by Laura McCanless to accept the Agenda for January 05, 2026 Mayor and Council Regular Session. Mike Ready seconded the motion. The motion was approved (7/0).**

4. A motion was made by Laura McCanless to accept the Consent Agenda. Jim Windham seconded the motion. The motion was approved (7/0). (Attachment A)

5. Mayor's Report:

Mayor Eady made announcement that the Work Session will be held on Monday, January 26, in observance of the MLK Jr. holiday on Monday, January 19. He also made a reminder that the Old Church will serve as the location for Oxford College's MLK Jr. celebration at 7:30 p.m. on Wednesday, January 21. Community members were encouraged to attend and show their support.

6. Citizen Concerns

Nick Cole of 1104 Emory Street made a comment to the council.

7. 2026 City Holidays

The council discussed whether to adopt the State of Georgia holiday schedule, as well as decide to have Independence Day designated as a floating holiday to be selected by the employee. The current employee handbook lists Independence Day as a holiday, although employees are required to work due to operational needs to carry out the city's annual July Fourth Parade and Festival.

The discussion focused on the adoption of the same number of holidays as the State, as well as bringing the employee handbook into alignment with actual practice and ensuring the city's holiday policy is legally clear and consistent.

The discussion was deferred to the January 26 Work Session.

A motion was made by Jim Windham to approve the observance of the MLK Jr. holiday on January 19. Laura McCanless seconded the motion. The motion was approved (7/0). (Attachment B)

8. **Authorization for the Mayor to Contract with Over and Under Contractor (construction) and Gresco (materials) for the Relocation and Undergrounding on E. Soule Street.**

A motion was made by Erik Oliver to authorize the completion of the relocation and undergrounding on E. Soule Street by Over and Under with use of materials from Gresco. The motion was seconded by Laura McCanless. The motion was approved unanimously (7/0). (Attachment C)

9. **Authorization for the Mayor to order the Permatrak Boardwalk and Handrail.**

A motion was made by Jim Windham to authorize the Mayor to order the Permatrak Boardwalk and Handrail. The motion was seconded by Mike Ready.

Discussion:

Erik Oliver asked whether it had been determined that this approach was more cost effective than bringing in a fully prefabricated bridge.

Mayor Eady confirmed that it was. He further explained that while the Permatrak system is a prefabricated material, it differs from a premade bridge that would be delivered and set in place as a single unit. Instead, the Permatrak boardwalk will be assembled on site.

Mr. Oliver asked an additional question regarding load capacity and whether the structure would support large vehicles.

Bill Andrew clarified that the boardwalk is designed to support a passenger vehicle or a light service vehicle, such as a pickup truck, but not heavy trucks.

Mayor Eady stated that bollards will be installed to prevent vehicle access, and these would need to be unlocked and removed to allow any authorized service vehicle to enter the trail. He also explained that this trail is a multi-use path, intended for pedestrians and bicycles only.

The motion was approved unanimously (7/0). (Attachment D)

10. Permit Fee Increase for the Oxford Farmers' Market

A motion was made by Jim Windham to allow for the permit fee increase as requested to a \$10 fee per year, for vendors who are 18 years of age or older, with an additional fee of \$20 per large Saturday market events. Erik Oliver seconded the motion.

Discussion:

Laura McCanless noted that the proposed fee structure did not address youth participation in the large Saturday market events. As a result, an amendment to the motion was discussed.

Jim Windham made a motion to approve the amended motion to structure the vendor fee for the City's Farmers' Market as follows: vendors under 18 years of age shall be charged a \$5 annual fee to participate in the ongoing weekly Farmers Market and an additional \$5 fee for each large Saturday market event in which they choose to participate; vendors 18 years of age or older shall be charged a \$10 annual fee to participate in the ongoing weekly Farmers' Market and an additional

\$10 fee for each large Saturday market event in which they choose to participate.
Erik Oliver seconded the motion. The motion was approved unanimously (7/0).

11. Invoices

The council reviewed the invoices paid over \$1,000 for the month of January.
(Attachment F)

12. Executive Session

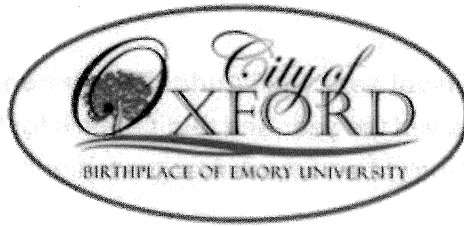
None

13. Adjourn

A motion was made by Jim Windham to adjourn the meeting at 7:35 PM. Mike
Ready seconded that motion. The motion was approved unanimously (7/0).

Respectfully submitted,

Stacey Mullen, Interim City Clerk



DRAFT MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING

WORK SESSION

MONDAY, JANUARY 26, 2026 – 6:30 PM

ZOOM MEETING

ELECTED OFFICIALS PRESENT:

David Eady- Mayor
George Holt- Councilmember
Mike Ready- Councilmember
Laura McCanless- Councilmember
Erik Oliver- Councilmember
Jim Windham

STAFF PRESENT:

Bill Andrew- City Manager
Stacey Mullen- Interim City Clerk
City Attorney- David Strickland
Mark Angling- Police Chief
Jody Reid-Supervisor of Utilities & Maintenance

Elected Officials Not Present:

Jeff Wearing

Others Present: Sam Lattimer, CPA, CFE (Rushton), Brian Barnard (DDA), Sam Hay, Robert Lane & Sam Hay, IV (Main Street Land & Properties), Jonathan Eady (DDA), Isaac St. Clair (Carter & Sloope), Dean Molly McGehee (Emory), James Johnson (Emory), Antonio Sample (Eberly & Associates), Dennis Lynch, Joanna Dubani.

The meeting was called to order by the Honorable David Eady, Mayor.

1. Mayor's Announcements

None

2. Committee Reports:

Reports were provided as available for the following committees:

- **Trees, Parks & Recreation**
- **Downtown Development Authority**
- **Sustainability Committee**
- **Planning Commission**

3. Presentation of the Fiscal Year 2025 Audit (Attachment A)

Mr. Sam Lattimer reviewed the year-end audit details for fiscal year 2025 with Council and provided insight on future changes to audit reporting.

4. Review of the Variance Application #2025-01 (Attachment B)

The College confirmed a reduction in the requested building height by ten feet from earlier proposals. The revised maximum building height is now 58 feet, 8 inches, measured from the average grade plane. Portions of the building, particularly at the northern end, are lower, with a height of approximately 51 feet, 4 inches, which is about 8 feet, 10 inches taller than the adjacent Haygood Hall.

In addition to the height reduction, the College refined the building massing to break down the scale of the structure and increase setbacks from the northern property line. The closest façade is now approximately 107 feet, 8 to 9 inches from the transitional buffer boundary, with portions of the building set an additional 15 feet farther back. Council members noted that these changes reduced perceived bulk, improved transitions to adjacent properties, and enhanced views toward the surrounding wooded areas.

5. Review of the Variance Application #2025-02 (Attachment C)

The College presented substantial revisions to the site plan that significantly reduced impacts within the Turkey Creek and intermittent stream buffers by relocating the southern housing wing entirely outside of the buffer, leaving only the service road as an encroachment and reducing impervious surface within the buffer by approximately one-third compared to existing conditions.

The service road was shifted farther from the stream, increasing setbacks to a minimum of about 41 feet and moving development away from the most intact forested areas, allowing for additional buffer restoration and green space.

Stormwater management improvements were a central component of the variance discussion. The college committed to capturing and treating runoff from the service road and other paved areas through enhanced stormwater infrastructure, including surface and underground detention systems and green infrastructure elements. The revised designs intercepts runoff that currently bypasses treatment and discharges directly into the stream, resulting in improved water quality and flow control before discharge into Turkey Creek and the intermittent stream.

A formal vote on the variances will be held at the Regular Session scheduled for February 2.

6. Whatcoat Building Status and Visioning Discussion (Attachment D)

Brian Barnard provided the council with a brief status update. He noted that the intent of the update was to be concise and informational. The primary topic raised was a recent change in the needs of the primary tenant for the Whatcoat building. As a result, an alternative direction and plan for the building's primary occupancy is now under consideration.

Main Street Land & Properties provided an update on the status of the Whatcoat building project, noting that progress has been affected by changes in college administration and capital funding priorities. While the project was originally planned with the college as a major tenant, the college ultimately withdrew due to financial constraints. Ongoing leadership and finance changes at the college have led to renewed conversations, but proposed rental terms have not aligned with current construction costs. Despite these challenges, Robert Lane reaffirmed Main Street Land & Properties' commitment to advancing the project and continuing discussions with the college.

The developers presented a revised vision for the Whatcoat building intended to improve financial feasibility while preserving the project's original intent and presence. The updated concept replaces previously planned upper-level office and event spaces with a story-and-a-half design that accommodates a community bookstore, coffee shop, and smaller-scale retail uses. While the building appears to have a second story, the upper portion functions as an elevated ceiling rather than occupied space, allowing for natural light and maintaining the desired massing without the cost of a full second floor.

The visioning discussion emphasized alignment with city council and community goals to create a locally focused, community-oriented destination that supports small businesses and functions as a business incubator rather than attracting chain retail or restaurants. The Whatcoat building is intended to serve as a key anchor and visual bookend to the Town Square Center while remaining flexible for future evolution as the broader development progresses. The developers sought informal feedback on the revised design and expressed optimism that the project is close to a viable path forward under the updated concept.

Erik Oliver expressed significant concerns about the revised Whatcoat building design, stating that he found it uninspiring and disappointing from a town-center visioning perspective. While acknowledging the challenging circumstances facing the project, he indicated that he did not believe the proposed design meaningfully advances the city's long-term vision for the downtown core. Mr. Oliver does not believe proceeding at this time is advisable if the project cannot meet the aspirational standards envisioned for the Town Center.

Laura McCanless agreed with Mr. Oliver's sentiments suggesting that waiting to advance the project may be advisable. She offered aesthetic feedback, suggesting that the overall rhythm of the façade would be improved by extending the clerestory-style windows consistently across the top of the building and removing the circular elements, noting that a more uniform treatment would better support the design. She also indicated that similar adjustments should be considered on the opposite side of the building. Lastly, she noted that the hand-drawn or line-based elevations presented were more visually compatible with the character of the town than earlier color renderings, which she felt were more modern.

Mayor Eady stated that based on the initial drawings prepared by Historical Concepts, the Town Center vision has consistently leaned toward an early 20th century, timeless architectural character. He noted that this vision typically suggests a brick façade with stone accents rather than clapboard siding. Mayor Eady indicated that he was somewhat surprised by the inclusion of clapboard elements in the current design, while acknowledging that materials choices are influenced by cost and considerations. He clarified that his comments were offered as design feedback rather than a directive, recognizing the financial implications of alternative materials.

Sam Hay thanked council for their feedback and clarified that the materials presented were intended to illustrate overall massing and scale rather than final design details. He noted that the current concept is smaller than earlier visions but reflects multiple revisions made in response to cost, market conditions, and feasibility constraints. Mr. Hay emphasized that architectural refinements remain possible and that the goal is to deliver a project the community can be proud of while balancing rising construction costs and financial realities. He stated that the current proposal maintains core values, that no issues raised would prevent the project from moving forward, and that further investment in finalized designs and

renderings would depend on achieving consensus and securing initial tenant commitments.

7. Discussion on Next Steps For Water Meter Installation (Attachment E)

Bill provided a recap on the water meter installation, with additional technical input from Isaac St. Clair of Carter and Sloope.

Mr. Andrew explained that council had previously approved the use of Neptune water meters based on concerns with ultrasonic meter technology. Those concerns included malfunctioning readings observed in other jurisdictions and large-scale replacement issues experienced by Dekalb County. As a result, staff favored Neptune's positive displacement meters, which measure water flow using a physical moving wheel.

He further stated that positive displacement meters were initially favored because, while they may slow over time due to mineral buildup, they do not over register usage, reducing the risk of customer overbilling. The city planned to purchase approximately 689 standard meters and 60 remote shutoff meters to improve efficiency in handling delinquent accounts. It was later discovered that Neptune does not provide the promised remote shutoff capability, raising concerns about disclosure and prompting a reassessment of the meter strategy. As a result, the city began evaluating alternative technologies, including electromagnetic meters, which involve different measurement methods and cost considerations and require further analysis before a final decision.

Isaac St. Clair explained the three alternatives: proceed with Neptune without remote disconnects, use a mixed meter system (not recommended), or switch entirely to Master Meter, which offers remote disconnect capability and lower overall cost. Master Meter can provide either ultrasonic or positive displacement meters at the same price, allowing the city to retain familiar technology while gaining remote disconnect functionality.

Mr. St. Clair further stated that switching to Master Meter could result in approximately \$15,000 in savings, enabling the city to increase the number of remote disconnect meters while staying within the approved budget. Expanded use of disconnects was noted as beneficial for operational efficiency, particularly for delinquent and high-turnover rental accounts, and the matter was opened for council discussion.

Overall, council sentiment favored selecting one vendor, expanding remote disconnect capability where feasible, avoiding unnecessary complexity, and proceeding with the option that staff believes best balances reliability, operational efficiency, and cost.

Mayor Eady noted that the options under consideration were not directly comparable and suggested moving forward by placing the item on the voting agenda in February for formal action.

8. Request by Ron Manson for Use of the Yarbrough House (Attachment F)

The council discussed potential future use of the Yarbrough House property, focusing on its role within the broader Town Center vision rather than any immediate or formal proposal. It noted that while an inquiry had been received from Ron Manson requesting council consideration, no concrete plan or request had yet been presented to the DDA.

The discussion concluded with agreement that the item should remain informational for now, and that it would be helpful for the DDA and Main Street Land & Properties, as a development partner, to return at a later date with conceptual ideas or sketches to help council better understand potential future directions for the Yarbrough House site.

9. Holiday Schedule (Attachment G)

Council discussed the holiday schedule and the potential adoption of State holidays, including the possibility of a floating holiday for Independence Day, as well as operations for the City's annual July Fourth parade and festival. The consensus was to continue the discussion after reviewing the employee poll. The item was tabled for the February Work Session.

10. Other Business (Attachment H):

Bill Andrew expressed that while reviewing recent DDA (Downtown Development Authority) minutes, it was identified that the college must replace Dean McGehee as a voting member of the DDA, as her current role as dean precludes her from serving in that capacity. He further noted that the college nominated Allyson Studer, Manager of Operations and Strategy, to serve as the voting representative. Ms. Studer has already attended one or two DDA meetings, and the DDA has expressed satisfaction with her participation and qualifications.

Additionally, Mr. Andrew noted that the college will no longer maintain an ex officio representative on the DDA following Michelle Hempling's departure to Atlanta. The DDA determined that the ex officio role is no longer necessary, as it had primarily served to provide continuity during prior transitions.

Mayor Eady requested confirmation of support for Ms. Studer's appointment, which was affirmed by DDA members present. With council agreement, Mayor Eady directed that the appointment of Allyson Studer as a voting member of the DDA, replacing Dean McGehee, be added to the February agenda for formal approval.

11. Work Session Meeting Review

- Council intends to move forward with approval of the amended variance request, incorporating revisions related to both height and stream buffer setbacks.
- Council will await further updates from the DDA and development partners regarding next steps for the Whatcoat building and any additional visioning for related development.
- Regarding utilities, council reached a consensus to proceed with Master Meter ultrasonic water meters and to maximize the number of remote shutoff and turn-on meters within the originally approved budget.
- Additionally, discussion on the holiday schedule, parade, and celebration will take place at the February Work Session.
- Council will vote to appoint Allyson Studer as the college's voting representative on the DDA, replacing Dean McGehee.

12. Executive Session

Erik Oliver made a motion to enter into Executive Session at 9:05 PM to discuss potential land acquisition/disposition, addressing pending or potential litigation, and/or personnel. Mike Ready seconded the motion. The motion was approved unanimously (6/0).

Jim Windham made a motion to exit Executive Session at 9:10 PM. Laura McCanless seconded the motion. The motion was approved unanimously (6/0).

13. Adjourn

The meeting was adjourned at 9:11 PM.

Respectfully submitted,

Stacey Mullen, Interim City Clerk

Variance Application # 2025 - 01

PLANNING AND ZONING
VARIANCE APPLICATION FOR THE CITY OF OXFORD

Note: The applicant must complete all information. Failure to complete all information will result in the refusal of the application. The Planning Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

Applicant

James Johnson

301 FM Drive, Atlanta Georgia 30322

Phone: 404.210.6636

Fax:

E-Mail: james.johnson@emory.edu

Property Owner (If different from applicant)

Oxford College

801 Emory Street Oxford, Georgia 30054

Phone: 770.784.8888

Fax:

E-Mail:

Existing Zoning District: IC Institutional Campus

Existing Use of Property: Private College - Parking lot and storage building

Proposed Use: Private College - Residence Hall

Tax Map/Parcel Number X009000000009000

Acreage: 52.30

Address of Property: 801 Emory Street Oxford, Georgia 30054

Subdivision Name and Lot Number: _____

DESCRIPTION OF THE REQUESTED VARIANCE

Identify the variance you are requesting. In describing the variance, you must indicate the specific Article, Chapter, and Section of the City' Zoning Code you are requesting to be varied. If more than one section is proposed to be varied, a separate application must be provided for each section varied (and separate variance application form completed):

Article Number and Title

Article II Zoning Districts

Chapter Number and Title

Chapter 40 Zoning

Section Number and Title

40.347.b Dimensional Requirements

The Code requires building height within transitional buffer to not exceed 3 stories and 35'

I petition to reduce the requirement to allow 4 story 68'8" bldg. as shown on the attached site plan.

APPLICANT'S JUSTIFICATION FOR THE REQUESTED VARIANCE

Any applicant requesting consideration of a variance to any provision of the Oxford Zoning Ordinances shall provide a written justification that one or more of the following condition(s) exist. Indicate how the requested variance meets the criteria provided below:

- (a) **There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.**

The property where the building is proposed to be located is the best location due to its current developed state, minimal number of trees, and distance from adjacent neighbors. The requested variance will allow for a more compact building while preserving as much greenspace as possible.

- (b) **A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.**

Literally interpreting the ordinance limits the ability to develop the property effectively for the institutional campus use.

- (c) **Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.**

- (d) **The requested variance will be in harmony with the purpose and intent of this Zoning Code and will not be injurious to the neighborhood or to the general welfare.**

The impact on adjacent residentially zoned properties will be minimal. There are four parcels north of the project site owned by a single individual that contain 3 residential buildings. The closest structure is ~280' from the property line including the undeveloped George St. Right of Way. The distance and existing tree canopy will effectively screen the proposed building.

(e) The special circumstances are not the result of the actions of the applicant.

The need for the variance is the result of the zoning conditions required by the Ic Transitional
buffer.

(f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.

The requested variance will allow for the construction of a condensed footprint building that
better suits the small community housing layout that is preferred in student housing and reduce
the need to expand development into undeveloped areas.

(g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

The proposed use of the property is consistent with the uses allowed within the Institutional
Campus zoning requirements.

PROPERTY OWNER CERTIFICATION

I hereby certify that I am the property owner or am otherwise authorized to file this application on behalf of the property owner (submit separate signed permission) and that the above information and all attached information are true and correct.

Signature: _____ Date: _____

.....
CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this form, have you submitted:

- ☒ Survey plat of the property showing all property lines with metes and bounds/ dimensions.
- ☒ Legal Description (or deed of property). If deed is submitted – include a copy of any plat book and page referred to in the deed.
- ☒ Site plan of the subject property at an appropriate engineering scale showing the proposed use and relevant information regarding the proposed variance.
- ☐ Other information as may be required by the Zoning Administrator.

Variance Application # 2025 - 01

AUTHORIZATION OF PROPERTY OWNER
(complete this form only if the property owner is not the applicant)

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Newton County, Georgia, and that I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

Name of Applicant(s) _____

Address _____

Telephone Number _____

The Property Owner, _____

Personally appeared before me
who swears that the information contained
in this authorization is true and correct to
the best of his or her knowledge and belief.

Notary Public

Date

My Commission Expires: _____

Variance Application # _____

**PLANNING & ZONING CITY OF
OXFORD**

110 W. Clark Street
Oxford, GA 30054
770-786-7004

PUBLIC NOTICE REQUIREMENTS

The zoning regulations require that public notice must be given prior to all zoning hearings as follows:

- 1) A legal advertisement shall be published not less than 15 days and not more than 45 days prior to the public hearing.
- 2) A public notice sign shall be placed in a conspicuous location on the property not less than 15 days and not more than 45 days prior to the public hearing.

The City is required to post the sign and ensure that it remains in place during the entire zoning proceeding. The sign must be placed on the property within the specified time and in a conspicuous location.

The purpose of the sign is to inform the public that an application has been filed. Legally, the Council cannot consider a request until all public notice requirements have been met. If it is determined at any time during the zoning proceeding that the sign has not been properly posted on the site, the Council must table or delay the request. Council members and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

Multiple sign posting on a site may be required as determined by the City. The sign will be conspicuous and in a location where it is clearly visible. The sign will not be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign will remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the city so the sign can be replaced. When the proceeding is complete and final Council action has occurred, the sign will then be removed from the property by the City.

THIS SIGN WILL BE POSTED NO LATER THAN _____

STAFF RECOMMENDATION: ☐ **APPROVE** ☐ **DENY**

REASON: _____

ARTICLE VIII. VARIANCES

Sec. 40-706. Intent.

It is the intent of this section to permit the filing of an application for variance simultaneously with a rezoning or conditional use application, or both, and have both the concurrent variance and companion applications considered in the same cycle of review (i.e., "concurrent" variance application). It is also the intent to allow the filing of applications for variance independently of any application (i.e., "stand alone" variance application).

(Code 1997, § 40-1005(1); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-707. Pre-application conference encouraged.

Applicants for variances are strongly encouraged but not required to schedule an applicant orientation meeting with the Zoning Administrator. An applicant orientation meeting is a time where applicants can seek a determination of the number and nature of variances required, familiarize themselves with the application requirements and processes, and gain preliminary input from staff as to the suitability of the proposed variances.

(Code 1997, § 40-1005(2); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-708. Separate applications required when more than one section is requested to be varied.

A separate variance application, and a separate fee, shall be required for each individual section of this chapter for which a variance is requested or from which relief is sought.

(Code 1997, § 40-1005(3); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-709. Regulations that cannot be varied.

Variances shall not be granted to minimum lot size requirements of a given zoning district; or permit a use which is not allowed in the zoning district in pertaining to the subject property (i.e., a "use" variance).

(Code 1997, § 40-1005(4); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-710. Application submittal process.

Applications for a variance shall require submittal of an application fee, application form, and supporting materials specified by this section in advance by the Zoning Administrator. No application described in this section shall be processed by the Zoning Administrator unless it is found to be complete with regard to application materials, payment of fees, supportive materials, and any other application requirements specified by this section. If an application described and regulated by this section does not comply with all the submission requirements of this section, the Zoning Administrator may reject the application and refuse to process it.

(Code 1997, § 40-1005(5); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-711. Application requirements.

No application specified in this section shall be processed by the Zoning Administrator unless it meets the requirements of this section as follows:

- (1) Application fee as established by resolution of the City Council;
- (2) Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner;
- (3) Metes and bounds legal description of the property;
- (4) Boundary survey plat of the property; in the case where a building or structure was already constructed and requires a setback variance, the boundary survey shall include as-built placement of the building or structure for which the setback is requested to be varied;
- (5) Letter of intent describing the regulations to be varied (specific sections and the amount of numerical variation sought), and including analysis of how the proposed development compares favorably with one or more of the criteria for granting variances as established in this section;
- (6) If pertaining to future development, a site plan of the property and proposed development shall be submitted at an appropriate engineering scale showing the proposed use and relevant information regarding the variance request. Site plans must show information as reasonably required by the Zoning Administrator.

(Code 1997, § 40-1005(6); Ord. of 2-6-2012, § 1(40-1005))

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.

- (1) *Major Variance.* The Planning Commission shall make a recommendation on the application for variance 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.
- (2) *Minor Variance.* The Planning Commission may grant a minor variance for the development activity on a lot in individual cases where strict application of the development standards for the district in which the lot is located would result in practical difficulties to, or undue hardship upon, the property owner for reason of narrowness, shallowness, shape, topographic conditions or other conditions of the lot or the location of the existing principal building on the lot. The authority to grant minor variances shall be limited to variances from the following requirements:
 - a. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than ten percent 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).

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- b. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20 percent (e.g. if the required setback is ten feet, the minimum setback may not be reduced to less than eight feet).
 - c. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 20 percent (e.g. if the required 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.

(Code 1997, § 40-1005(7); Ord. of 2-6-2012, § 1(40-1005); Ord. of 1-9-2023(2))

Sec. 40-713. Notice of City Council public hearing.

At least 15 but not more than 45 days prior to the date of the public hearing before the City Council, the Zoning Administrator shall cause to be published within a newspaper of general circulation within the territorial boundaries of the City a notice of the public hearing on the application. The notice shall state the time, place, and purpose of the public hearing. In addition, notice shall include the location of the property and the section or sections proposed to be varied; and a sign containing the required information shall be placed in a conspicuous location on the property not less than 15 days prior to the date of the public hearing before the City Council and which shall remain through the date of any public hearings advertised thereon.

(Code 1997, § 40-1005(8); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-714. Criteria for variances.

One or more of the following criteria may be considered applicable or potentially applicable:

- (1) There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
- (2) A literal interpretation of the provisions of this chapter would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- (3) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
- (4) The requested variance will be in harmony with the purpose and intent of this chapter and will not be injurious to the neighborhood or to the general welfare.
- (5) The special circumstances are not the result of the actions of the applicant.
- (6) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the zoning district in which the development is located.

(Code 1997, § 40-1005(9); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-715. City Council public hearing and action.

The City Council shall hold a public hearing on the application as advertised and after review and recommendation by the Planning Commission. In the event that the Planning Commission has not submitted its report and the public hearing has already been advertised, the City Council may elect to proceed with the advertised and scheduled public hearing, or it may reschedule and re-advertise the public hearing for a day after which the Planning Commission's recommendation will be available. In rendering a decision on any such application, the City Council shall consider all information supplied by the Zoning Administrator and the Planning Commission, any information submitted by the applicant, any information presented at the public hearing, and the extent to which the application meets the criteria specified for conditional uses as prescribed in this section. The City Council may approve or disapprove the application as proposed, or it may place conditions of approval on the application and approve the application with conditions. The applicant will be notified in writing by the Zoning Administrator of the decision within seven working days of the decision.

(Code 1997, § 40-1005(10); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-716. Withdrawal.

Any application for variance may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the Zoning Administrator, up until the public hearing by the City Council. No refund of the required application fee or portion thereof shall be made once the application has been scheduled for public hearing.

(Code 1997, § 40-1005(10); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-717. Limitations on the frequency of filing applications.

No application regulated by this article and affecting the same or any portion of property which was denied by the City Council shall be accepted for filing by a property owner until 12 months shall have elapsed from the date the application was denied by the City Council.

(Code 1997, § 40-1005(11); Ord. of 2-6-2012, § 1(40-1005))

Sec. 40-718. Judicial review.

Decisions by the City Council with regard to variances are final; provided, however, any person or persons, jointly or severally, aggrieved by any decision of the City Council with regard to a decision on a variance application under the terms of this section may take an appeal to or seek judicial review by the Newton County Superior Court.

(Code 1997, § 40-1005(12); Ord. of 2-6-2012, § 1(40-1005))

Secs. 40-719—40-749. Reserved.

PART II - CODE OF ORDINANCES
Chapter 40 - ZONING
ARTICLE II. - ZONING DISTRICTS
DIVISION 11. INSTITUTIONAL CAMPUS DISTRICT (IC)

DIVISION 11. INSTITUTIONAL CAMPUS DISTRICT (IC)

Sec. 40-345. Purpose and intent.

- (a) The Institutional Campus (IC) District provides opportunity for large public or private, nonprofit institutional uses, including college/university campuses, primary and secondary schools, medical facility complexes, recreational complexes, and similar campus-oriented institutions, to develop and function as holistic campus areas with unique needs and characteristics.
- (b) The IC district shall apply to public and private institutional uses in the following circumstances:
 - (1) Total land area under the ownership, management, or control of a single legal entity and its ancillaries is equal to or greater than five acres, and individual parcels are contiguous, or proximate (when bisected by public streets or thoroughfares).
 - (2) Multiple principal buildings are located on a single parcel, or on adjacent or proximate parcels, and support a common institutional purpose (i.e., education or recreation).
 - (3) Total population of the legal entity's employees, students, members, or patrons is equal to or greater than 500. The Planning Commission may recommend that the City Council apply this district in other circumstances as deemed necessary and appropriate.
- (c) The primary intent of this division is to enable the City to plan for significant development anticipated within the IC District, and, in cooperation and coordination with the institutions within the IC district, ensure infrastructure, utilities, land use, transportation and public safety issues (and other issues that may arise) are adequately addressed. Given the holistic nature and significant scale of institutions within the IC district, development proposals and land uses must be considered in light of the cumulative effect on public facilities, infrastructure and services as well as public health, safety and welfare. Therefore, institutions within the IC district are required to create and maintain a future development plan consistent with the City comprehensive plan.
- (d) The future development plan is programmatic in nature, presenting anticipated needs for development or use of buildings and land within the district, as a holistic campus environment, over a ten year planning horizon. The future development plan provides input necessary for the City to maintain its comprehensive plan in accordance with state minimum standards and procedures.
- (e) The future development plan shall identify options for arrangements of buildings and spaces, and their respective uses, and may be updated and resubmitted at any time, to provide flexibility in its execution and to account for uncertainty within the planning horizon. The future development plan shall be updated, if necessary, when applications for development permits for new projects are submitted, and a development permit shall not be issued if the future development plan has not been reviewed and accepted by the City Council.

(Code 1997, § 40-410-1; Ord. of 2-6-2012, § 1(40-410-1))

Sec. 40-346. Permitted and conditional uses.

- (a) The principal use within the IC district shall be reserved for public or private nonprofit institutions, including, but not limited to: colleges, universities, primary and secondary schools, technical schools, medical facility

complexes, multi-service centers, and similar campus-oriented institutions, as well as uses supporting and ancillary to those institutions.

- (b) Permitted and conditional uses shall be as provided in table 4.4, permitted and conditional uses for nonresidential zoning districts. Additionally, each IC district shall have a transitional area within which uses are limited to minimize adverse impact on neighboring residential areas.

(Code 1997, § 40-410-2; Ord. of 2-6-2012, § 1(40-410-2))

Sec. 40-347. Dimensional requirements.

- (a) Dimensional requirements shall be as delineated on the future development plan or supporting documentation as required by this section.
- (b) Within the district, a transitional area (TA) shall be established as the land area within 200 feet of the district boundary wherever the district is adjacent or, when bisected by a public street or thoroughfare, proximate to a residential district. The front, side, and rear set back requirement for construction within the TA shall be 30 feet, at a minimum, and the building height within the TA shall not exceed 35 feet.

(Code 1997, § 40-410-3; Ord. of 2-6-2012, § 1(40-410-3))

Sec. 40-348. Design principles and guidelines.

Design criteria to be applied in this zoning district shall be as provided in table 4.6, design criteria for nonresidential zoning districts.

(Code 1997, § 40-410-4; Ord. of 2-6-2012, § 1(40-410-4))

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.

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- (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:
- Number of employees, students, members, or patrons;
 - Facility needs in assignable square feet (by facility type);
 - Acreage of athletic or recreational facilities;
 - Number of parking spaces;
 - Electricity, water, sewerage capacity, or other utility demand; and
 - 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:
- 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;
 - Existing and proposed conservation areas and open spaces;
 - Existing and proposed vehicular circulation patterns, including deliveries;
 - Existing and proposed parking facilities with their capacities.
- (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.

(Code 1997, § 40-410-5; Ord. of 2-6-2012, § 1(40-410-5); Ord. of 4-3-2017, § 1)

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 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 for acceptance in accordance with the review process outlined in this section.

(Code 1997, § 40-410-6; Ord. of 2-6-2012, § 1(40-410-6); Ord. of 4-3-2017(1), § 1; Ord. of 4-3-2017, § 1)

Sec. 40-351. Approval criteria.

- (a) In accordance with this chapter, a site and design plan shall be required before a development permit, building permit or other permit, as appropriate, is issued or any improvement, grading, alteration of lands, or construction of buildings commences. acceptance of the future development plan by the City Council shall not constitute approval of a development permit.
- (b) In accordance with this chapter, 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 insure compliance with all provisions of this chapter and other applicable regulations in this Code.
- (c) The Planning Commission shall review, and the City Council shall accept, future development plans based on one or more of the following policies and standards:
 - (1) Whether the future development plan is complete in terms of required content and is consistent with the adopted plans of the City, such as the city comprehensive plan.
 - (2) Whether future development proposed (conceptually and concretely) in the future development plan will adversely impact public services and infrastructure.
 - (3) Whether the future development plan complies with all applicable standards of this chapter.
 - (4) Whether the future development plan will result in significant adverse impacts to other property in the vicinity of the applicant institution, or to the natural environment.
 - (5) Whether the plan will have significant adverse impacts on the livability of adjacent or nearby residential zoning districts, especially with respect to:
 - a. Noise, glare from lights, late-night operation, odors and litter;
 - b. Privacy, traffic, parking and other safety issues; and
 - c. Mass, height and overall scale of buildings.
 - (6) Whether any differences in appearance or scale from the surrounding area are sufficiently and appropriately mitigated through setbacks, screening, landscaping or other design features.
 - (7) Whether the future development plan has adequate mitigation measures for any other identified potential adverse impacts.

(Code 1997, § 40-410-7; Ord. of 2-6-2012, § 1(40-410-7))

Secs. 40-352—40-375. Reserved.

Sec. 40-467. Design principles and guidelines.

There are no design criteria specifically applied in this zoning district in advance, since a wide variety of development may be approved for annexation per this section. However, the City may apply any design principles and guidelines articulated in this chapter as conditions of rezoning approval, at the time of annexation and rezoning in Oxford.

TABLE 4.4. PERMITTED AND CONDITIONAL USES FOR NONRESIDENTIAL ZONING DISTRICTS

P = Permitted; PA = Permitted as Accessory Use; C = Conditional Use;
X = Prohibited

| Use Description (additional reference) | INST | IC | IC-TA* | OP | C | TC |
|---|------|----|--------|----|---|----|
| ACCESSORY BUILDINGS, STRUCTURES AND USES | | | | | | |
| Accessory uses and structures, determined by the Zoning Administrator to be normally incidental to one or more permitted principal uses | P | P | P | P | P | P |
| Signs, as permitted by article XV, signs | P | P | P | P | P | P |
| RESIDENTIAL USES | | | | | | |
| Dwelling, single-family detached, fee simple, existing on the effective date of the ordinance from which these regulations are derived, including accessory uses and structures | P | P | P | P | P | P |
| Caretaker's residence | P | P | P | X | X | X |
| INSTITUTIONAL USES | | | | | | |
| Adaptive reuse of a detached single-family dwelling for an office supporting an institutional use | P | P | P | P | P | P |
| Cemetery | P | P | P | X | X | X |

| | | | | | | |
|---|----|----|---|---|---|---|
| Church, temple, synagogue, place of worship | P | P | P | P | P | X |
| Clinic, ancillary to institutional mission (i.e., exclusively for employees, students, or patrons) | P | P | C | X | P | X |
| Club or lodge, nonprofit (VA, Elks, etc.) | P | P | P | P | P | X |
| Club, private | X | P | P | C | P | X |
| Cogeneration facility | X | C | X | X | X | X |
| College or university | P | P | P | X | X | X |
| Continuing care retirement community | X | X | X | X | P | X |
| Continuing education | P | P | P | X | P | P |
| Crisis center | C | P | C | C | P | X |
| Day care center, nonprofit or ancillary to institutional mission (i.e. exclusively for employees, students, or patrons) | PA | PA | C | X | P | X |
| Dormitory (or residence hall) | X | P | C | X | X | X |
| Family day care home | X | X | X | P | P | X |
| Group home or rooming house, ten or fewer persons plus caretakers | C | P | C | P | P | X |
| Group home or rooming house, more than ten persons | C | P | X | C | C | X |
| Helicopter landing pad | X | C | X | X | X | X |
| Hospital or medical facility complex | C | C | X | X | P | X |
| Institutionalized residential living and care facilities, serving fewer than 18 persons | P | P | P | P | X | X |
| Institutionalized residential living and care facilities, serving 18 persons or more | C | P | X | X | X | X |

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| School, private, for the arts | C | P | C | P | P | X |
| School, private, elementary, middle, high | C | P | C | P | P | X |
| School, private, special | C | P | C | P | P | X |
| School, private, trade | C | P | C | C | C | X |
| COMMERCIAL USES | | | | | | |
| Adaptive reuse of a detached single-family dwelling for an office supporting a commercial enterprise | X | X | X | P | P | P |
| Adult business | X | X | X | X | C | X |
| Automated teller machine | X | P | C | X | P | P |
| Automobile sales or service establishment | X | X | X | X | C | X |
| Bed and breakfast inn (section 40-527) | X | X | C | P | P | P |
| Broadcasting studio | P | P | C | P | P | X |
| Business service establishment, not exceeding 2,500 square feet of gross floor area | X | P | P | P | P | P |
| Business service establishment, more than 2,500 square feet of gross floor area | X | P | C | C | P | P |
| Camp or campground | X | C | C | X | C | X |
| Clinic, commercial (i.e., for profit) | X | X | X | P | P | X |
| Contractor's establishment | X | X | X | X | C | X |
| Convenience store with or without gasoline pumps | X | X | X | X | C | X |
| Country club | X | X | X | X | C | X |
| Crisis center | X | C | C | X | C | X |
| Day care center (for-profit) serving fewer than 18 persons | X | X | X | C | C | X |

| | | | | | | |
|---|---|---|---|---|---|---|
| Day care center (for-profit) serving 18 or more persons | X | X | X | X | C | X |
| Exterminator, pest control or disinfecting service | X | X | X | C | P | X |
| Farmer's market | X | X | X | X | P | C |
| Finance, insurance, and real estate establishments, including bank, 2,500 square feet or less of gross floor area per establishment | X | X | X | X | P | P |
| Finance, insurance, and real estate establishments, including bank, more than 2,500 square feet of gross floor area per establishment | X | X | X | X | P | P |
| Funeral home, mortuary, or mausoleum | X | X | X | C | P | X |
| Greenhouse or plant nursery, commercial | X | X | X | X | P | X |
| Health spa | X | X | X | X | P | X |
| Kennel | X | X | X | X | P | X |
| Landscaping company | X | X | X | X | P | X |
| Live-work unit | X | X | X | C | C | P |
| Lodging service (hotel, motel) | X | X | X | X | P | C |
| Manufacturing, less than 5,000 square feet incidental to a permitted use | X | X | X | X | C | C |
| Manufacturing, 5,000 square feet to less than 10,000 square feet incidental to a permitted use | X | X | X | X | X | X |
| Manufacturing, less than 10,000 square feet, principal use | X | X | X | X | X | X |
| Museum | P | P | C | P | P | P |
| Office | P | P | C | P | P | P |
| Office/warehouse | X | X | X | X | C | X |

| | | | | | | |
|---|---|---|---|---|---|---|
| Open air business | X | X | X | X | C | X |
| Parking lot, off-site | P | P | C | P | P | P |
| Parking structure | X | P | C | C | C | X |
| Personal service establishment, 2,500 square feet or less of gross floor area per establishment | P | X | X | P | P | P |
| Personal service establishment, more than 2,500 square feet of gross floor area per establishment | X | X | X | C | P | P |
| Research laboratory | P | P | X | C | P | X |
| Restaurant without drive-through | X | P | X | X | P | P |
| Restaurant with drive-through | X | X | X | X | C | C |
| Retail trade establishment, enclosed | X | C | X | X | P | P |
| Retreat center | P | P | C | C | P | X |
| Riding stable or commercial boarding of horses | X | X | X | X | C | X |
| Salvage yard or junkyard | X | X | X | X | C | X |
| Service and fuel filling station | C | C | X | X | C | X |
| Special event facility | P | C | C | C | P | X |
| Taxi-cab or limousine service | X | X | X | X | C | C |
| Tire retreading and recapping facilities | X | X | X | X | C | X |
| Vehicle emission testing facility | X | X | X | X | C | X |
| Veterinary clinic or animal hospital | X | X | X | X | P | X |
| Warehouse or storage building | C | P | C | X | C | X |
| Wholesale trade establishment, less than 10,000 square feet incidental to a permitted use | X | X | X | X | C | X |

| | | | | | | |
|--|----|----|----|---|---|---|
| Wireless telecommunication equipment and wireless telecommunication facilities | X | P | C | X | C | X |
| RECREATIONAL USES | | | | | | |
| Community garden | P | P | P | P | P | P |
| Conservation or common area | P | P | P | P | P | P |
| Indoor recreation facilities, commercial | X | X | X | X | P | P |
| Indoor recreation facilities, institutional | P | P | P | X | X | X |
| Outdoor recreation | PA | PA | PA | X | P | C |
| Outdoor recreation facilities, commercial | X | X | X | X | C | X |
| Outdoor recreation facilities, institutional | C | C | C | X | X | X |
| OTHER USES | | | | | | |
| Mixed-use buildings and mixed-use developments | X | P | X | X | C | P |
| Public uses | P | P | P | P | P | P |
| Temporary uses and structures approved by the Planning Commission | P | P | P | P | P | P |

*IC-TA is not a separate zoning district. This represents the 200' foot Transitional Area (TA) between the Institutional Campus (IC) District and all residential districts. Permitted and conditional uses in the IC-TA may vary from those within the IC.

TABLE 4.5. DIMENSIONAL REQUIREMENTS FOR NONRESIDENTIAL ZONING DISTRICTS
(For districts not listed, see specific zoning district section.)

| Dimensional Requirement | INST | IC | IC-TA | OP | C |
|---|--------|--------|--------|--------|--------|
| RESIDENTIAL DENSITY AND LOT SIZE AND WIDTH REQUIREMENTS | | | | | |
| Minimum area to rezone to this district (square feet) | 40,000 | 40,000 | 40,000 | 15,000 | 30,000 |
| Minimum lot width, all uses (feet) | 50 | 50 | 50 | 50 | 75 |
| BUILDING AND SITE REQUIREMENTS | | | | | |
| Maximum building coverage (percent) | 50% | 50% | 50% | 30% | 40% |

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|---|--------------------------------------|------|-----|-----|-----|
| Minimum landscaped open space (percent) | 20% | 20% | 20% | 20% | 15% |
| Minimum landscape strip required along right-of-ways, except where build to line precludes installation (feet) | None | None | 10 | 10 | 10 |
| BUILDING HEIGHT REQUIREMENTS | | | | | |
| Maximum height (feet) | 45 | 45 | 35 | 35 | 35 |
| Maximum height (number of stories) | 4 | 4 | 3 | 3 | 3 |
| PRINCIPAL AND ACCESSORY BUILDING SETBACKS (MIN.) | | | | | |
| Front build-to Line | See build-to line map, as applicable | | | | |
| Front (feet) (absent applicable build-to line) | 20 | 20 | 30 | 20 | 20 |
| Side (feet), abutting any R-30, R-20, R-15, or R-7.5 zoning district, including a natural vegetated buffer or fence or wall approved by Planning Commission | 30 | 30 | 30 | 30 | 40 |
| Side (feet), unless more specifically provided in this table | 15 | 15 | 15 | 15 | 20 |
| Rear (feet), abutting any R-30, R-20, R-15, or R-7.5 zoning district, including a natural vegetated buffer or fence or wall approved by Planning Commission | 30 | 30 | 30 | 30 | 40 |
| Rear (feet), unless more specifically provided in this table | 30 | 30 | 30 | 20 | 30 |

TABLE 4.6. DESIGN CRITERIA FOR NONRESIDENTIAL ZONING DISTRICTS

A = applicable; N/A = not applicable

(For the TC District, see form based provisions.)

| Design Criterion | INST | IC | IC-TA | OP | C |
|--|------|-----|-------|----|-----|
| Compatibility. New development and improvements to existing properties need to be compatible with the existing character, including the sensitive treatment of perimeter property lines to mitigate impacts on abutting properties. | A | A | A | A | A |
| Historic character. In areas with identified historic buildings, structures, and sites, the proposed new development or land activity blends with or complements the historic character. | A | A | A | A | A |
| Alternative transportation. New development should accommodate and facilitate alternatives to transportation by automobile, including bicycle and pedestrian facilities. | A | A | A | A | A |
| Pedestrian access. All likely pedestrian routes should be identified in the design phase and provided for in the development. These include linkages to individual buildings, neighboring properties (when compatible), and existing or planned sidewalks along public roads, as appropriate. | A | A | A | A | A |
| Original town plan. Development or subdivision is consistent with the original plan for the City (1837 Thomas plan). | A | A | A | A | N/A |
| Open spaces. Small public open spaces (e.g., plazas, pocket | A | N/A | N/A | A | A |

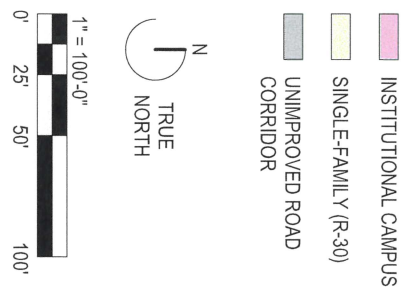
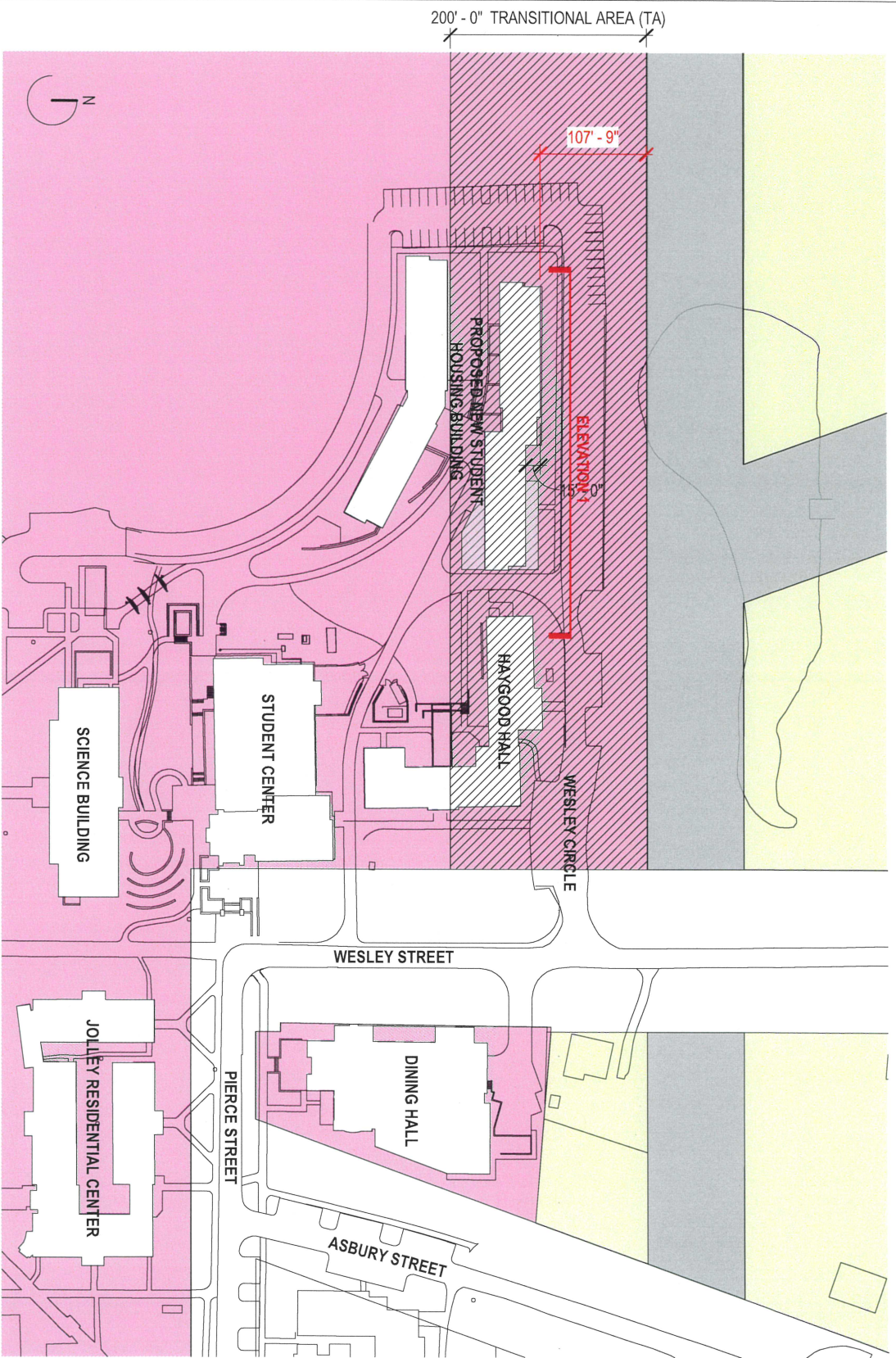
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|---|-----|-----|---|-----|---|
| parks, and squares) are integrated into projects of sufficient size (i.e., 2 acres or more). | | | | | |
| Access and parking. The development provides for adequate access and off-street parking arrangements. | A | A | A | A | A |
| Fences and walls. Fences and walls that are used shall be of the same or compatible material, in terms of texture and quality, as the material and color of the principal building. | A | A | A | A | A |
| Chain link fencing. Chain link fencing is prohibited in front yards and discouraged in other locations but if used, it should be vinyl coated (black color encouraged). | A | A | A | A | A |
| Operations. All manufacturing, processing, assembly, fabrication, servicing, and repair operations, when permitted, are carried out within an entirely enclosed building. | N/A | N/A | A | N/A | A |
| Appearance/parking. The development layout avoids the appearance of strip commercial development, including the specific provision that no more than 1/2 of any required parking is located between the public street and the principal building line. | A | A | A | A | A |
| Parking screen. Where parking areas are located between a public street and the principal | A | A | A | A | A |

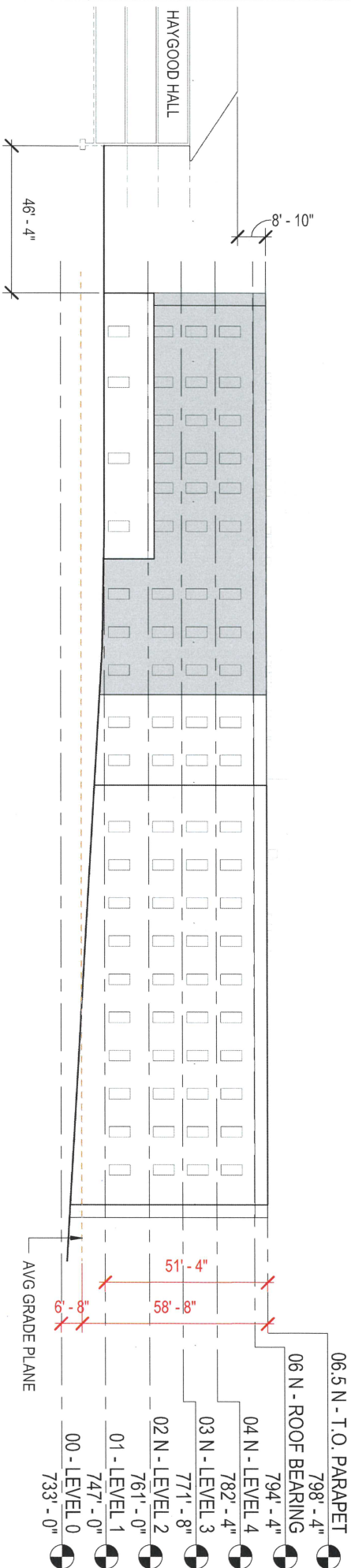
| | | | | | |
|---|-----|-----|---|---|---|
| building, vegetation, walls, fences, berms, or some combination is used to screen the view from the street to parking areas, except for approved drives and lot entrances. | | | | | |
| Temporary buildings. No establishment operates in any non-permanent structure such as a tent, mobile unit, trailer, recreational vehicle, or other temporary building or structure. | N/A | N/A | A | A | A |
| Storage. Equipment and materials must be stored within completely enclosed buildings. | A | N/A | A | A | A |
| Loading. All loading areas and facilities are located at the side or rear of a principal building. | A | A | A | A | A |
| Waste containers. Trash enclosures should be constructed of sturdy, durable, opaque materials (with trash receptacles screened from view). | A | A | A | A | A |
| Multiple buildings — compatibility. Multi-unit developments or sites with more than one building shall utilize a consistent or at least stylistically compatible (but not necessarily identical) palette of scale, forms, colors, materials, and textures. | A | A | A | A | A |
| Accessory buildings. Accessory structures should be architecturally compatible with the principal building or buildings. | A | A | A | A | A |

| | | | | | |
|--|---|---|---|---|---|
| Building materials. On front facades and other building sides visible from a public right-of-way, exterior building materials should not include any of the following: smooth-faced concrete block, tilt-up concrete panels, prefabricated steel panels, highly reflective, shiny, or mirror-like materials; mill-finish (non-colored) aluminum metal windows or door frames, exposed, unfinished walls, exposed plywood or particle board, and unplastered, exposed concrete masonry blocks. | A | A | A | A | A |
| Building facades. Lengthy, featureless facades and building walls should be avoided. Large, flat, blank expanses on a facade are not allowed. | A | A | A | A | A |
| Lighting: pedestrian. Use of low, bollard-type fixtures, 3-4 feet in height, are encouraged in all areas of significant pedestrian activity during evening hours. | A | A | A | A | A |
| Lighting fixtures. All luminaries used for outdoor lighting should be full cutoff luminaries which do not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. | A | A | A | A | A |

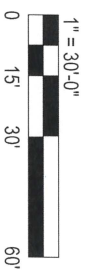
(Code 1997, § 40-415-6; Ord. of 2-6-2012, § 1(40-415-6))

1 ZONING DIAGRAM UPDATE
 1" = 100'-0"





1 BUILDING HEIGHT AND STORIES DIAGRAM
1" = 30'-0"



**AYERS
SAINT
GROSS**

**DESIGN ARCHITECT &
DESIGN LANDSCAPE**
Ayers Saint Gross
1040 Hull Street, Suite 100
Baltimore, MD 21230
410.347.8500

LOCAL ARCHITECT
Cooper Carry
191 Peachtree Street NE,
Suite 2400
Atlanta, GA 30303
404.237.2000

LOCAL LANDSCAPE
Wansley Associates
Landscape Architects
223 Mellich Avenue NE
Atlanta, GA 30317
678.358.3805

CIVIL
Eberly & Associates
2951 Flowers Road South,
Suite 119
Atlanta, GA 30341
678.287.4727



**EMORY
OXFORD
COLLEGE**

EMORY OXFORD COLLEGE STUDENT HOUSING

801 Emory Street
Oxford, GA 30054

ISSUE DATE: 01.26.2026

SCALE: 1" = 30'-0"

JOB NO.: 2290441.00

DRAWN BY: ASG

A-400

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Variance Application # 2025 - 02

PLANNING AND ZONING
VARIANCE APPLICATION FOR THE CITY OF OXFORD

Note: The applicant must complete all information. Failure to complete all information will result in the refusal of the application. The Planning Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

| | |
|--|--|
| Applicant James Johnson _____ 301 FM Drive, Atlanta Georgia 30322 _____ Phone: <u>404.210.6636</u> Fax: _____ E-Mail: <u>james.johnson@emory.edu</u> | Property Owner (If different from applicant) Oxford College _____ 801 Emory Street Oxford, Georgia 30054 _____ Phone: <u>770.784.8888</u> Fax: _____ E-Mail: _____ |
|--|--|

Existing Zoning District: IC Institutional Campus

Existing Use of Property: Private College - Parking lot and storage building

Proposed Use: Private College - Residence Hall

Tax Map/Parcel Number X009000000009000 Acreage: 52.30

Address of Property: 801 Emory Street Oxford, Georgia 30054

Subdivision Name and Lot Number: _____

DESCRIPTION OF THE REQUESTED VARIANCE

Identify the variance you are requesting. In describing the variance, you must indicate the specific Article, Chapter, and Section of the City' Zoning Code you are requesting to be varied. If more than one section is proposed to be varied, a separate application must be provided for each section varied (and separate variance application form completed):

| | |
|---|--------------------------------------|
| Article Number and Title | <u>Article III Minimum Standards</u> |
| Chapter Number and Title | <u>Chapter 14 Environment</u> |
| Section Number and Title | <u>14-134. Minimum Protections</u> |
| The Code requires <u>100' buffer along state waters</u> | |
| I petition to reduce the requirement to <u>25' and/or</u> as shown on the attached site plan. | |

APPLICANT'S JUSTIFICATION FOR THE REQUESTED VARIANCE

Any applicant requesting consideration of a variance to any provision of the Oxford Zoning Ordinances shall provide a written justification that one or more of the following condition(s) exist. Indicate how the requested variance meets the criteria provided below:

- (a) **There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.**

The property where the building is proposed to be located is the best location due to its current developed state, minimal number of trees, and distance from adjacent neighbors. In order to maintain an adequate buffer from adjacent residential we are requesting the stream buffer reduction

- (b) **A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.**

Literally interpreting the ordinance limits the ability to develop the property effectively for the institutional campus use. The areas proposed to be developed are currently developed with existing stormwater infrastructure, maintenance buildings and parking lots.

- (c) **Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.**

- (d) **The requested variance will be in harmony with the purpose and intent of this Zoning Code and will not be injurious to the neighborhood or to the general welfare.**

The proposed development will improve water quality and reduce water quantity flowing into Turkey Creek. The project proposes improved stormwater detention and improvements to the conveyance system in order to reduce stormwater flows and the chance for erosion to occur within the stream channels.

- (e) The special circumstances are not the result of the actions of the applicant.

- (f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.

The requested variance will allow for the construction of a condensed footprint building that minimizes the impact on undisturbed forested land.

- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.

The proposed use of the property is consistent with the uses allowed within the Institutional Campus zoning requirements and does not significantly alter or impact the existing buffer.

PROPERTY OWNER CERTIFICATION

I hereby certify that I am the property owner or am otherwise authorized to file this application on behalf of the property owner (submit separate signed permission) and that the above information and all attached information are true and correct.

Signature: _____ Date: _____

.....

CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this form, have you submitted:

- ☒ Survey plat of the property showing all property lines with metes and bounds/ dimensions.
- ☒ Legal Description (or deed of property). If deed is submitted – include a copy of any plat book and page referred to in the deed.
- ☒ Site plan of the subject property at an appropriate engineering scale showing the proposed use and relevant information regarding the proposed variance.
- ☐ Other information as may be required by the Zoning Administrator.

Variance Application # 2025 - 02

AUTHORIZATION OF PROPERTY OWNER
(complete this form only if the property owner is not the applicant)

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Newton County, Georgia, and that I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

Name of Applicant(s) _____

Address _____

Telephone Number _____

The Property Owner, _____

Personally appeared before me
who swears that the information contained
in this authorization is true and correct to
the best of his or her knowledge and belief.

Notary Public

Date

My Commission Expires: _____

**PLANNING & ZONING CITY OF
OXFORD**
110 W. Clark Street
Oxford, GA 30054
770-786-7004

PUBLIC NOTICE REQUIREMENTS

The zoning regulations require that public notice must be given prior to all zoning hearings as follows:

- 1) A legal advertisement shall be published not less than 15 days and not more than 45 days prior to the public hearing.
- 2) A public notice sign shall be placed in a conspicuous location on the property not less than 15 days and not more than 45 days prior to the public hearing.

The City is required to post the sign and ensure that it remains in place during the entire zoning proceeding. The sign must be placed on the property within the specified time and in a conspicuous location.

The purpose of the sign is to inform the public that an application has been filed. Legally, the Council cannot consider a request until all public notice requirements have been met. If it is determined at any time during the zoning proceeding that the sign has not been properly posted on the site, the Council must table or delay the request. Council members and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

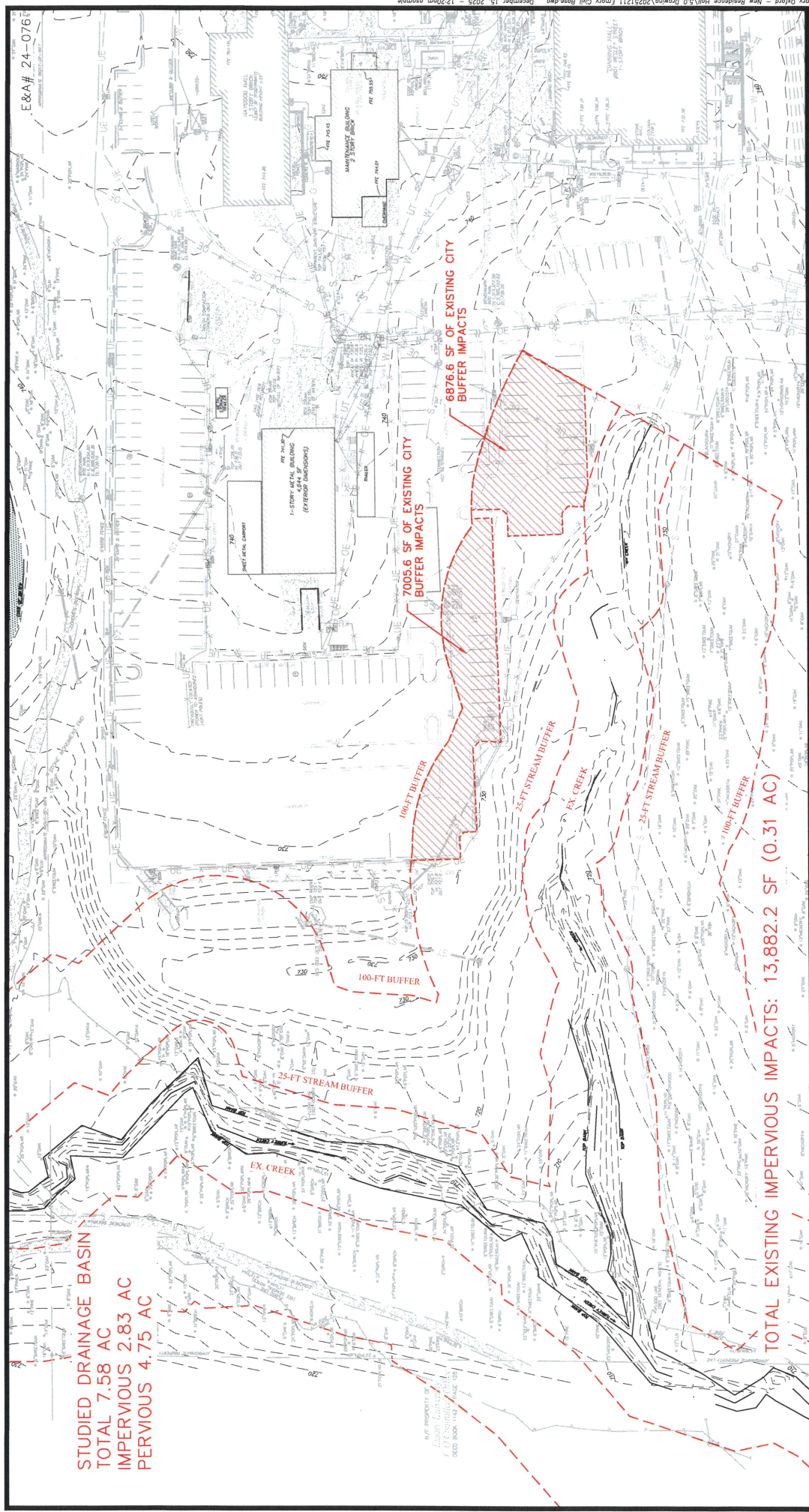
Multiple sign posting on a site may be required as determined by the City. The sign will be conspicuous and in a location where it is clearly visible. The sign will not be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign will remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the city so the sign can be replaced. When the proceeding is complete and final Council action has occurred, the sign will then be removed from the property by the City.

THIS SIGN WILL BE POSTED NO LATER THAN _____

STAFF RECOMMENDATION: ☐ **APPROVE** ☐ **DENY**

REASON: _____

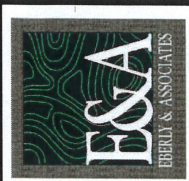


E&A # 24-076

STUDIED DRAINAGE BASIN
TOTAL 7.58 AC
IMPERVIOUS 2.83 AC
PERVIOUS 4.75 AC

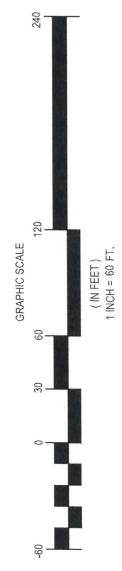
G:\PROJECTS\2024\24-076 Emory Oxford - New Residence Hall\5.0 Drawing\20251211 Emory Civil Base.dwg December 15, 2025 - 12:20pm ascm

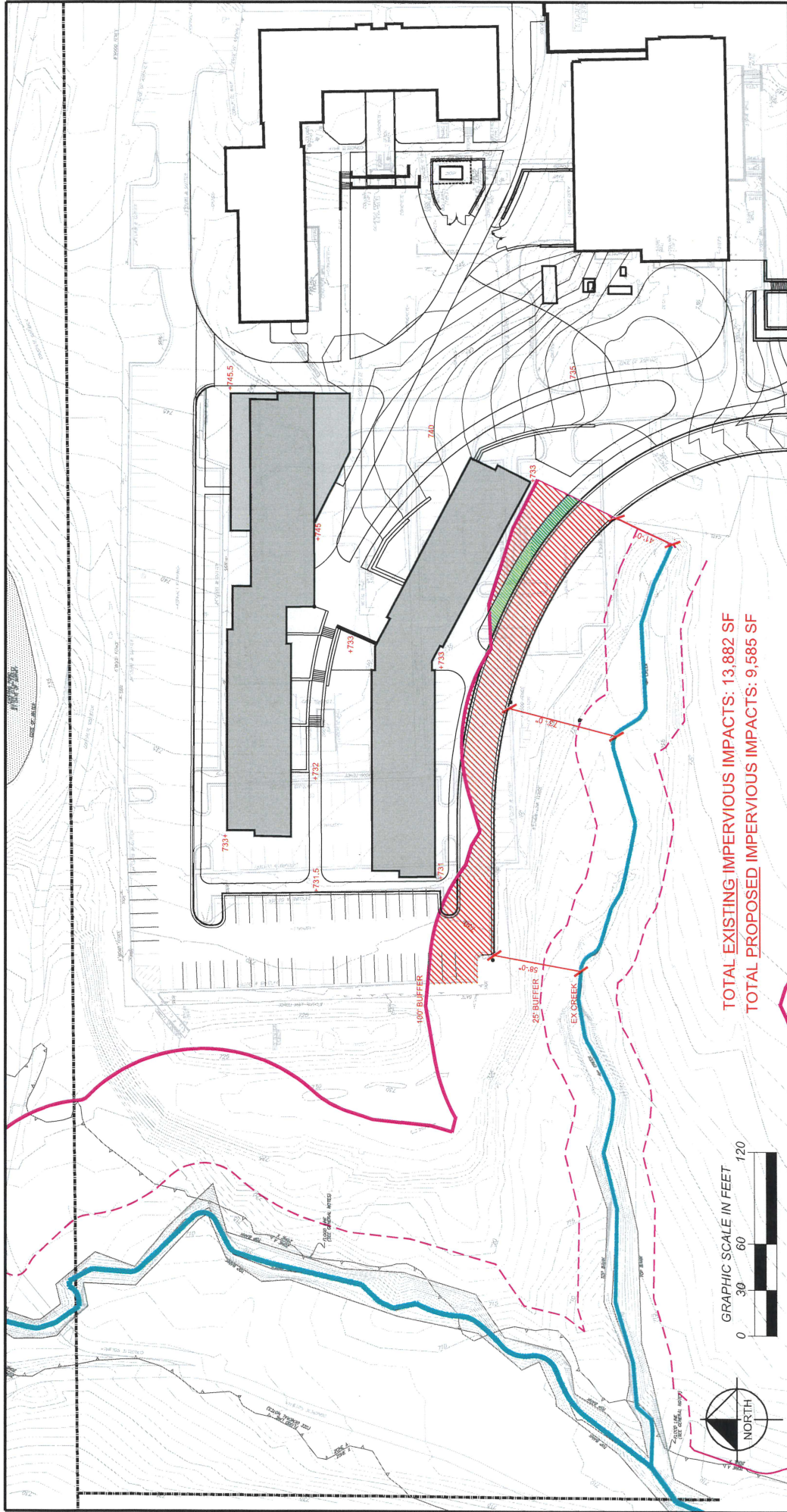
TEL 770.432.7849
2361 FLOWERS ROAD SOUTH, SUITE 119
ATLANTA, GEORGIA 30341
WWW.EBERLY.NET
LAND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE




EMORY OXFORD - NEW RESIDENCE HALL EXISTING IMPACTS

12/12/2025





TOTAL EXISTING IMPERVIOUS IMPACTS: 13,882 SF
TOTAL PROPOSED IMPERVIOUS IMPACTS: 9,585 SF

| | | |
|---|--|---|
| AYERS SAINT GROSS | | EMORY OXFORD COLLEGE STUDENT HOUSING |
| DESIGN ARCHITECT & DESIGN LANDSCAPE Ayers Saint Gross 1040 Hull Street, Suite 100 Baltimore, MD 21230 410.347.8500 | | LOCAL ARCHITECT Cooper Carry 191 Peachtree Street NE, Suite 2400 Atlanta, GA 30303 404.237.2000 |
| LOCAL LANDSCAPE Wansley Associates Landscape Architects 223 Mellich Avenue NE Atlanta, GA 30317 678.358.3805 | | CIVIL Eberly & Associates 2951 Flowers Road South, Suite 119 Atlanta, GA 30341 678.287.4727 |
|  EMORY OXFORD COLLEGE | | 801 Emory Street Oxford, GA 30054 |
| ISSUE DATE: 01.26.2026 | | SCALE: 1" = 60' |
| JOB NO.: 2290441.00 | | ASG |
| DRAWN BY: | | © COPYRIGHT AYERS/SAINT/GROSS, 2026 |

DDA Members

Originally Appointed 2/6/17

| # | Name | Initial Term | Date for Re-Appoint | Date Appointed | 8-Hour Training Completed | 2-Hour Supplemental Training Completed | Re-Appointment Schedule |
|---|------------------|--------------|---------------------|----------------|---------------------------|--|-------------------------|
| 1 | Loren Roberts | Two Years | | 2/6/2017 | 4/22/2017 | | Seat Number Date |
| | Art Vinson | | | 5/6/2019 | 1/25/2020 | | One Feb. 2024 |
| | David Allen | | | 11/14/2022 | | | Two Feb. 2024 |
| | Natalie Raymond | | Feb. 2026 | 2/5/2024 | | | Three Feb. 2025 |
| 2 | Brian Barnard | Two Years | 2/6/2029 | 2/6/2017 | 4/22/2017 | | Four Feb. 2025 |
| 3 | Martha Molyneux | Four Years | | 2/6/2017 | 4/22/2017 | | Five Feb. 2023 |
| | Laura McCanless | | | 10/5/2020 | 1/26,27/21 | | Six Feb. 2023 |
| | Adrianne Waddy | | | | | | Seven Feb. 2023 |
| | Molly McGehee | | Feb. 2025 | 12/12/2022 | 8/22/2024 | | |
| | Allyson Studer | | Feb. 2030 | 2/2/2026 | | | |
| 4 | Mark McGiboney | Four Years | | 2/6/2017 | 4/22/2017 | | |
| | Ray Wilson | | Feb.2030 | 7/1/2019 | 1/26,27/21 | | |
| 5 | Jonathan Eady | Six Years | Feb. 2029 | 2/6/2017 | 4/22/2017 | | |
| 6 | Kendra Mayfield | Six Years | | 2/6/2017 | 4/22/2017 | | |
| | Danielle Miller | | | 7/2/2018 | 1/26/2019 | | |
| | Philip McCanless | | Feb. 2028 | 11/14/2022 | | | |
| 7 | Melvin Baker | Six Years | | 2/6/2017 | 4/22/2017 | | |
| | Mike Ready | | Feb. 2029 | 1/8/2018 | 4/22/2017 | | |

110 W. Clark Street
Oxford, GA 30054
Phone 770-786-7004
Fax 770-786-2211
www.oxfordgeorgia.org



Incorporated December 23, 1839

Mayor David S. Eady
City Manager Bill Andrew
Interim City Clerk Stacey Mullen

MEMORANDUM

TO: Oxford City Council

FROM: Bill Andrew, City Manager

DATE: January 23, 2026

SUBJECT: Water Meter Replacement Project Update and Procurement Options

Executive Summary

This memorandum provides an update on the City's water meter replacement project following recent coordination with Carter & Sloope, Vision, and Core and Main. While Neptune meters were previously recommended, we have discovered they do not support remote disconnect functionality, which was required in the Request for Proposals. This memo outlines the resulting technical limitations and presents three procurement options for Council consideration.

Background and Technical Issues

During final coordination, it was determined that the Neptune meters recommended for award **cannot** be equipped with remote disconnect technology.

- **Current Award Recommendation:** Neptune water meters (\$137,314.17 total).
- **The Limitation:** If we proceed with Neptune, the City's only option is a "**Virtual Disconnect**." This requires a technician to physically turn off the water at the curb; the software then triggers an alarm only if the curb stop is opened without authorization.
- **Remote Disconnect Alternative:** Master Meter (offered by Vision) offers a true remote disconnect option, which allows the City to shut off service via software without a site visit. We had planned to purchase 60 meters with a remote shut-off capability for use with customers who demonstrate a proclivity to miss payments.
- **Electric Meters:** Please note, the electric meter installation is pending the water meter installation. The bid to install the meters was on hold until the meter types was settled. However, we are looking into just advertising for all scenarios, if needed. Vision's electric meters were recommended for award and approved by City Council.

Procurement Options

Based on the updated pricing and functionality, the following three paths are available:

| Option | Description | Financial Impact | Functional Impact |
|--------|--|--|--|
| A | Proceed with Neptune (Current Award) | No change to approved contract. \$183.33/meter | Zero remote disconnects; manual "virtual" disconnects only. |
| B | Mixed Meters (Neptune + Master Meter) | +\$4,900.20 over contract (if 60 remote units added). | System will utilize a mix of Neptune, Master Meter, and existing Sensus units. <u>(Not recommended by consultant or staff)</u> |
| C | Switch to Master Meter | -\$14,619.17 under contract (for 689 regular / 60 remote). \$155.00/meter for non-remote and \$265.00 for remote disconnect (can be either positive-displacement or ultrasonic for same cost) | Allows for either budget savings OR increasing the remote disconnect count to 192 units while staying at current budget. |

Meter Technology Comparison

The City must also weigh the mechanical technology used by these vendors:

- **Positive-Displacement (Neptune):** Uses moving parts (rotors) to measure flow. Tried-and-true technology favored by staff due to familiarity, though mechanical parts can wear and under-read over time.
- **Ultrasonic (Master Meter):** Uses sound waves to measure flow. No moving parts. Manufacturers claim higher longevity and consistent accuracy over the life of the meter compared to mechanical units.
- **Electromagnetic (Existing Sensus):** Different from both above; uses magnetic fields to measure voltage.

Recommendation

A decision is required on whether to purchase Neptune water meters based on their proven reliability in the City of Covington's system as originally recommended, despite not having remote disconnect functionality, or to pivot to purchasing Master Meter water meters to gain remote disconnect capabilities and realize potential cost savings. Oxford does not currently use electromagnetic meters. All the iPERLS (electromagnetic Sensus meters) were removed, and the remaining Sensus meters are positive-displacement. Please advise on which option you wish to pursue so that we may finalize the purchase with Core and Main.

Georgia State Holidays 2026

The following is the list of state holidays when the Capitol and state agencies will be closed in 2026.

New Year's Day: Thursday, January 1

Martin Luther King, Jr.'s Birthday: Monday, January 19

Washington's Birthday: Monday, February 16 - *will be observed Thursday, December 24*

State Holiday: Observed on Good Friday, April 3

Memorial Day: Monday, May 25

Juneteenth: Friday, June 19

Independence Day: Friday, July 3

Labor Day: Monday, September 7

Columbus Day: Monday, October 12

Veterans Day: Wednesday, November 11

Thanksgiving Day: Thursday, November 26

State Holiday: Observed on Friday, November 27

Christmas Day: Friday, December 25

PROPOSED Oxford Holidays 2026

The following is the list of holidays when the City will be closed in 2026.

New Year's Day: Thursday, January 1

Martin Luther King, Jr.'s Birthday: Monday, January 19

Spring Holiday: Friday, April 3

Memorial Day: Monday, May 25

Juneteenth: Friday, June 19

Independence Day: Floating Holiday

Labor Day: Monday, September 7

Fall Holiday: Monday, October 12

Veterans Day: Wednesday, November 11

Thanksgiving Day: Thursday, November 26

Day After Thanksgiving: Friday, November 27

Christmas Eve: Thursday, December 24

Christmas Day: Friday, December 25



~~OBSERVED HOLIDAYS 2026~~

This list is based on the 2025 Schedule

| | |
|------------------------|----------------------------|
| January 1, Thursday | New Year's Day |
| January 19, Monday | Martin Luther King Jr. Day |
| May 25, Monday | Memorial Day |
| June 19, Friday | Juneteenth |
| July 3, Friday | Independence Day |
| September 7, Monday | Labor Day |
| November 11, Wednesday | Veterans Day |
| November 26, Thursday | Thanksgiving |
| November 27, Friday | Day after Thanksgiving |
| December 24, Thursday | Christmas Eve |
| December 25, Friday | Christmas Day |

City of Oxford
Invoices > \$1,000
Paid January 1-31, 2025

| VENDOR | DESCRIPTION | AMOUNT |
|---|---|------------|
| RECURRING CHARGES | | |
| Newton County Board of Commissioners | Water Purchase for November 2025 Inv#3459 \$21,698.00; Water Purchase for December 2025 Inv#3471 \$27,804.00 | 49,502.00 |
| Newton County Water and Sewer Authority | Sewer Operation Fees – December 2025 | 8,430.02 |
| Georgia Municipal Association | GMEBS - Employee Health Insurance- January 2026 Premium- Inv# 370748- \$22,474.75; February Premium Inv# 371427- \$16,004.01 | 38,478.76 |
| Georgia Municipal Association | GMEBS Retirement Fees –February 2026- Invoice #506482 \$1904.84 | 1,904.84 |
| Municipal Electric Authority of Georgia (MEAG) | Monthly Electric Purchases for December 2025 | 105,191.19 |
| Electric Cities of Georgia | Consulting and Planning Services for January 2026 | 7,743.00 |
| U.S. Dept. of Treasury | Federal Payroll Taxes January 2026 | 17,217.67 |
| Courtware Solutions | Licensing, support and maintenance for Municipal Court case management – December 2025 | 1,200.00 |
| Utility Service Co. | Quarterly Water Tank Maintenance | 3,903.28 |
| Latham Home Sanitation | Waste/Recycling Removal Service- December 2025 | 10,438.75 |
| City of Covington | Sewer Charges for October- December 2025 | 10,428.00 |
| City of Covington | FY 2025 E-911 Dispatch Services | 13,911.44 |
| City of Covington | Monthly Gas Charges- Maintenance Facility December 2025 | 1,562.47 |
| City of Oxford | Monthly Utility Charges January 2026 | 1,769.51 |
| BS&A Software | Absorbed Fees (Online Bill Pay) for December 2025 | 2,529.40 |
| PURCHASES/CONTRACT LABOR | | |
| C. David Strickland, P.C. | Legal Services- December 2025 | 2,725.00 |
| Rushton | Audit Financial Services (FY 2025)- Inv# 62089 \$20,000; Audit Financial Service (FY 2025)- Inv#62458 \$9,000 | 29,000.00 |
| Cintas | Monthly Uniform Maintenance- December 2025 | 1,809.25 |
| Beryl Budd | Professional Services (City Arborist) Arbor Day Foundation Tree Planting Project Inv#66 | 4,963.50 |
| Phoenix Personnel | Temporary Labor Services- Larry Smith (Driver)– Week 12/29-1/4/26 \$336.00; Week 1/5-1/11/26 \$268.80 Week 1/12-1/18/26 \$336.00 Week 1/19-1/25/26 \$268.80 | 1,209.60 |
| Carter & Sloope | Engineering Services Through July 2025- Turkey Creek Basin Micro Detection Inv#30277 | 14,300.00 |
| Anderson Grading & Pipeline | Emergency Service- Water Leak Repair- 1202 Emory St- Inv#2025-25 \$15,612.00; Emergency Service- Water Leak Repair on Wesley St- Inv# 2025-21 \$3,500.00 | 19,112.00 |
| Ed's Public Safety | Glock 19T Blue SIM Training Guns- Police Dept | 1,951.00 |
| AtkinsRealis | Oxford Paving Resurfacing CEI Contract130- Sept & Oct 2025- Inv# 2054117 \$1332.62; Multi-use Trail Design- November 2025 Inv# 2056479 \$45,268.89 | 46,601.51 |
| HDIPROS | Service Call for Network Changes on A/V System Upgrade | 1,200.00 |
| GMA Workers Compensation Self-Insurance Fund | 1/1/26-1/1/27 Estimated Annual Premium | 22,523.00 |
| Pi-Jon | Fuel Charges for City Vehicles and Equipment-Inv#A27700 | 4,224.73 |

| VENDOR | DESCRIPTION | AMOUNT |
|-----------------------------|---|----------|
| Home Depot | Supplies and Materials for the Arbor Day Foundation Tree Planting Project | 1,468.34 |
| Courtesy Ford Pro | Purchase of Tires & Alignment for Mach E- Electric Vehicle (Police Dept) | 1,860.43 |
| Over and Under Contractors | Electric Service Disconnection at Oxford College | 2,530.00 |
| Summit Fire & Security, LLC | Annual Sprinkler Inspection and 5yr Internal Sprinkler Inspection at City Hall | 2,615.00 |
| Covington Auto Collision | Repairs to Unit #02 (Police Dept) | 1,297.20 |
| F.A.S.T. | Field Service 12/6/25- Checked Flow Switch Point on Fire Alarm Panel due to Multiple Alarm Activations- Inv# 5444- \$420.00; Annual Monitoring Fee for 2026- Inv# 5455- \$420.00; Field Service 1/20/26- Reconnection of Wires on Fire Alarm Panel Due to Signal Notifications After Performance of Annual Sprinkler Inspection- Inv# 5461 \$210.00 | 1,050.00 |