

**OXFORD MAYOR AND COUNCIL  
WORK SESSION  
MONDAY, JUNE 21, 2021 – 6:40 P.M.  
CITY HALL (IN-PERSON & VIA TELECONFERENCE)  
A G E N D A**

**PUBLIC HEARING – 6:30 PM**

Recommendations to Amend the City’s Official Zoning Map – The Planning Commission will present two recommendations to amend the official zoning map to change the zoning districts of 24 parcels located within the City of Oxford:

1. Amend the official zoning map to change the zoning district of 6 parcels from Town Center District to the Single-Family Residential District R-20.
2. Amend the official zoning map to change the zoning district of 18 parcels from Single Family Residential District R-7.5 to the Single-Family Residential District R-20.

We have attached the Planning Commission’s official recommendations with the accompanying maps, a list of all the impacted parcels, and a copy of the Public Hearing Notice.

1. **Mayor’s Announcements**
2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, Sustainability Committee, and the Committee on Race will update the Council on their recent activities.
3. **\*Chapter 40 Zoning Text Amendments** – The Planning Commission recommends text amendments to the following sections of Chapter 40 Zoning: Nonconforming Use (§40-575); Variances (§40-712 and §40-713); and Development Permit (§40-841). We have attached a copy of the recommendation.
4. **\*City Mask Resolution** – In August 2020, the Council adopted the city’s mask policy to require the use of a mask on all city properties except for city streets and trails. Mayor Eady will lead a discussion on amending the city’s existing mask policy. We have attached a copy of the resolution.
5. **Meter Discussion** – Mayor Eady will lead a discussion on the city’s policies regarding the maintenance of utilities and their corresponding meters that are located on private property.
6. **\*Annual Audit Services** – By Georgia law, each city must complete an annual audit with an independent auditor. In May 2021, staff issued a Request for Proposals to engage with a different firm for these services. In return, we received three proposals. We recommend that Council award the contract to Mauldin & Jenkins for a total of \$106,000 for our FY2021-2025 audits. We have attached a copy of the Bid Summary.
7. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.

\*Attachments

**OXFORD MAYOR AND COUNCIL  
SPECIAL CALLED MEETING  
MONDAY, JUNE 21, 2021 – 7:15 P.M.  
CITY HALL (VIA TELECONFERENCE)  
A G E N D A**

1. Call to Order, Mayor David S. Eady
2. Motion to accept the Agenda for the June 21, 2021 Mayor and Council Called Meeting.
3. **\*City Mask Resolution** – In August 2020, the Council adopted the city’s mask policy to require the use of a mask on all city properties except for city streets and trails. Council will decide to adopt any amendments to the city’s existing mask policy. We have attached a copy of the resolution.
4. Adjourn.



## Memo

**To:** The Mayor and City Council

**From:** The Planning Commission

**Date:**

**Re:** Recommendation to Rezone Town Center District Parcels

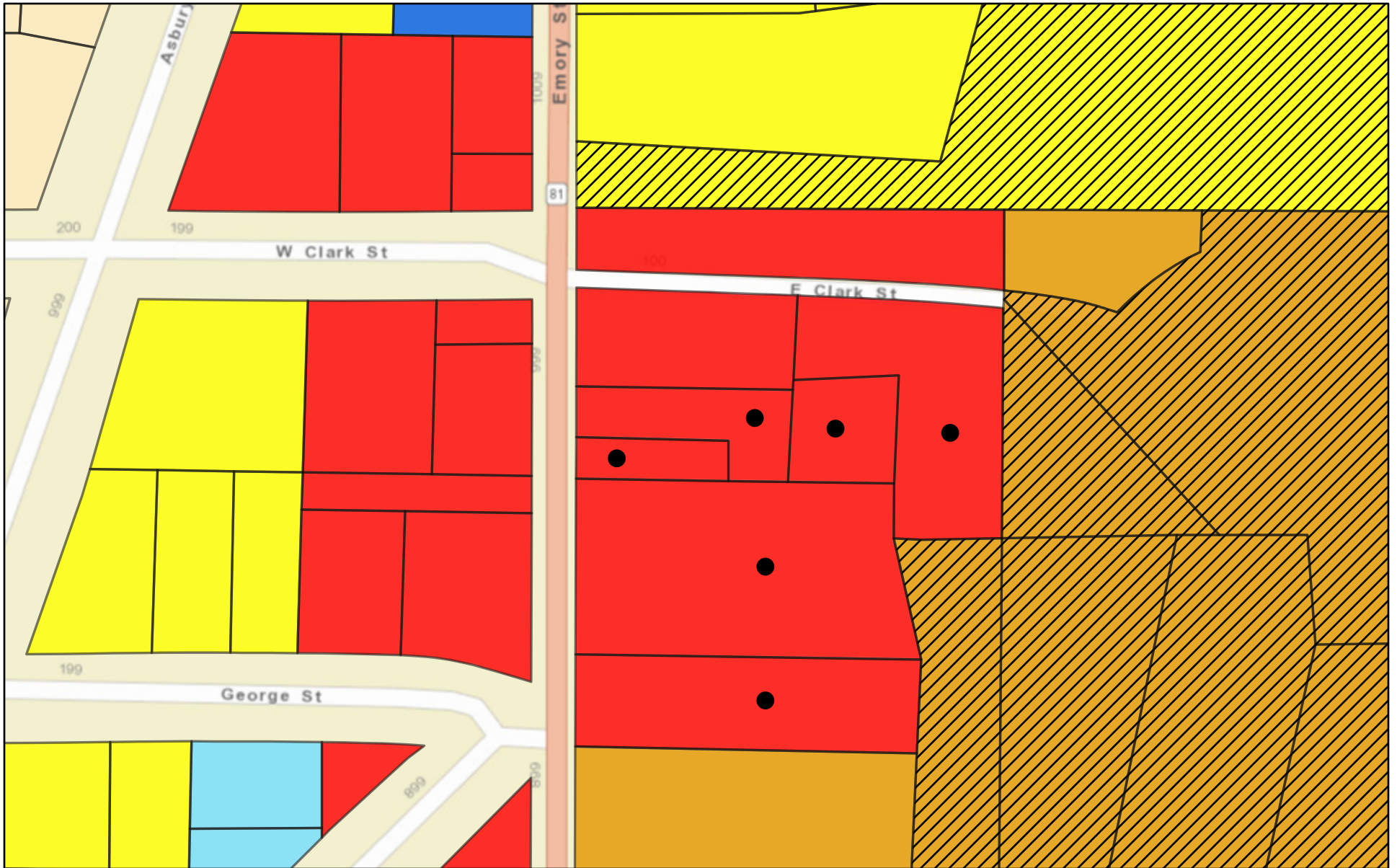
---

Pursuant to Section 40-638 of the Oxford Zoning Code, the Planning Commission recommends that the City Council amend the official zoning map to change the boundary of the Town Center District (TC) to exclude certain lots or parcels of land on the east side of Emory Street as shown on the attached map, and change the zoning district of those excluded lots to the Single Family Residential District R-20. In reaching this recommendation, the Planning Commission evaluated the “criteria for amendments to official zoning map” set forth in Section 40-638(g) of the Oxford Zoning Code and solicited and received input and feedback from the owners of the affected lots.

With respect to the evaluative criteria in Section 40-638(g), the Planning Commission determined the following:

- The proposed change is suitable and compatible with the use of adjacent and nearby properties which are single family homes with one exception where a single-family dwelling is being used as a real estate office.
- The proposed change is not adverse but supportive of the existing use of adjacent and nearby property.
- The property to be affected by the proposed change is being used for single family residential which is its best economic use.
- The proposed change is to a zoning district with less burdensome potential uses; thus, the change would reduce the potential burden on public infrastructure.
- The proposed change is consistent with the City’s comprehensive plan which calls for potential mixed-use development on the west side of Emory Street in the town center area, while retaining a predominantly residential character on the east side of Emory Street.
- The proposed change would return the property to a residential zoning district which is consistent with the uses of adjacent and nearby zoning districts on the east side of Emory Street.
- The proposed change to residential zoning would have less impact on the environment than a more intensive mixed-use.

# Oxford Zoning Map



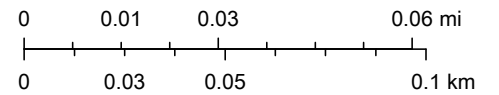
February 9, 2021

R-7.5 (Brown)

R-20 (Yellow)

Town Center (Red)

1:2,257



Esri, HERE, Garmin, INCREMENT P, NGA, USGS



## Memo

**To:** The Mayor and City Council  
**From:** The Planning Commission  
**Date:**  
**Re:** Recommendation to Rezone R-7.5 Parcels

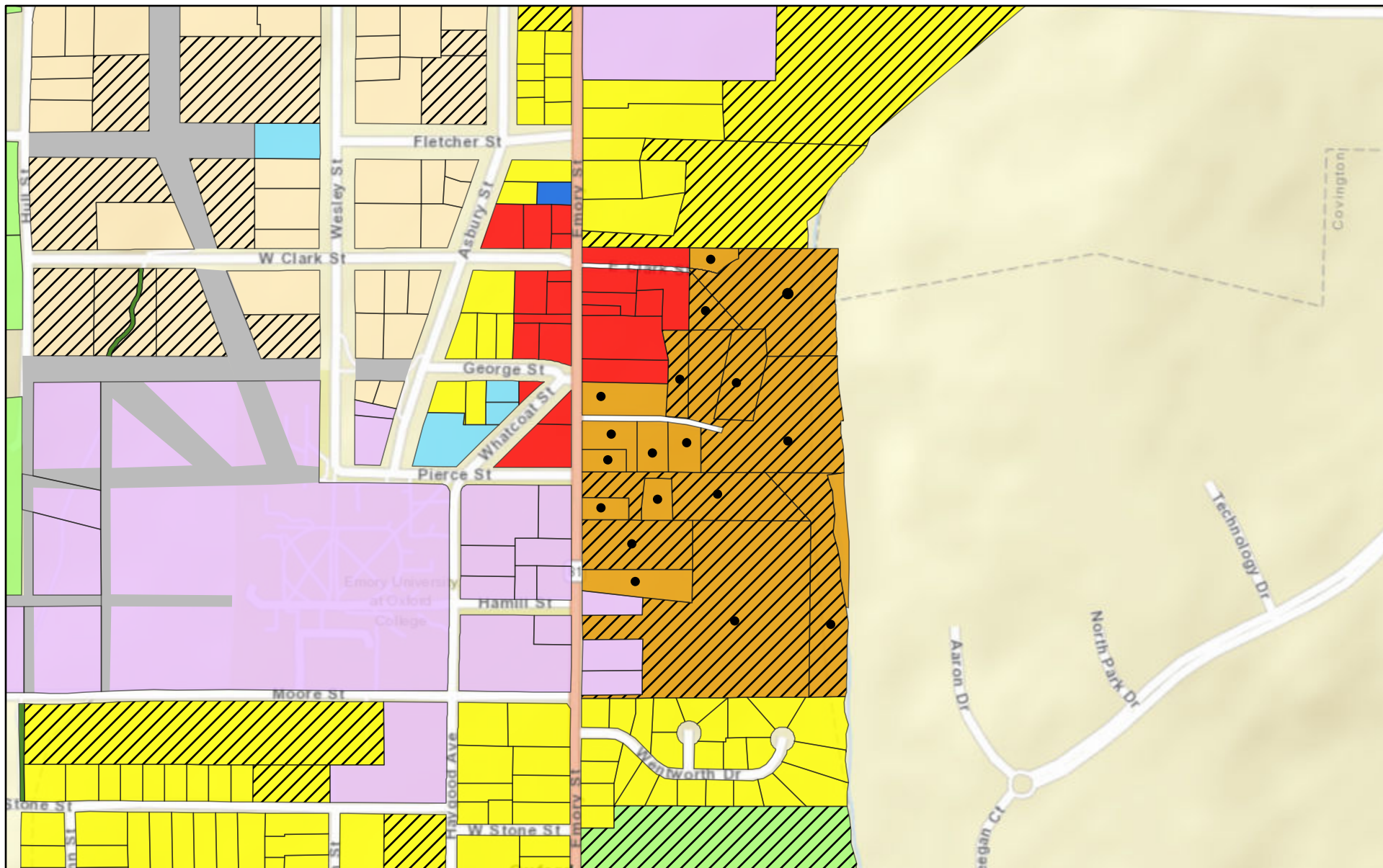
---

Pursuant to Section 40-638 of the Oxford Zoning Code, the Planning Commission recommends that the City Council amend the official zoning map to change the zoning district of 18 parcels from Single Family Residential District R-7.5 to the Single-Family Residential District R-20, as shown on the attached map. In reaching this recommendation, the Planning Commission evaluated the “criteria for amendments to official zoning map” set forth in Section 40-638(g) of the Oxford Zoning Code and solicited and received input and feedback from the owners of the affected lots.

With respect to the evaluative criteria in Section 40-638(g), the Planning Commission determined the following:

- The proposed change is suitable and compatible with the use of adjacent and nearby properties which are single family homes.
- The proposed change is not adverse but supportive of the existing use of subject properties and adjacent and nearby property.
- The property to be affected by the proposed change is being used as lower density single family residential which is its best economic use.
- The proposed change is to a zoning district with less dense potential uses; thus, the change would reduce the potential burden on public infrastructure.
- The proposed change would return the property to a less dense residential zoning district which is consistent with the uses of adjacent and nearby zoning districts on the east side of Emory Street.
- The proposed change to residential zoning would have less impact on the environment than a more intensive mixed-use.
- Preserving the less dense development along the Dried Indian Creek corridor is desirable.

# Oxford Zoning Map



February 3, 2021

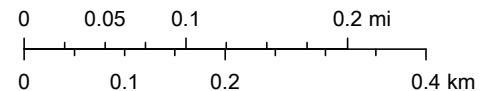
R-7.5 (Brown)

R-20 (Yellow)

Town Center (Red)

Institutional Campus (Pink)

1:9,028



Esri, HERE, Garmin, INCREMENT P, Intermap, NGA, USGS

R-7.5 to R-20

#	Parcel ID	Address
1	X005 009	No Address
2	X005 004	702 Emory
3	X005 010	No Address
4	X005 003	704 Emory
5	X005 002	708 Emory
6	X005 001	712 Emory
7	X005 001A	720 Emory
8	X004 012	802 Emory
9	X004 011	804 Emory
10	X004 013	804 B Emory
11	X004 013B	804 C Emory
12	X004 013A	804 D Emory
13	X004 013D	804 E Emory
14	X004 013C	806 Emory
15	X004 010	808 Emory
16	X004 014	216 E. Clark
17	X004 001	220 E. Clark
18	X004 015	215 E. Clark

Town Center to R-20

#	Parcel ID	Address
1	X004 009	814 Emory
2	X004 008	904 Emory
3	X004 005	908 Emory
4	X004 004	912 Emory
5	X004 006	116 E. Clark
6	X004 007	118 E. Clark

## **CITY OF OXFORD PUBLIC HEARING**

The Mayor and City Council of the City of Oxford, Georgia, will conduct a public hearing on Monday, June 21, 2021 at 6:30 PM at City Hall at 110 West Clark Street. A link will be posted on the city's website for those interested in joining the public hearing via the internet. To join via telephone, please call 646-558-8656. The access code is 935 6760 6829. The passcode is 998399.

The purpose of the public hearing is to consider the following recommendations from the Planning Commission of the City of Oxford to amend the city's official zoning map:

Amend the official zoning map to change the zoning district from Town Center District to the Single-Family Residential District R-20 for the following parcels: X004 004, X004 005, X004 006, X005 007, X004 008, and X004 009.

Amend the official zoning map to change the zoning district from Single-Family Residential District R-7.5 to the Single-Family Residential District R-20 for the following parcels: X004 001, X004 010, X004 011, X004 012, X004 013, X004 013A, X004 013B, X004 013C, X004 013D, X004 014, X004 015, X005 001, X005 001A, X005 002, X005 003, X005 004, X005 009, and X005 010.

For additional information, please contact the City Manager at 770-786-7004.



## POTENTIAL AMENDMENTS TO OXFORD ZONING ORDINANCE

### 1. Proposed changes to provisions addressing nonconformities.

Nonconforming Use - §40-575 – add the following:

- (4) Repair or Reconstruction following Casualty Event: Must conform to requirements if cost to repair exceeds 50% of value of structure or more than fifty percent (50%) of structure is destroyed. If the structure is promptly rebuilt, the homeowner would not be required to change the dimensional requirements.
- (5) Customary Maintenance and Repair: Normal ongoing maintenance and repair work (e.g., painting, roofing, new appliances, floor covering) of a nonconforming structure is allowed.
- (6) Significant Modification or Improvement to Structure: Must conform entire structure if the cost of improvements exceeds 50% of fair market value of existing structure. [See current language reasonable progress proportionately in §40-578; should Zoning Admin make the decisions.]

### 2. Variances - §40-712 and §40-713

Adopt minor variances as recommended.

### 3. Development Permit - §40-841

Scope of “improvements” where a development permit should not be required, thus Zoning Administrator approves.

- Painting, roofing, landscaping, clearing of trees and brush in connection with normal yard maintenance (not for construction or development), installation of new appliances, floor coverings, resurfacing an existing driveway, making repairs to an existing driveway, minor interior renovations (e.g., replacing cabinets, countertops, etc.), installation of a sprinkler system, fencing in rear yard, temporary sign (inspection is needed), sheds in back yard at least two (2) feet from the setback line, significant repairs or replacement of existing HVAC, plumbing, gas, or electric utility systems.

# CITY OF OXFORD

## RESOLUTION

### **Policy Requiring Face Coverings in City Buildings and on City Properties**

WHEREAS, the novel coronavirus, an infectious virus known to cause the respiratory disease “COVID-19” can spread from person to person, and can result in no symptoms, minor symptoms, or serious illness causing permanent organ damage and death; and

WHEREAS, individuals age 65 or over or living with certain medical conditions identified by the CDC (members of Vulnerable Populations) and members of other populations identified by the CDC (“Other Populations at Risk”) are at risk of severe and lasting harm to health or death from COVID-19; and

WHEREAS, COVID-19 also has been reported to cause severe and permanent damage to some children; and

WHEREAS, there is no vaccine or approved treatment for COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a Public Health State of Emergency in Georgia, and renewed this declaration on April 8, 2020 and again on April 30, 2020, May, 28, 2020, June 29, 2020, July 31, 2020 so that it will remain in effect at least through September 10, 2020; and

WHEREAS, over 219,000 Georgians have tested positive for the novel coronavirus as of Monday, August 10, 2020 and over 4,200 Georgians have died from COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) has noted that COVID-19 spreads very easily and sustainably when an infected person (who may have no symptoms at all, or minor symptoms) talks, sneezes, or coughs in close proximity with others (within six feet); and

WHEREAS, one Georgia community experienced an outbreak of COVID-19 due in part to an infected person being present in a public building without face coverings, with the result being the infection of many persons and the death of a judge and other individuals; and

WHEREAS, the Governor, through Executive Orders 04.30.20.01, 05.12.20.02, 05.28.20.02, 06.29.20.02, 07.15.20.01, and 07.31.20.02 recognized the need to take extra precautions to protect certain vulnerable populations who meet the criteria for higher risk of severe illness as defined by the CDC and identified in Section III of the Governor’s Executive Order 07.31.20.02 (“Vulnerable Populations”); and

WHEREAS, Executive Orders 04.30.20.01, 05.12.20.02, 05.28.20.02, 06.29.20.02, 07.15.20.01, and 07.31.20.02 require Vulnerable Populations to continue to shelter in place, with exceptions that include participating in essential services and working, through August 15, 2020; and

WHEREAS, many City employees and many members of the public who visit City Hall and other City properties may be members of Vulnerable Populations; and

WHEREAS, some City employees and many members of the public who visit City Hall and other City properties are members of the following “Other Populations at Risk” identified by the CDC: pregnant women, individuals experiencing homelessness, people with disabilities, and racial and ethnic minorities; and

WHEREAS, the Mayor and Council desire to protect individuals in said Vulnerable Populations and Other Populations at Risk, in a reasonable manner and as recommended by the CDC and by the Georgia Department of Public Health, while such individuals are working in, conducting business in, or visiting City Hall and other City buildings and properties; and

WHEREAS, the CDC<sup>1</sup>, Dr. Kathleen Toomey (Georgia’s Commissioner of Public Health), and Governor Kemp through Executive Order 07.31.20.02 recommend that individuals wear face coverings over the nose and mouth to mitigate the spread of COVID-19 when they are in public places where they cannot practice social distancing (i.e., stay at least six feet away from other individuals who do not share the same household); and

WHEREAS, the CDC states that wearing a face covering over the nose and mouth is a recommended precaution designed to prevent symptomatic and asymptomatic individuals who have contracted COVID-19 from spreading it to other individuals; and

WHEREAS, to be an effective precaution, it is necessary to require all City employees and members of the public to wear a face covering over the nose and mouth while in public areas in the City building and while meeting in the City building; and

WHEREAS Dr. Toomey and Governor Kemp have modeled the behavior of wearing face coverings as examples for Georgians to follow; and

WHEREAS, having City Hall and other City offices and properties open and accessible to the public as necessary to conduct in-person business that cannot be conducted by other means is important for the economic vitality of the City;

---

<sup>1</sup> [CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

“In light of new data about [how COVID-19 spreads](#), along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a [cloth face covering](#) to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms.”

A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These settings include grocery stores and pharmacies. These face coverings are not a substitute for social distancing. Cloth face coverings are especially important to wear in public in areas of widespread COVID-19 illness.

Yes. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.

WHEREAS, certain activities, such as discussing and reviewing construction and other permits, benefit from or require face-to-face interactions between City employees and other individuals; and

WHEREAS, City Hall and the Pavilion and Playground at Asbury Street Park were closed on March 16, 2020 and then reopened on June 29, 2020 to the public; and

WHEREAS, if a City employee is exposed to the novel coronavirus, by an individual visiting a City building or otherwise, in accordance with CDC guidance<sup>2</sup> such employee will need to quarantine at home for at least 14 days; and

WHEREAS, if a City employee is diagnosed with COVID-19 or develops COVID-19 symptoms, such employee will be required to isolate at home<sup>3</sup> in accordance with CDC guidance; and

WHEREAS, O.C.G.A. §36-35-3 allows city governments to establish rules for use of and access to its own property for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the City is authorized to establish policies for how the public can access City buildings and other city properties during the Public Health State of Emergency and thereafter, including closing City buildings, or opening City buildings to the public but placing restrictions on public access; and

WHEREAS, the City has made and continues to make efforts to reduce the need for members of the public to physically visit City Hall and other City buildings and properties to interact with City employees, pay bills, and conduct other business with the City; and

WHEREAS, the City intends to assist its employees and the public with mitigating the spread of COVID-19 in City buildings by providing hand sanitizer, disinfecting common surfaces regularly, prohibiting handshaking, and encouraging social distancing of non-cohabitating persons, as well as other mitigating measures described in Executive Order 07.31.20.02; and

WHEREAS, despite these precautions, the City recognizes that it is not always possible to ensure social distancing within the City buildings and properties; and

WHEREAS, the following actions are necessary and appropriate to balance the public's interest in having access to City buildings for the conduct of business and other purposes with the compelling public interest of providing for the health, safety and welfare of the City's employees and individuals who visit City Hall and other City buildings and properties and preventing an outbreak of COVID-19 in the City and the surrounding community;

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

NOW THEREFORE BE IT RESOLVED, that for the protection of members of the public and other City employees, including members of Vulnerable Populations and members of Other Populations at Risk, City employees are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when in public areas of City buildings and properties when participating in physical meetings with other individuals within non-public areas of City buildings.

BE IT FURTHER RESOLVED, that for the protection of members of the public and City employees, including members of Vulnerable Populations and members of Other Populations at Risk, members of the public are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when entering and while inside City buildings and on City properties (excluding streets and trails) except as expressly stated in a separate policy, if any, that applies to certain uses of portions of City buildings, such as courtrooms and polling locations.

BE IT FURTHER RESOLVED, that the City will continue to communicate ways to perform city business that do not require entry into a City building.

BE IT FURTHER RESOLVED, for City business that must be done in person, the City will take reasonable steps to provide such in-person service to members of the public who affirm they cannot wear a face covering because they are physically unable to remove such a face covering, have trouble breathing, or must be accompanied by children under age two (CDC states that children under age two should never wear face coverings).

BE IT FURTHER RESOLVED, that the City will communicate the types of acceptable face coverings required for entry into City buildings and instructions by the CDC about how to make such face coverings easily and inexpensively.

BE IT FURTHER RESOLVED, that the City will display information from the CDC explaining or illustrating the proper way to wear and remove face coverings.

BE IT FURTHER RESOLVED, that the City will provide face coverings to individuals visiting City buildings who do not otherwise have a face covering that meets these requirements.

This the 24<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
David S. Eady, Mayor



**City of Oxford  
Annual Audit Services**

**Bid Summary**

Bid Opening - 10 AM on Monday, June 14, 2021 at Oxford City Hall

Company	2021 Audit Amount	2022 Audit Amount	2023 Audit Amount	2024 Audit Amount	2025 Audit Amount	Total Bid Amount	Single Audit Amount
1. <i>Bates Carter</i>	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ 132,500	\$ 3,000
2. <i>Rustan &amp; Company, LLC</i>	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ 5,000
3. <i>Mauddin &amp; Jenkins</i>	\$ 20,000	\$ 20,000	\$ 21,000	\$ 23,000	\$ 23,000	\$ 106,000	\$ 5,000
4.	\$	\$	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$	\$	\$

Bids Opened By: *Charles Hall*  
Charles Hall

Summary Recorded By: *Matthew Pepper*  
Matthew Pepper