



**OFFICIAL MINUTES OF THE OXFORD MAYOR AND COUNCIL MEETING
WORK SESSION
MONDAY, OCTOBER 17, 2022 – 6:30 PM
CITY HALL**

ELECTED OFFICIALS PRESENT:

Jeff Wearing – Councilmember
Laura McCanless – Councilmember
Mike Ready – Councilmember
Jim Windham – Councilmember
Lynn Bohanan – Councilmember
George Holt – Councilmember

STAFF PRESENT:

Marcia Brooks – City Clerk/Treasurer
Bill Andrew – City Manager
Mark Anglin – Police Chief

ELECTED OFFICIALS NOT PRESENT:

David Eady - Mayor

OTHERS PRESENT: Anderson Wright, Art Vinson, Laurie Vinson

Agenda (Attachment A)

1. Mayor Pro Tem's Announcements

- a. The November Regular City Council meeting date falls on the night before the general election. The Council room will be set up for the next day's election and will not be available for the City Council meeting. Consequently, the November Regular City Council meeting will be held on November 14, 2022 at 7:00 p.m.

2. Committee Reports

- a. **Trees, Parks, and Recreation Board** – Laura McCanless provided the report for this Board.
- b. **Planning Commission** – Bill Andrew reported that Mr. Baker resigned from the Commission last week.
- c. **Downtown Development Authority (DDA)** – Mike Ready provided the report for this Authority.
- d. **Sustainability Committee** – Laura McCanless provided the report for this Committee.

3. The Oxford Historical Cemetery Association has requested that the City of Oxford consider an additional road in the NW corner of the cemetery (Attachment B)

Anderson Wright stated that a project was started several years ago to extend a road through the northwest corner of Oxford Historical Cemetery to come out on W. Richardson Street. It was put on hold because of a huge tree blocking the path. The tree has since been removed. During burials he has noticed vehicles heading in that direction only to find out it is a dead end. It is a difficult spot to turn around in. He believes it would be safer to finish the road to W. Richardson Street even if it is completed with gravel. If someone continues driving on the path now and attempts to exit at W. Richardson Street, there is a deep gully between the cemetery and the street which could cause damage to a vehicle and/or injury to a driver.

Bill Andrew provided a tabulation of estimated costs Robert Jordan had prepared comparing different ways to address completion of the road. Mr. Andrew and Jody Reid feel that these estimates are a bit low.

The consensus was that this work needs to be done, but using gravel is not desirable. The City Council asked Mr. Andrew and Mr. Reid to put together some accurate cost proposals and consider seeing if a contractor the City already plans to use for other work can perform this job, saving setup costs for part of the work. The project can be included in the FY 2024 capital improvement plan. In the meantime, signage and/or barriers should be placed to warn drivers not to proceed.

4. City Manager Cell Phone Reimbursement Request (Attachment C)

City Manager Bill Andrew has requested that he be allowed to use his personal cell phone for City business and receive a reimbursement quarterly from the City rather than carrying an additional cell phone. The amount of \$45 per month is based on the cost for the previous City Manager's cell phone paid for by the City. Mayor Pro Tem Ready stated that general expenses are allowed as reimbursable in Mr. Andrew's contract.

Mr. Andrew stated he understands that all calls, texts, and emails related to City business are subject to open records laws.

The City Council agreed by consensus to cover this expense and approved payment of the request. Marcia Brooks advised she would work with Stacey Mullen to get the payment taken care of.

5. Consider Changes to the City of Oxford Development Code (Attachment D)

The Oxford Planning Commission has provided marked up versions of their proposed changes to the Oxford Development Code. The City Council discussed their feedback and concerns:

- Laura McCanless – #4 under nonconformance - clarification on replacement cost – Bill Andrew advised it means for conformance. She does not think this is clear because of the language, “at the time of damage.”
- Bill Andrew mentioned that some development permits that the Planning Commission agreed should be approved by him as the zoning administrator are not addressed in their changes, such as fencing and decks.

- Jim Windham feels that requirements should be simplified as much as possible for residents so that it is not so difficult for them to comply.
- Mayor Pro Tem Mike Ready wanted the changes to be complete before setting them up for a first reading.

Bill Andrew will take these comments back to the Oxford Planning Commission.

6. Update on City-Wide Sign Plan (Attachment E)

Bill Andrew presented the ad-hoc committee's ideas for moving forward with city-wide signs, including design choices and the places they recommend placing them. The City Council will need to decide which design is preferred to create an identity for the City of Oxford. Jim Windham estimates that the first round of signs could cost up to \$20,000. Mayor Pro Tem Ready asked Mr. Andrew to recommend a budget amendment for this project since it was not included in the FY 2023 budget.

7. Traffic Signs and Gross Motor Vehicle Weight (GVWR) Enforcement (Appendix F)

Chief Mark Anglin discussed issues related to commercial motor vehicles traveling through the City of Oxford. The weight limit within the City is 10,000 pounds GVWR. Signage is inconsistent at different locations in the City. There is also an issue regarding vehicles over 10,000 pounds GVWR being parked at homes within the City limits. The City of Oxford's ordinances only authorize parking of passenger vehicles at their homes.

Chief Anglin asked for guidance from the City Council on how they want to approach enforcement of the GVWR requirements. His department does not operate on a quota system or rely on fine revenue. His goal is for the police department to enforce the laws and ordinances equitably and to enforce the ordinances according to the wishes of the City Council.

Jim Windham suggested talking to Newton County about placing signs before the city limits to give drivers adequate notice. Laura McCanless also mentioned that the city ordinance still needs tweaking.

Mayor Pro Tem Ready deferred any decisions on this issue until Mayor Eady returns.

8. Discussion on Administrative Assistant for the Police Department and City Manager (Appendix G)

Chief Anglin discussed a request for an administrative assistant for the Police Department and City Manager. He provided a letter explaining his request and a list of potential job duties. He envisions this as being a position outside the City Clerk's office.

Jim Windham recommended that Chief Anglin work with Bill Andrew, Marcia Brooks, and Stacey Mullen to put together a proposal and include each person's job description compared to what that person actually does. He feels this information is needed to make long-term decisions about adding positions, given that our team is so small, every

position is a key position. He thinks it is probably time to hire another person, especially to deal with events that take time away from the other employees.

George Holt stated it probably is time to hire another person, but he would like to look more closely at all the positions as well. He believes that since we have separated the Court Clerk position out from other duties, the tasks Chief Anglin has listed may fit well with that position and it might could be moved to the Police Department. He is not sure the Court Clerk duties by themselves are a full-time position and would like to look at that in more detail.

9. **Probation Services Review** (Appendix H)

Chief Anglin discussed issues that he has been having with the city's company contracted to provide probation services, East Georgia Correctional Services. When offenders cannot pay their fines, they are assigned to probation and must report on a regular basis and make payments toward their fines. The probation service adds fees to the original amount of the fines. If they fail to report and/or pay, they are arrested. Recently an offender sat in jail for almost one month before the City of Oxford knew she was in jail, which cost the City more than \$1,000 for prisoner housing.

Chief Anglin would like for the City Council to consider whether private probation services should be used by Oxford. If probation services are not used, offenders would no longer have the option of extending their time to pay their fines. He plans to meet with City Attorney David Strickland to find out what, if any, liability the City may be exposed to if probation services are not available.

Laura McCanless expressed concern about private probation services making money off of offenders.

Chief Anglin also mentioned that he is not sure why the Police Department has to manage the probation process. George Holt agreed with him.

Chief Anglin will conduct further research and report back to the City Council after his meeting with David Strickland.

10. **Renewal of Oxford's Speed Detection Permit with the Georgia Department of Public Safety** (Appendix I)

The Oxford Police Department's permit to operate speed detection devices within the City of Oxford expires on December 31, 2022. This permit requires annual renewal and must be signed by the mayor. Jim Windham advised this renewal does not have to be voted on, so Chief Anglin can have Mayor Eady sign it when he returns.

11. **Other Business**

The City Council held a discussion regarding the balances in the City's bank accounts. George Holt questioned why the balance in the General Operating account is increasing. Bill Andrew stated that the money was not moved because there was no

indication of what revenue that money was generated from. He further stated that using water revenue for other non-related purposes could expose the city to liability.

Laura McCanless pointed out that we depend on our electric revenues to help fund our other operations because we don't have an adequate tax base to support the other operations. She feels the City must take a balanced view of this process.

Bill Andrew and Marcia Brooks were asked to bring a recommendation for moving money in a rational way now and in the future back to the City Council.

12. Work Session Meeting Review

- a. Regular Session Meeting date for November changed to November 14.
- b. Signs will be placed in the cemetery to warn of dead-end road.
- c. The city will reimburse Bill Andrew quarterly for use of his personal cell phone for city business.
- d. Oxford Planning Commission proposed amendments to zoning ordinances will be tweaked before first reading.
- e. The city-wide sign plan final recommendations will be presented at the next Council meeting
- f. Traffic signs and GVWR enforcement issues to be discussed with David Eady.
- g. Administrative Assistant position request for police department – Marcia Brooks, Bill Andrew and Chief Anglin to work on job descriptions.
- h. Chief Anglin will update the City Council on his discussion with David Strickland regarding probation services at a later date.
- i. Approved David Eady signing Speed Detection Permit renewal application.
- j. Further research on cash transfers by Bill Andrew and Marcia Brooks and report to City Council.

13. Executive Session

None.

14. Adjourn

The meeting was adjourned by Mayor Pro Tem Ready at 8:25 p.m.

Respectfully Submitted,

Marcia Brooks



City Clerk/Treasurer

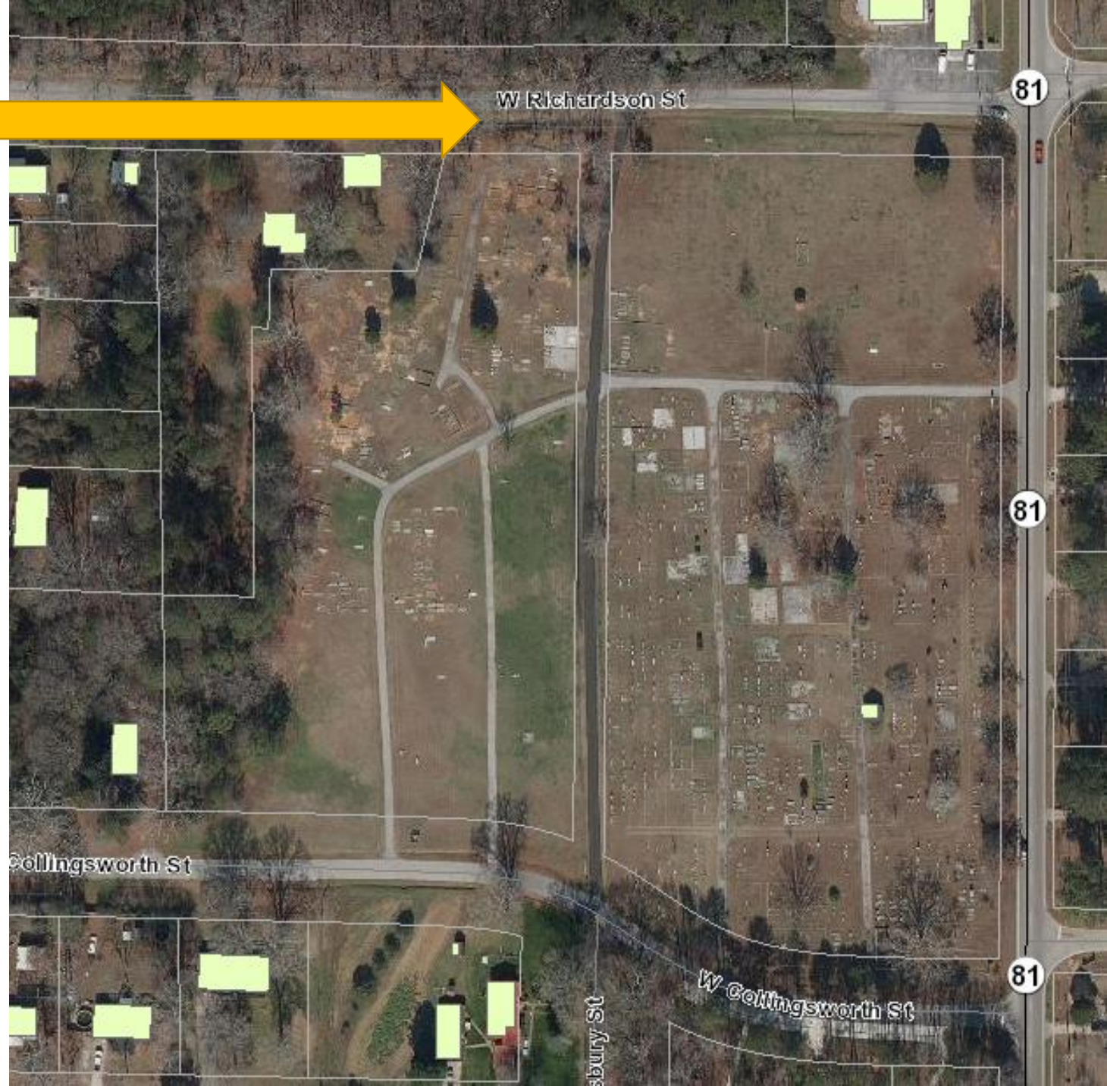
**Oxford Mayor and Council
Work Session
Monday, October 17, 2022 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements**
2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
3. ***The Oxford Cemetery Association has requested the City to consider an additional access road in the NW corner of the cemetery**
4. ***City Manager Cell Phone reimbursement request:** Please see attached memo for details.
5. ***Consider Changes to the City of Oxford Development Code:** If this wording is accepted, staff will work to get it into a first-read format for an ordinance adoption at the next voting meeting.
6. ***Update on City-Wide Sign Plan:** Once we have settled the type and number of signs to order, Mr. Andrew will request updated pricing for the package as a whole.
7. ***Traffic Signs and Gross Motor Vehicle Weight Enforcement**
8. ***Discussion on Administrative Assistant for the Police Department and City Manager**
9. ***Probation Services Review**
10. ***Renewal of Oxford's Speed Detection Permit with the Georgia Department of Safety:** The current permit is set to expire 12/31/22. This is a standard, periodic renewal requiring: Our Police Department's FCC radio station license, each officer's operator permits for speed detection, and the calibration of each detection device.
11. **Other Business**
12. **Work Session Meeting Review** – Mayor Pro Tem Ready will review all the items discussed during the meeting.
13. **Executive Session**

*Attachments

This image of the cemetery in its entirety highlights the location of the proposed connectivity/access to W. Richardson Street.

Interestingly, the south side of the cemetery has five access points with W. Collingsworth Street, while the north side only has one access point with W. Richardson Street.





The length of the project would be approximately 60 feet and would require a concrete stormwater pipe with the appropriate headwall.



View of the site from W. Richardson Street.



The removal of this tree is partly what precipitated this effort as this tree had been blocking the road being brought through to W. Richardson Street.



The fill required to create a roadbed over this ditch will be significant.



To: Mayor and City Council
From: Bill Andrew, City Manager
Date: October 12, 2022
Re: Cell Phone Reimbursement Request for the City Manager

The City Manager's contract with the City states:

Section 7. General Business Expenses

E. The City will pay for and/or reimburse the Manager for cellular telephone expense that are necessary to enable the Manager to carry out his duties as set forth in this Agreement. All requests for payment or reimbursement must be submitted by the Manager and approved by the Mayor and City Council, but such approval shall not be unreasonably withheld.

Historically, the City was paying \$45.35 per month for the City Manager's phone. To save time and money, I would propose these payments be made on-going and on a quarterly basis. I have elected to use my personal phone and so am requesting an equal payment of \$45.35 per month.

I chose not to request these funds in FY 2022 due to the City Manager phone account not being cancelled and I did not feel it fair to double charge the City.

July 2022 through September 2022 = 3 months x \$45.35 = \$136.05

Sec. 40-575. Nonconforming use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which the use is located, except as otherwise provided in this section.

- (1) ~~(1)~~ *Change of use.* A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
- (2) ~~(2)~~ *Discontinuance or abandonment.* A nonconforming use shall not be re-established after discontinuance or abandonment for one year. Vacancy or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If a business registration is required for the nonconforming use and the business registration pertaining to the use has lapsed for more than six months, the lapse of business registration shall constitute discontinuance.
- (3) ~~(3)~~ *Expansion.* A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, ~~except for a use which complies unless such use is made to substantially comply~~ with the zoning district in which the use is located.
- (4) ~~(4)~~ *Repair* Major repair or reconstruction following casualty event. A nonconforming ~~use~~ structure shall not be rebuilt, altered or repaired ~~after damage exceeding 50 percent of its~~ following a casualty event (such as fire, tornado, storm, or fallen tree) if the cost of repairing the damage to the structure exceeds fifty percent (50%) of the total replacement cost for such structure at the time of damage as such cost is determined by the Building Inspector, except for a use which unless (i) the use conforms with the zoning district in which the use is located, and provided such (ii) the rebuilding, alteration or and repair of the nonconforming structure is completed within one year of such damage following such casualty event, and (iii) such structure is not altered in any material manner from the condition existing prior to such casualty event.
- (5) *Significant modification or improvement.* A nonconforming structure shall not be modified, altered or improved if the cost of such modifications, alterations and/or improvements to such nonconforming structure made during a consecutive 12-month period exceeds fifty percent (50%) of the fair market value of such existing structure as of the beginning of such period, unless the entire structure shall be brought into conformance with all applicable ordinances, rules and requirements.

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Sec. 40-712. - Referral to and recommendation action by Planning Commission.

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

Major Variance:

The Planning Commission shall make a recommendation on the application 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.

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:

1. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than 10% of the minimum requirement for the district in which the lot is located (e.g. if the required width is 100 feet, the width requirement for the lot may not be reduced to less than 90 feet).
2. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required setback is 10 feet, the minimum setback may not be reduced to less than 8 feet).
3. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 20% (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.

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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.

Sec. 40-841. Development permit.

- (a) ~~(a)~~ *Required.* A development permit shall be required for any proposed use of lands or buildings, ~~and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code. Such development activities include~~ (including, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property.), and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code, except for minor improvements described herein. For purposes hereof "minor improvements" include the following and similar routine maintenance and repair items: interior and exterior painting; replacing or installing new floor coverings; repairing or replacing existing windows with new windows; roof shingle repair or replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); replacing or installing new cabinets or countertops; replacing or installing new appliances; existing driveway repair or resurfacing; installation or repair of backyard sheds located at least two (2) feet inside the applicable setback line; rear-yard fencing that complies with the fencing requirements of City ordinances; temporary sign installation that complies with the signage requirements of City ordinances; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (b) ~~(b)~~ *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) ~~(c)~~ *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) ~~(d)~~ *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
- (1) ~~(1)~~ Application on the form furnished by the Zoning Administrator.
 - (2) ~~(2)~~ A fee as established by resolution of the City Council.
 - (3) ~~(3)~~ A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) ~~(4)~~ A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) ~~(5)~~ Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of ~~chapter 36~~ chapter 36). Approval of a development permit containing information and requirements of article VI of ~~chapter 36~~ chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) ~~(6)~~ Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of ~~chapter 14~~ chapter 14). Approval of a development permit containing information and requirements of article II of ~~chapter 14~~ chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) ~~(7)~~ Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of ~~chapter 14~~ chapter 14) unless specifically exempted by the Zoning Administrator from the

submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of ~~chapter 14~~ [chapter 14](#) shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.

- (8) ~~(8)~~ Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of ~~chapter 14~~ [chapter 14](#)).
- (9) ~~(9)~~ Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter ~~38~~ [38](#)) as well as Tree Maintenance Guidelines and Standards as applicable.
- (10) ~~(10)~~ For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.

(e) ~~(e)~~ *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.

(f) ~~(f)~~ *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.

(g) ~~(g)~~ *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.

(h) ~~(h)~~ *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.

(i) ~~(i)~~ *Issuance.* All development permits shall be issued by the Planning Commission ~~who shall in~~ [In](#) no case ~~grant~~ [shall](#) any development permit [be granted](#) for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the

owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission [or Zoning Administrator](#).

- (j) ~~(j)~~ *Denial*. If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.
- (k) *Duration of validity*.
- (1) A development permit shall expire two years after its issuance, subject to the following provisions:
 - a. ~~a.~~ If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
 - b. ~~b.~~ If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.
 - (2) Application processes shall begin anew for any expired development permit.
- (l) *Suspension or revocation*. The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

Sec. 40-841. Development permit.

- (a) *Required.* A development permit shall be required for any proposed use of lands or buildings (including, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property), and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code, except for minor improvements described herein. For purposes hereof "minor improvements" include the following and similar routine maintenance and repair items: interior and exterior painting; replacing or installing new floor coverings; repairing or replacing existing windows with new windows; roof shingle repair or replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); replacing or installing new cabinets or countertops; replacing or installing new appliances; existing driveway repair or resurfacing; installation or repair of backyard sheds located at least two (2) feet inside the applicable setback line; rear-yard fencing that complies with the fencing requirements of City ordinances; temporary sign installation that complies with the signage requirements of City ordinances; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (b) *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
- (1) Application on the form furnished by the Zoning Administrator.
 - (2) A fee as established by resolution of the City Council.
 - (3) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of chapter 36). Approval of a development permit containing information and requirements of article VI of chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of chapter 14). Approval of a development permit containing information and requirements of article II of chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of chapter 14) unless specifically exempted by the Zoning Administrator from the submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.

- (8) Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of chapter 14).
 - (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter 38) as well as Tree Maintenance Guidelines and Standards as applicable.
 - (10) For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.
- (e) *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.
- (f) *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.
- (g) *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.
- (h) *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.
- (i) *Issuance.* All development permits shall be issued by the Planning Commission. In no case shall any development permit be granted for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission or Zoning Administrator.
- (j) *Denial.* If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.

- (k) *Duration of validity.*
 - (1) A development permit shall expire two years after its issuance, subject to the following provisions:
 - a. If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
 - b. If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.
 - (2) Application processes shall begin anew for any expired development permit.
- (l) *Suspension or revocation.* The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

Sec. 40-842. - Building permit.

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

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

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

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

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

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

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Update: City-Wide Sign Family

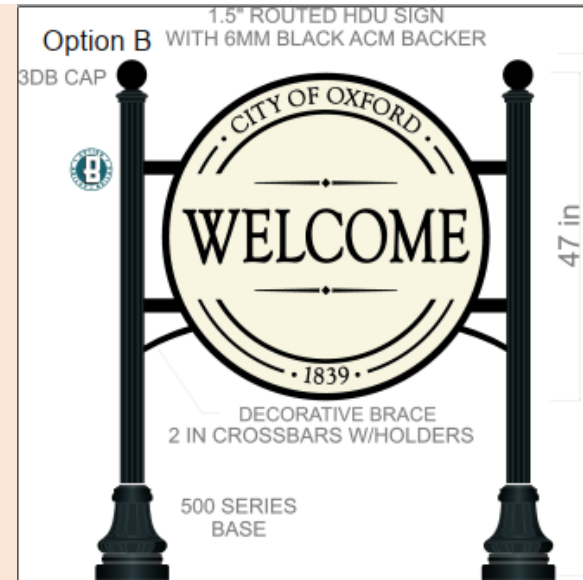
Oxford City Council Work Session October 17, 2022

City Limit Signage

- Locations for this sign would be:

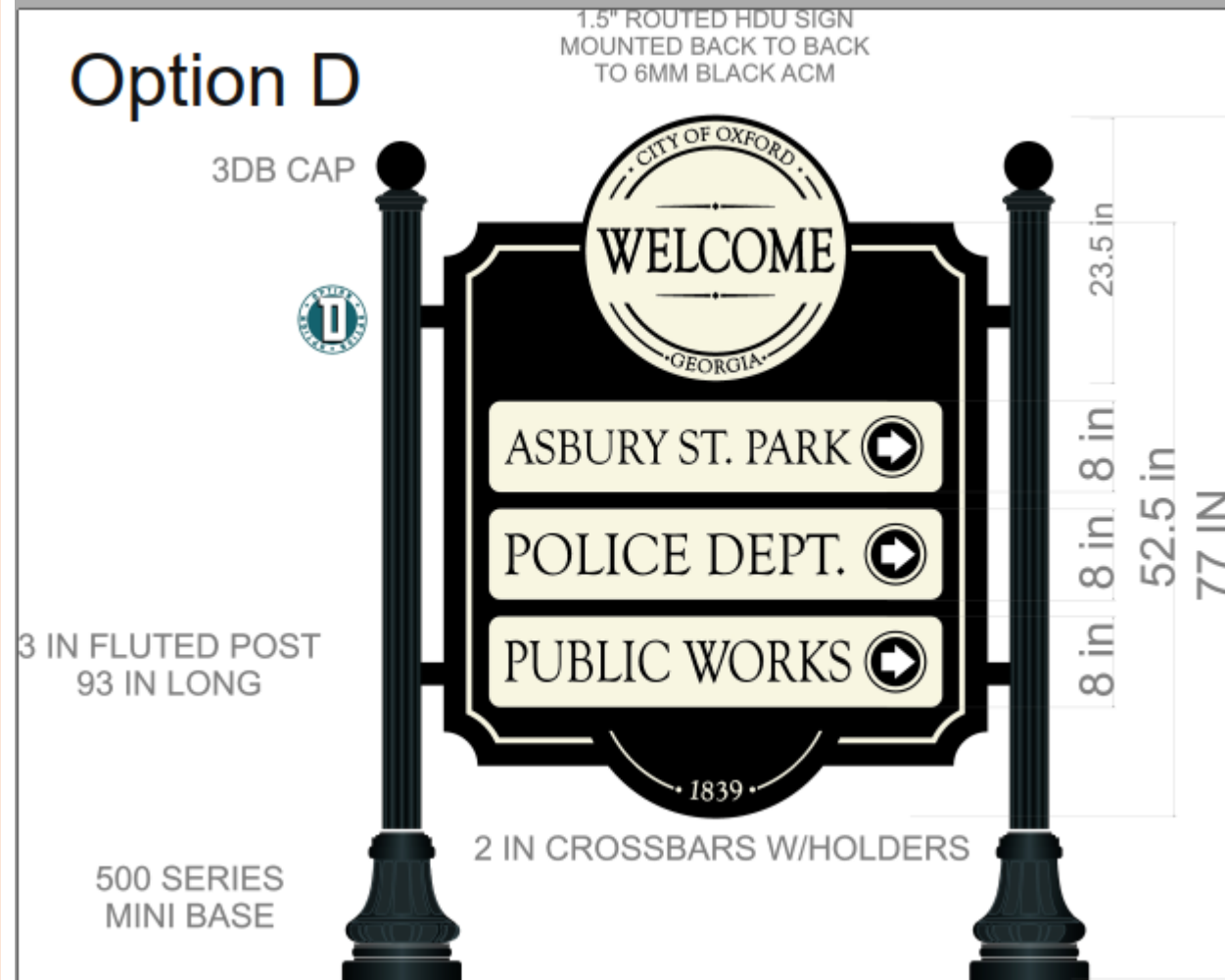
1. N. Emory Street
2. E. Soule Street
3. Moore Street
4. Oxford Road

- Option B - The Double Post Sign is \$3,700 each for a total of **\$14,800**
- The Oxford Market Style is \$1,500 each for a total of **\$6,000**
- The Option A – Post Sign is \$4,600 each for a total of **\$18,400**



Important Facilities Signage

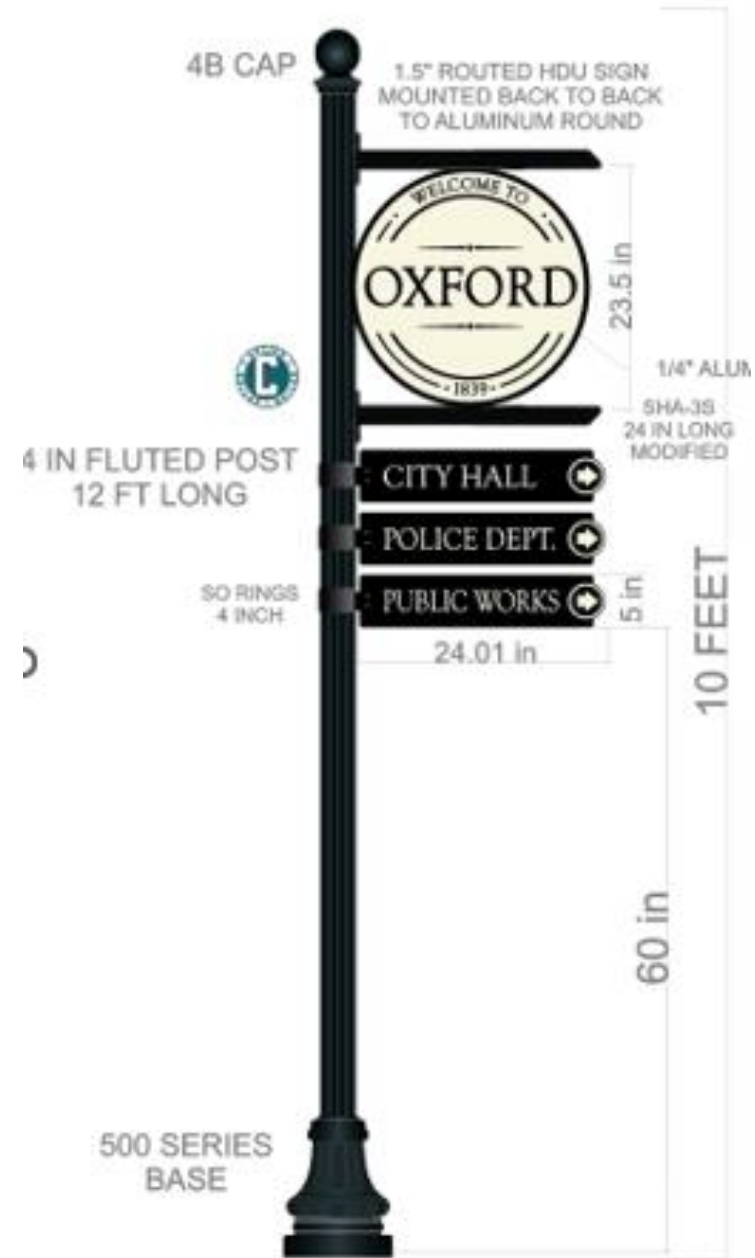
- Locations for this sign would be:
 1. City Hall
 2. Asbury Street Park/Public Works
- Option D – Double-Post with information plates and double-sided is \$3,300 each for a total of \$6,600.



Important Facilities Signage

- Locations for this sign would be:
 1. Fletcher Street
- Option C – Post with information plates and double-sided is \$4,300 each.

Option C



TRAFFIC SIGNS
AND
ENFORCEMENT

*Safer and Just
Recommendations*



CURRENT ISSUES

- The City of Oxford has a Gross Motor Vehicle Weight Limit of **10,000 LBS.**
- Commercial vehicles like to utilize our city streets to “Cut Out” railroad crossings.
- The two crossings are on Cook Road and Hwy 81.
- Moore Street, Hull Street, and Soule Street are preferred routes for commercial operators to avoid railroad crossings.
- The City of Oxford Police currently enforce City Ordinance 34-26

CURRENT CITY ORDINANCE 34-26

- **Sec. 34-26. Vehicle gross weight.**
- It shall be unlawful to operate for through traffic purposes any truck, wagon, or other commercial vehicle that exceeds 10,000 pounds gross vehicle weight (GVW) on any street or highway within the City other than a state highway. The prohibition of this section shall not apply to vehicles in excess of 10,000 GVW in route to or from a specific location within the City for purposes of pickup or delivery. The term "through traffic purposes," as used in this section means vehicles passing through the City without loading or unloading at any location in the City or vehicles that have loaded or unloaded in the City but not do so again during the same trip.
- (Ord. of 12-5-2011(05), § 11-107)

CITY ORDINANCE 34-26, VEHICLE GROSS WEIGHT

- It is the understanding of the police department that no vehicles are permitted to operate over 10,000 LBS on city streets. Regardless if they are residents of Oxford.

COMMON ENFORCEMENT ISSUES

- Some residents frequently drive, and park commercial vehicles weighing well in excess of 10,000 LBS at their residence.
- Several citations have been issued.
- Complaints from residents have been lodged to the police department that we unfairly target minority residents.
- Signage is not very clear when entering the city streets as to the weight restrictions under 34-26.

CURRENT CITY ORDINANCE 40-534

- **Sec. 40-534. Home occupation.**
- Home occupations may be established as an accessory use to a dwelling as provided in permitted uses requirements for the zoning districts established by this chapter. No more than two home occupations may be established for each dwelling. In districts where permitted, the following regulations shall apply to home occupations. Failure to meet one or more of these regulations at any time is unlawful and grounds for immediate revocation of business registration.
 - (1) *Physical limitations.* The gross floor area of building devoted to a home occupation shall not exceed 750 square feet, or 25 percent of the gross floor area of the dwelling, whichever is less. An accessory building may be used in connection with the home occupation, subject to compliance with all other provisions of this section.
 - (2) *Alterations to the dwelling.* No internal or external alterations inconsistent with the residential use of the principal building, and if applicable, an accessory building may be permitted.
 - (3) *Vehicles and parking.* Vehicles kept on site in association with the home occupation shall be used by residents only, except for the parking of employees as may be permitted by this section. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on site permitted parking. The transporting of goods by commercial-sized trucks in connection with a home occupation is prohibited

CURRENT CITY ORDINANCE 40-534(CONT.)

- (4) *Equipment, off-site impacts, and nuisances.* No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. No equipment that interferes with radio or television reception shall be allowed. The use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable and creates a nuisance beyond the property shall not be permitted. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted.
- (5) *Signs prohibited.* There shall be no signs permitted in conjunction with a home occupation, although this shall not preclude the property owner from erecting signs permitted on the lot pursuant to city sign regulations.
- (6) *Employees.* Only occupants of the dwelling and one additional employee shall be authorized to work on the premises in connection with a home occupation.
- (7) *Display, stock-in-trade, and sales.* There shall be no display, and no stock-in-trade nor commodity sold on the premises, in connection with a home occupation, nor shall there be any activity associated with the home occupation visible outside the dwelling.
- (8) *Uses specifically prohibited.* The following uses are specifically prohibited as home occupations: auto sales or auto or vehicle or implement repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale shops; machine shops; personal service establishments (including beauty salons); special event facilities; and lodging services.
- (9) *Approval.* All home occupations shall be reviewed and approved by the Zoning Administrator/City Manager, based on provisions within this chapter. The applicant may appeal an adverse decision to the City Council.
- (10) *Modifications by conditional use permit.* The provisions of this section may be modified or varied pursuant to application by the property owner for a conditional use, according to procedures specified in this chapter.

CURRENT SIGNAGE

- Many commercial vehicle drivers state they did not see the weight limit signs until they had already made the turn. This sign is located on Moore St. at N. Emory (HWY 81)



SUGGESTION



SUGGESTION



Trucks are prohibited from entering this roadway.

SUGGESTION





OTHER SUGGESTION FOR CRIMINAL TRESPASSING

TRESPASSING

We have encountered problems and had complaints about people riding motorcycles, ATV's, side by side vehicles, and vehicles on city owned property.



Some popular places are at the end of East Wade St., the power line property from Carlton Trail to the sub station on Durden Circle, and West Richardson St.



These vehicles cause damage to the property.



By posting the signs, any person caught violating with signs posted, should be ample warning for prosecution.

CONCLUSION

The police department has no quota system and we do not depend upon fees or fines collected to supplement the department.

We drive the city streets daily and see the damage caused to the city streets and water drainage system.

The police department strives to enforce all laws governed by the Constitution, Federal law, State law, and City ordinances of Oxford, equally.

By enforcing the city ordinances equally, it can help enhance the quality of life for the residents and the overall beauty of Oxford.

CONCLUSION

- It is the recommendation that City ordinance 40-534 (3) be amended to allow for commercial parking at residential homes or a new ordinance be added.
- Improved signs be placed on the entry to city streets to ensure compliance with the weight limit restrictions.
- Adding No Trespassing and Prohibited vehicles to the areas discussed.



**CITY OF OXFORD
POLICE
DEPARTMENT**



**Mark A. Anglin
Chief of Police**

To: Bill Andrew

Date: August 29, 2022

Reference: Duties and Responsibilities for Admin Assistant

1. Type memos/correspondence for assigned staff
2. Compile monthly report data
3. Assist with the Police Department becoming a State Certified Agency as well as GMA Certification. Being designated as Safety Officer for the City of Oxford.
 - o This will afford the City grants and discounts on the liability insurance.
4. Maintain Chief's calendar and coordinate meeting requests for the Chief
5. Take minutes of staff meetings and maintain records
6. Prepare documents and reports for Chief of Police for council meetings
7. Become GCIC TAC for the police department and oversee GCIC training requirements for police department staff/traffic court
8. Order office supplies
9. Coordinate billing and equipment purchases
10. Register and book travel arrangements for assigned staff to attend conferences / training
11. Track spending for budget and provide weekly/monthly reports to Police Chief
12. Maintain social media accounts for the police department
13. Answer phone calls to the Oxford Police Dept and City Manager
 - o Prioritize calls and transfer to appropriate parties: City manager, Chief of Police, etc.
 - o transfer calls for service to the dispatch center so they can be entered into the CAD and recorded for future reference
 - o take messages for police chief, city manager, and other police staff, when not available or out of the office
14. Handle open records requests and maintain open record files
 - o Make sure agency stays in compliance with open record laws
15. Assist with projects ie, 4th July parade, Bicycle safety, community events.
16. Keep up with public safety supplies like crayons water bottles and badges for kids.

Mark A. Anglin



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

October 13, 2022

To: Mayor David Eady, Oxford City Council Members

Ref: Request to add Administrative Assistant Position

During my tenure as the Police Chief for the past 10 months, I have encountered multiple issues with administrative duties that delay the presence of the police department. It is very common that I spend a lot of time fielding calls, questions, coordinating with the city manager, city clerks' office, city attorney, public works, assisting with camera security for City Hall, the Park on W. Watson, liaison with the Emory Police, Covington-Newton 911, Newton County Sheriff's Department, Covington Police, Porterdale Police, Newton County District Attorney Office Child Fatality Review Board, faith based community, Boy Scouts, and we can go on .

The Police Department should be and normally is the most visible part of any government entity. Most of the citizens in the United States only interaction with government is at the local level. It has become apparent that many of the administrative duties had fallen to the clerk's office. Ms. Brooks staff has always been willing to assist me with administrative duties and have come through in a pinch. The clerk's office has a tremendous amount of work that must be attended to prior to assisting me, which is totally understandable.

I would like to request that a position be added to the budget for an administrative assistant that could serve a dual purpose between the police department and the city manager's office. The administrative assistant would be responsible for the attached duties within the police department and other duties as assigned by the City Manager.



**CITY OF OXFORD
POLICE DEPARTMENT**



**Mark A. Anglin
Chief of Police**

October 13, 2022

Mayor Eady and Oxford City Council Members,

I would like to request the mayor, and City Council, review the necessity of the Community Correctional Services Agreement (Private Probation) with East Georgia Correctional Services, LLC.

Typically, if a person is issued a traffic citation by a City of Oxford Police Officer, the violator is issued a court date. When the violator appears in court and if they plead guilty, a fine is associated with the violation. If the violator cannot pay the fine in full, they are assigned probation for a period while they pay the fine. The fines are set by the Municipal Court with approval of the Council. If a violator fails to report or pay the remaining fee a warrant is issued for the arrest of the violator.

We have run into several people who have been arrested on probation violation warrants issued by the City of Oxford Municipal Court. Often, we are not familiar with the arrest and a person may languish in the Newton County Jail or the respective jail of the county they were arrested in. We have had people sit in jails for two or more days on probation violations waiting for a bond to be set or the warrant dismissed by the municipal judge or probation officer. If a bond is set the jailed person must come to Oxford Municipal Court on the next court date, or have a bond posted at Oxford City Hall Clerks Office. If the person is in the Newton County Jail, the City of Oxford is charged a processing fee of \$15.00, and Prisoner Board at \$45.00 per day. I have requested and have been granted extra money in the budget to house prisoners, so we have no problems with funding. When a person is arrested in other jurisdictions on Oxford Municipal Court Warrants, they are housed until we pick them up.

My concern is that the person is spending unnecessary time in jail for a minor traffic offense. It is my concern that this can be seen as nefarious actions on the part of the city and/or bring undue scrutiny. I am not well versed in the State law governing the private probation companies or state probation as that is a completely different realm of "public safety" that normally works in conjunction with the court system. I would like to request clarification on the specific duties expected of the police department with enforcing probation violations.

I have taken steps and requested better communications between the Newton County Jail, and our department when a person is arrested on Oxford Municipal Court warrants. I do not have a clear understanding of which agency is responsible for ensuring a person who is arrested on Oxford Municipal Court warrant, is given a court date or a bond. In my experience the probation officer who requested the warrant be issued is responsible for ensuring the person answers the charge of a probation violation.



**CITY OF OXFORD
POLICE DEPARTMENT**



October 14, 2022

Ms. Jewel Johnson
Georgia Department of Safety
Office of Professional Standards
P.O. Box 1456
Atlanta, GA 30371-1456

RE: Speed Detection Permit Renewal / Update

Dear Ms. Johnson,

The current permit for the use of a speed detection devices is set to expire on 12/31/22 for the City of Oxford Police Department. On behalf of the City of Oxford, GA, I am requesting a renewal of the permit. Your assistance is greatly appreciated.

Sincerely,

Mark A. Anglin
Oxford Police Chief

David S. Eady
Mayor of Oxford



Colonel Christopher Wright
Commissioner

Department of Public Safety
Office of Professional Standards
Post Office Box 1456
Atlanta, Georgia 30371-1456
Phone: (404) 624-7523
Fax: (404) 624-7676

Mr. Mike Phillips
Director

September 30, 2022

Chief Mark England
Oxford City Government
110 West Clark Street
Oxford, GA 30054

RE: **Expiration of Speed Detection Device Permit(s) on December 31, 2022**

Dear Chief Mark England:

This letter is to inform of your agency's expired Speed Detection Device Permit. In support of your continued use of Speed Detection Devices, the following information must be submitted to the Department of Public Safety's Special Investigations Division:

1. A letter from the governing authority requesting renewal of its speed detection device permit. Counties must have their correspondence signed by either the Chairman of the Board of Commissioners or a member of the same. Municipalities must have their letter signed by the Mayor. If the County Sheriff seeks renewal of its speed detection device permit, the letter must be signed by the County Sheriff.
2. A copy of the Agency's **FCC Radio Station License**. O.C.G.A. §40-14-4 and Ga. Comp. R. and R. r. §570-7-7-02(e). Pursuant to 47 C.F.R. §90-179, "**Licensees of radio stations authorized under this rule part may share the use of their facilities. A station is shared when persons not licensed for the station control the station for their own purposes pursuant to the licensee's authorization.**" In the event that the FCC Radio License being used by your jurisdiction was not issued to it, it must submit an intergovernmental or interagency agreement or contract authorizing its use of the FCC license. The intergovernmental or interagency agreement or contract authorizing your jurisdiction's use of the FCC license should be signed by the

Chairman of the Board of Commissioners, Sheriff or Mayor of the respective governmental authority.

3. A copy of each law enforcement officer's **Speed Detection Device Operator Permit** issued from **P.O.S.T.** or the Agency Speed Detection Report from P.O.S.T. or the Agency Speed Detection Report from the P.O.S.T. website. See, O.C.G.A. §40-14-5 and Ga. Comp. R. and R. r. §570-7-.06 and .07.
4. A copy of each governing authorities' **Certification of Calibration**. Each device should have been calibrated recently (within the year), so that the calibrations are current at the time of the issuance of the renewed permit. O.C.G.A. §40-14-5 and Ga. Comp. R. and R. r. §570-7-.02(e).

Should you have questions regarding this correspondence please contact Jewel Johnson at 404-624-7491. The mailing address of Department of Public Safety's Office of Professional Standards, P. O. Box 1456, Atlanta, Georgia 30371.

Sincerely,

Jewel Johnson
Admin Assistant II
jjohnson@gsp.net