

**NORTH CAROLINA
GRANVILLE COUNTY
CITY OF OXFORD**

**OXFORD CITY HALL, BOARD MEETING ROOM
TUESDAY, JULY 8, 2008 AT 7:00 P.M.**

The Board of Commissioners of the City of Oxford met in Regular Session at City Hall, 300 Williamsboro Street at the above-mentioned time and place.

Present: Mayor Alvin Woodlief, Jr.
Mayor Pro Tem Howard G. Herring, Sr.
Commissioner Robert Shope
Commissioner Stephen C. Powell
Commissioner Paul F. Kiesow
Commissioner A. Chance Wilkinson
Commissioner Robert B. Williford, Sr.
Commissioner Walter Cantley

Present also were City Attorney J. Thomas Burnette, City Manager Mark Donham and City Clerk Tanya S. Weary.

All members of the board and local news media were notified of the time, place and purpose of the meeting.

Mayor Al Woodlief, Jr. called the meeting to order.

Audience member, William Johnston gave the prayer.

The Pledge of Allegiance followed the prayer.

PUBLIC COMMENT

No one from the audience wished to speak.

**MAYOR'S YARD OF THE MONTH AWARD – DRS. JOHN & JODI
ANDERSON**

Mayor Woodlief recognized July's Mayor's Yard of the Month winners, Drs. John and Jodi Anderson. Mayor Woodlief read the certificate, which recognizes them for

the outstanding job of landscaping maintenance and overall attractiveness of 308 Main Street. He added a sign would be placed in the yard recognizing them as the winners for Mayor's Yard of the Month and that a picture would be taken for the *Oxford Public Ledger*. Dr. Jodi Anderson was present to accept the award.

DRUG TESTING POLICY

Mayor Woodlief noted agenda item, *Consider adopting drug-testing policy*, would be tabled to the August Regular Session meeting.

DEMOLITION ORDINANCE FOR 217 COLLEGE STREET EXTENDED

Mayor Woodlief noted that staff recommends granting a 30-day extension to property owner, Tom Watkins, in order for him to have the opportunity to have a signed contract with a licensed contractor.

DEMOLITION ORDINANCE FOR 107 RAILROAD AVENUE

Mayor Woodlief noted that staff recommends granting a 30-day extension to property owner, Tom Watkins, in order for him to have the opportunity to donate this property to the State Historic Preservation Commission.

RESOLUTION ADOPTED TO PURSUE TOURISM SIGNAGE

Linda Sigmon, Downtown Economic Development Director, reported Oxford now has two historic districts and three museums, which are an excellent opportunity to draw tourists into town. She noted it was proposed to the DOT for a set of signs that would start on the Interstate with brown highway signs and then on the exit ramps directing people into town and then cultural interest signs at the designated points. DOT turned down the brown highway signs and directional signs on the exit ramps, but indicated that Oxford may be eligible for wayfinding signs. Tourists would encounter

these signs after they are off the interstate and exit ramps. Cultural interest signs would follow. She presented a map of directional sign locations indicating type by color: wayfinding, historic districts and cultural interests. She noted she did not include a proposed historic district sign in the packets. Commissioner Wilkinson questioned the date 1988 which Ms. Sigmon explained this is when the National Register District was established. Commissioner Wilkinson stated if this date is on the sign people may think it is only historic since 1988 and asked that this be worded differently.

Ms. Sigmon presented the following cost estimates:

WAYFINDING SIGNS (3)

Costs: All costs of signs, design, fabrication, installation, inspection and maintenance are borne by the requestor (City of Oxford). A very rough estimate from Cates Signs:

A sign composed of green/brown/blue elements measuring 6 ft. sq. plus a 10' pole: \$200.00 each. A rough total for 2 proposed signs: \$400.00. This does not include the cost of installation, presumably handled by the City.

CULTURAL INTEREST AREA SIGNS (i.e., individual sites like the museums, etc.)

Cost: A rough estimate from Cates Signs: \$100 per sign for 12"x18" signs. Because these signs would be 2-sided, the cost for one 2-sided sign would be \$200. This does not include installation, which would presumably be handled by the City.

HISTORIC DISTRICT SIGNS

Cost: A rough estimate from Cates Signs: \$150 per sign

Total Project Cost Estimate: \$2,600 (Adding the City seal to the wayfinding signs would add some additional cost.)

Funding: Granville County Tourism Development Authority. A mini-grant in the amount of \$3,000.

Ms. Sigmon asked for the Board of Commissioners to endorse these signs which would be an excellent way to bring tourists into downtown, historic districts and

museums. She recognized Cynthia Yancey, member of the Historic Preservation Commission who was present for any questions.

Commissioner Cantley asked if a cultural interest sign is at the old cemetery to which Ms. Sigmon replied no because there is a sign there stating Old Oxford Cemetery.

Commissioner Powell asked has a location been designated for people to come and ask questions to which Ms. Sigmon replied the Chamber of Commerce will be a point of contact for additional information and the Granville County Museum is pursuing the possibility of a kiosk outside the museum. Mayor Woodlief agreed with Commissioner Wilkinson concerning the date and asked if there was another place to put the kiosk? He suggested at the Courthouse or at the bank where the park used to be; this way it would be visible.

Commissioner Wilkinson motioned to adopt the resolution authorizing the Downtown Oxford Economic Development Commission and the Historic Preservation Commission to pursue approval for tourism signage from DOT. Commissioner Powell seconded the motion. The motion passed unanimously.

RESOLUTION CITY OF OXFORD TOURIST SIGNAGE REQUEST

Whereas the City of Oxford seeks to attract visitors to our downtown businesses, museums and historic districts, and

Whereas we desire to improve the experience of visitors to our city, and

Whereas we believe that these goals can be achieved in part by a system of signs,

Now therefore, we the Commissioners of the City of Oxford endorse the pursuit of such sign approval from the NC Department of Transportation and authorize the Downtown Oxford Economic Development Corporation and the Historic Preservation Commission to engage in that pursuit.

Adopted this 8th day of July, 2008.

Mayor Pro Tem Herring requested adding signage for the Shaw Museum; he noted he did not see this on the map. Mayor Woodlief requested that two signs stating: *Home of NC Hot Sauce Contest* be installed at the city limits sign, one on Williamsboro Street and one on Highway 96 S. A consensus of the Board was taken and it was agreed to proceed with the Mayor's recommendation and have them installed within the month.

BUDGET AMENDMENT APPROVED – ADOPT-A-TRAIL GRANT

Commissioner Shope motioned to approve a budget amendment accepting an Adopt-A-Trail Grant for \$5,000.00 made payable to the General Fund for the construction of the trail at the new athletic park located on Horner Siding Road. Commissioner Williford seconded the motion and carried unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
010391010	Oxford Athletic Park Grant	\$5,000.00	
010399000	App Fund Balance		\$5,000.00

ZONING PUBLIC HEARING SET – DEFINITION OF TEMPORARY STRUCTURE

Commissioner Kiesow motioned to call for a public hearing in conjunction with the Regular Session meeting scheduled on August 12, 2008 beginning at 7:00 PM in the 3rd Floor Board Room of City Hall to consider amending the Zoning Ordinance under Section 200 to include a definition of temporary structure. Commissioner Powell seconded the motion. The motion passed unanimously.

Mayor Pro Tem Herring requested adding an amendment to the Zoning Ordinance to require a fence around a licensed daycare center. This item will be addressed at either the August or September Regular Session.

ZONING PUBLIC HEARING SET – YARD SALES

City Manager Donham noted under the table of permitted uses for yard sales, it shows that they are allowed in the residential zoning districts. It also shows that they are allowed under the classification of “D” which stands for development standards. This was a typo and should have been designated with the letter “P” for permitted uses.

Commissioner Cantley motioned to call for a public hearing in conjunction with the Regular Session meeting scheduled on August 12, 2008 beginning at 7:00 PM in the 3rd Floor Board Room of City Hall to consider amending the Zoning Ordinance under table of permitted uses Section 302 for yard sales. Commissioner Herring seconded the motion and carried unanimously.

ZONING PUBLIC HEARING – REQUEST FROM OGBURN REALTY – REZONE 3 PARCELS ON GRANVILLE STREET

Commissioner Cantley asked if this rezoning request was consistent when the rest is residential to which Planning Director Hart noted this backs up to Linden Avenue, which is zoned business. Mayor Pro Tem Herring motioned to call for a public hearing in conjunction with the Regular Session meeting scheduled on August 12, 2008 beginning at 7:00 PM in the 3rd Floor Board Room of City Hall to consider rezoning request from Ogburn Realty, Inc. to rezone 3 parcels of land located on Granville Street (starting with 203 Granville Street and the next 2 parcels) from O-I (Office-Institutional) to B-1 (Central Business). Commissioner Kiesow seconded the motion. The motion passed unanimously.

**ZONING PUBLIC HEARING – REQUEST FROM JACK WATKINS – REZONE
2 LOTS ON CORNER OF WOODSON STREET**

Jack Watkins of 4540 Watkins Road was present for any questions. Commissioner Shope asked if the proposed duplexes would have a back door exit to which Mr. Watkins noted there would be a front and side door on each. He added he would pave the driveway.

Commissioner Cantley asked Mr. Watkins if he would have two parking spaces per house to which Mr. Watkins replied he would have at least two per house and recognized they would have curb and gutter and would be landscaped. Commissioner Kiesow asked which direction is the duplex facing to which Mr. Watkins responded Woodson Street.

Mayor Pro Tem Herring motioned to call for a public hearing in conjunction with the Regular Session meeting scheduled on August 12, 2008 beginning at 7:00 PM in the 3rd Floor Board Room of City Hall to consider rezoning request from Jack Watkins to rezone 2 lots located on the corner of Woodson Street and Hicksmill Road from B-3 (General Business) to R-6 (1 & 2 Family Residential). Commissioner Shope seconded the motion and carried unanimously.

**RENEW IRREVOCABLE LETTER OF CREDIT
FOR AUTUMN PARK APARTMENTS**

City Manager Donham noted that Autumn Park is not behind on their payments; this is only to renew and commented City Attorney Burnette is comfortable with the way this is being proposed.

Commissioner Williford motioned to renew the irrevocable letter of credit for Autumn Park Apartments since there are no guarantees that the water and sewer usage

will allow the City to recoup its investment. Mayor Pro Tem Herring seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT APPROVED – NC RURAL CENTER GRANT APPLICATION – SEWER LINES IN FRANKLIN STREET & ORANGE STREET AREA

Commissioner Cantley motioned to apply for a grant from the NC Rural Center for the replacement of existing sewer lines in the Franklin Street area and the Orange Street area and approve Davis, Martin & Powell to provide letter of intent to the Rural Center and approve a budget amendment in the amount of \$4,000.00 made payable from the Water Fund for Davis, Martin & Powell to complete the grant application. Commissioner Williford seconded the motion. The motion passed unanimously.

BUDGET AMENDMENT

ACCOUNT NO.	DESCRIPTION	INCREASE	DECREASE
031926926	Sewer line Project Costs	\$4,000.00	
031375000	Transfer from Water Fund	\$4,000.00	
030829551	To fund CIP Program	\$4,000.00	
030399000	App Fund Balance	\$4,000.00	

APPOINTMENT – NELSON DANIEL TO PLANNING BOARD

Commissioner Cantley motioned to reappoint Nelson Daniel to the Oxford Planning Board for a 6-year term expiring June 2014. Commissioner Kiesow seconded the motion. The motion carried unanimously.

ORDINANCE AMENDED – REGISTRATION OF MOTOR VEHICLE TAX

Mayor Woodlief noted the General Assembly ratified HB 2455 an act to permit the City of Oxford to increase its motor vehicle tax from \$10.00 to \$20.00 for each resident vehicle in the City on June 30, 2008.

Commissioner Powell motioned to amend *Chapter 13: Licenses, Taxation and Business Regulations of the Oxford Code of Ordinances, 13-1 Registration of Motor Vehicles* to enact HB 2455 an act to permit the City of Oxford to increase the motor vehicle tax from \$10.00 to \$20.00 on each and every resident motor vehicle in the city. Commissioner Williford seconded the motion and carried unanimously.

ORDINANCE NO: 08-07-01
ADOPTED: 07-08-08
EFFECTIVE DATE: 07-01-08

CHAPTER 13: LICENSES, TAXATION AND BUSINESS REGULATIONS
ARTICLE I: GENERAL PROVISIONS

§ 13-1 REGISTRATION OF MOTOR VEHICLES.

- (A) In addition to other taxes there is hereby levied a special resident motor vehicle tax in the amount of \$20 on each and every resident motor vehicle in the city.
- (B) The tax so levied will be collected along with other ad valorem property taxes of the city by the County Tax Collector.
- (C) Only resident vehicles exempt from ad valorem taxation by reason of governmental or other legal exemption will be exempt from this levy. No vehicle required to be listed for taxation is exempt.

(`86 Code, § 13-1) (Ord. 81-11-1, passed 12-10-81; Am. Ord. 89-3-1, passed 3-28-89, Am Ord. 08-07-01, passed 07-08-08)

CONSENT AGENDA APPROVED

A. DOWNTOWN SIDEWALK SALE APPROVED

Mayor Pro Tem Herring motioned to approve a sidewalk sale in downtown Oxford on Friday, August 1 & Saturday, August 2, 2008. Commissioner Cantley seconded the motion and passed unanimously.

B. REPORT ON EAST MCCLANAHAN STREET PAVING

City Engineer Thomas submitted a written report on the status of East McClanahan Street paving indicating staff had notified the property owners and are awaiting a response. Mayor Pro Tem Herring commented the Umstead's are definitely willing to have the street paved.

C. REPORT ON PROPOSED BATHROOM FACILITY AT HIX FIELD

City Engineer Thomas submitted a written report on the proposed bathroom facilities at Hix Field indicating staff would be reviewing the plans and location of the facility. There were no questions or comments concerning this matter.

D. FINANCIAL REPORT – JUNE 2008

Finance Officer Stephen McNally supplied the Board with a copy of the June 2008 financial report that included General Fund actual revenues of \$528,555 actual expenses of \$819,497; Water Fund actual revenues of \$352,753, and actual expenses of \$450,470 and Other actual revenues of \$119,460 and actual expenses of \$44,267. The subtotals to date are General Fund actual revenues of \$7,463,916 and actual expenses of \$7,504,823; Water Fund actual revenues of \$4,066,687 and actual expenses of \$4,849,084; Other actual revenues of \$1,675,949 and actual expenses of \$1,355,994. Mayor Woodlief noted that if there were not any questions concerning the report, Finance Director McNally would be in his office tomorrow for any questions.

E. MEETING MINUTES

Commissioner Wilkinson motioned to approve meeting minutes of June 2 & 10, 2008. Mayor Pro Tem Herring seconded the motion. The motion passed unanimously.

ADJOURNMENT

There being no further business, Mayor Woodlief adjourned the meeting.