

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' AGENDA MEETING**  
**Monday, October 31, 2016 - 5:30 p.m.**  
**Commissioners' Board Room, City Hall**

*Mayor Pro Tem Calvin (C.J.) Harris, Jr.*  
*Commissioner James (Danny) Currin*  
*Commissioner S. Quon Bridges*



*Commissioner Frank Strickland*  
*Commissioner Patricia T. Fields*  
*Commissioner Ron Bullock*  
*Commissioner Alvin Woodlief*

*Elke Doom, City Manager*  
*Barbara Rote, City Clerk*

*Jackie Sergent, Mayor*

*J. Thomas Burnette, City Attorney*

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[ **CALL TO ORDER** ]

[ Please be reminded to turn off or mute all cell phones and/or electronic devices ]

1. Consider approving the purchase of 0.608 acres of land off of East Industry Drive in the amount of \$39,000 for the site of the new elevated water storage tank.

The Board of Commissioners previously approved accepting a DWSRF loan for the new elevated storage tank on August 9, 2016, and the subdivision plat for the property on October 11, 2017. The cost of the land purchase for the tank is included in the loan amount. The Board needs to approve the final purchase price. (Attachment 1)

**Recommended Action:** Staff recommends approving the purchase of 0.608 acres of land off of East Industry Drive in the amount of \$39,000 for the site of the new elevated water storage tank.

2. Brief Discussion on type of elevated water tank to enable staff and McGill Engineering to proceed with design.

The property acquisition is almost complete. The next step is to begin design on the water tank, and a consensus is needed on the type of tank. Amy will lead this discussion on the three options, multi-legged, composite and metal fluted. (Attachment 2)

3. Set the Agenda for the November 8, 2016 Regular Session (Attachment 3)

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[ **ADJOURNMENT** ]

SUBMISSION PLAT FOR:  
**CITY OF OXFORD**  
 FROM THE PROPERTY OF:  
 WATKINS EDMUNDSON ALLEN  
 PIN NO. 191212862656  
 FISHING CREEK TOWNSHIP  
 GRANVILLE COUNTY, NORTH CAROLINA

NCS CM PROJECT  
 N: 202978129  
 E: 2172366623



CURVE	RADIUS	ARC LENGTH	BEARING	CHORD
C1	1869.82'	131.28'	S88°43'48"W	131.25'
C2	1869.82'	39.46'	N88°39'15"W	39.46'
C3	1869.82'	20.44'	N87°44'11"W	20.44'
C4	1869.82'	24.07'	N87°03'16"W	24.07'

LINE	BEARING	DISTANCE (H)
L1	N6°37'25"E	7.32'
L2	N6°37'25"E	20.00'
L3	N6°06'58"W	35.86'
L4	N3°07'45"E	25.25'
L5	S59°45'28"E	24.84'
L6	S83°18'46"E	24.00'
L7	S5°41'14"W	96.79'
L8	S6°33'20"W	12.12'
L9	S6°33'07"W	10.00'
L10	N88°42'15"E	131.16'
L11	N6°55'24"E	10.00'
L12	S88°42'15"W	131.17'

PARCEL	SQ. FT.	ACRES
TRACT 1	26,484	0.608



*J. Dallas Gordon*  
 J. DALLAS GORDON - NC PLS L-4626  
 October 13, 2016  
 DATE

This map is not a certified copy and has not been reviewed by a local government agency for compliance with any applicable land development regulations

**McGill**  
 ASSOCIATES  
 ENGINEERING, PLANNING FINANCE  
 31 HINDALL STREET, ASHEVILLE, NC 28801 TEL: 828-252-8770 FAX: 828-252-6140

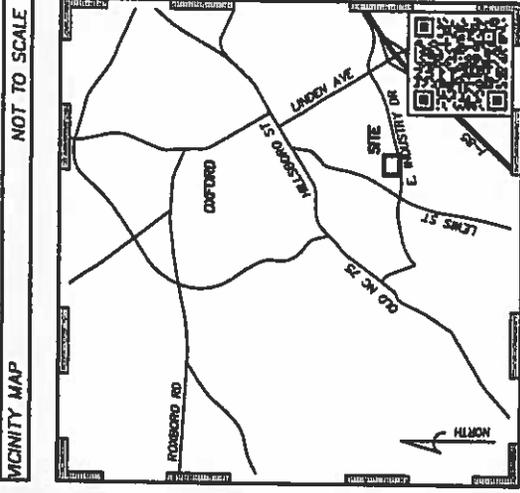
REVISIONS

NO.	DESCRIPTION	DATE
1	ADDED PLANNING BOARD CERTIFICATION	10/21/2016

R:\data\2016\16-156 Oxford Tank Site\DWG\16-156 Oxford Tank Plat 8.14.10-7-2016.dwg 10/21/2016 10:48 AM GORDON

# ATTACHMENT

R:\Jobs\2016\10-156 Oxford Tank Site\DWG\10-156 Oxford Tank Plat 4.5.14 10-21-2016.dwg 10/24/2016 2:16 PM GORDON



- LEGEND**
- SPINDLE FOUND
  - NGS CM = NATIONAL GEODETIC SURVEY CONCRETE MONUMENT
  - CM = CONCRETE MONUMENT
  - RBF = REBAR FOUND
  - OTIFF = OPEN TOP IRON PIN FOUND
  - CTIFF = CRIMPED TOP IRON PIN FOUND
  - CP = CALCULATED POINT
  - PK/AIL = PK NAIL FOUND
  - MB = MAILBOX
  - (H) HORIZONTAL GROUND DISTANCE
  - (G) NC STATE PLANE GRID DISTANCE
  - INDICATES PROPERTY LINE
  - INDICATES LINE NOT SURVEYED AT THIS TIME
  - INDICATES UTILITY LINE
  - INDICATES TIE LINE
  - INDICATES GRAVEL/WIRT DRIVE
  - INDICATES FENCE LINE
  - INDICATES STREAM OR RIVER LINE
  - INDICATES CULVERT
  - INDICATES TREE LINE
  - INDICATES PERMANENT ACCESS
  - EASEMENT LINE (DB 1303/Pg 193)
  - INDICATES EXISTING ACCESS
  - EASEMENT (DB 1303/Pg 193)
  - INDICATES EXISTING BUILDING

**SUBDIVISION PLAT FOR:**  
**CITY OF OXFORD**  
 FROM THE PROPERTY OF:  
 WATKINS EDMUNDSON ALLEN  
 PIN NO. 191212862656  
 FISHING CREEK TOWNSHIP  
 GRANVILLE COUNTY, NORTH CAROLINA

C000258  
 SURVEY PROJECT No. 16-156  
 MCGILL PROJECT No. 13.01125

**NOTES:**

1. Field work completed: May 23, 2016  
 Office work completed: October 13, 2016
2. All coordinates shown are  
 Horizontal Datum: NAD83(2011)  
 Vertical Datum: NAVD83 (Geoid12A)
3. Areas computed by coordinate method.
4. Property shown hereon is subject to all right-of-ways, easements, reservations and restrictions which exist as a matter of record or exist de facto.
5. Property shown hereon is subject to the rules, regulations, ordinances and/or jurisdictions of local, state, and/or federal agencies if any. The requirements of said rules, regulations, ordinances, and/or the limits of said jurisdictions are not shown hereon unless stated otherwise.
6. Underground installations or improvements including building foundations have not been located except as shown hereon. Call NC811 at \*811 before digging.
7. Not all above ground improvements are shown.
8. All distances shown on this map are horizontal ground lengths unless otherwise noted. To convert to grid distances, multiply by the average combined scale factor of 1.000020721.
9. No missing corners were set by surveyor except as shown hereon as "RBS".
10. Easement areas designated as proposed shall remain proposed until a document of title is filed in the office of the Register of Deeds in the county where the land lies, that is signed by the owner/owners, stating their intent and referencing this plat.
11. This survey was prepared without the benefit of an abstract of title. Matters of property title should be referred to an attorney-at-law.
12. Adjoining property owner, deed, plat and PIN information taken from the Granville County Courthouse and GIS Website.

Certificate of Approval by the Planning Board

I, \_\_\_\_\_, Chairman of the Planning Board, do hereby certify that said Board fully approved the final plat of the Subdivision entitled \_\_\_\_\_ 20\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This map is not a certified copy and has not been reviewed by a local government agency for compliance with any applicable land development regulations

NO.	REVISIONS DESCRIPTION	DATE
1	ADDED PLANNING BOARD CERTIFICATION	10/21/2016



**SURVEYOR'S CERTIFICATION**

I, J. Dallas Gordon, certify that this plat was drawn under my supervision from an actual survey made under my supervision from deed description recorded in Book 697/Pg 458, Book 1303/Pg 193, Book 908/Pg 636, Book 1555/Pg 61, Book 597/Pg 8, Book 583/Pg 36 and Book 583/Pg 26; that the positional accuracy meets or exceeds the requirements for a Class A survey; and this plat meets the requirement of G.S. 47-30 section F-11-a, and that the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Witness my dated original seal and signature.

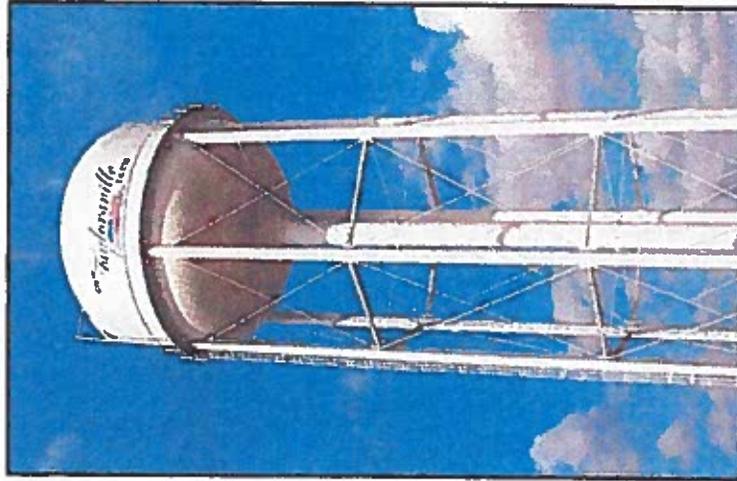
*J. Dallas Gordon*  
 DALLAS GORDON NC PLS L-4626  
 October 13, 2016  
 DATE

**SHEET 2 OF 2**

**McGill ASSOCIATES**  
 ENGINEERING-PLANNING-FINANCE  
 31 HENRIAD STREET, ABBEVILLE, NC 28729 PH: 828.252.8277 FAX: 828.252.8299

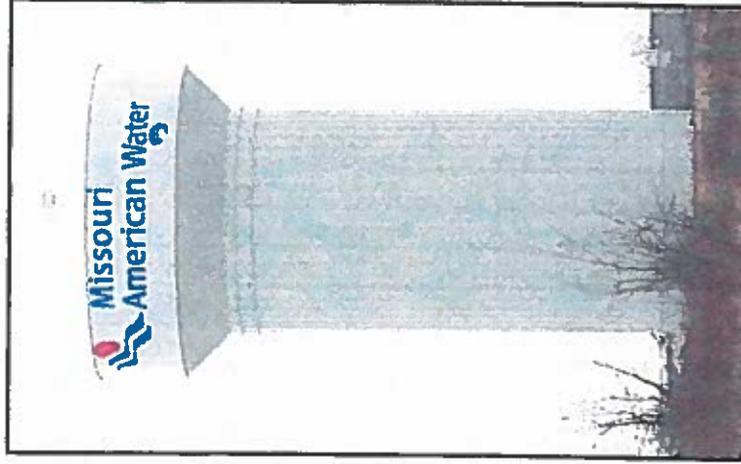
CITY OF OXFORD 750,000 GALLON WATER STORAGE TANK  
ESTIMATED COSTS

LEGGED TANK



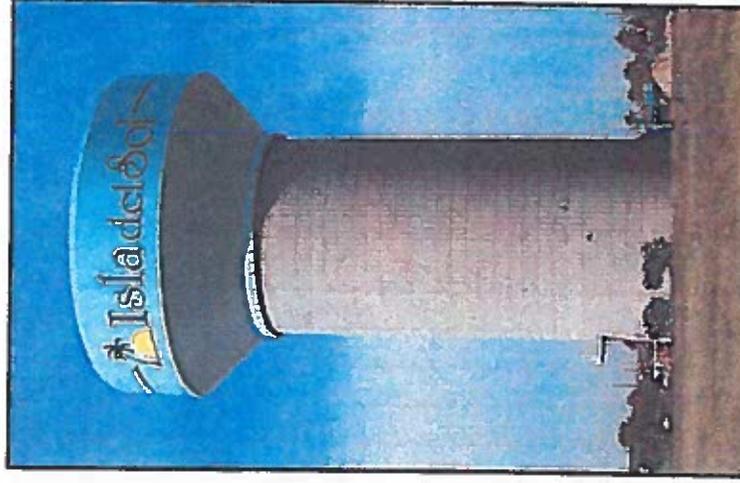
\$1,300,000

FLUTED COLUMN



\$1,900,000

COMPOSITE



\$1,800,000

**CITY OF OXFORD**  
**BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING**  
**Tuesday, November 8, 2016 - 7:00 p.m.**  
**Commissioners' Board Room, City Hall**

*Mayor Pro Tem Calvin (C.J.) Harris, Jr.*  
*Commissioner James (Danny) Currin*  
*Commissioner S. Quon Bridges*



*Commissioner Frank Strickland*  
*Commissioner Patricia T. Fields*  
*Commissioner Ron Bullock*  
*Commissioner Alvin Woodlief*

*Elke Doom, City Manager*  
*Barbara Rote, City Clerk*

*Jackie Sergent, Mayor*

*J. Thomas Burnette, City Attorney*

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**MISSION**

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

**VISION**

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

**Core Values - ETHICORE**

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

**EQUAL TREATMENT** for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**  
**TEAMWORK** within our organization and our community  
**HONESTY** in all of our dealings with citizens, fellow workers, and other organizations  
**INTEGRITY** in every action and service  
**COST-EFFECTIVE** and **QUALITY** services for our community  
**OPEN** and **TRANSPARENT COMMUNICATION** with all parties  
**RESPONSIBILITY** for our decisions and actions  
**EXCELLENCE** in every deed

**\*\*The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values\*\***

[ CALL TO ORDER ]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[ MISSION, VISION, VALUES ]

1. Prayer by Reverend Jenny Wilson, Oxford United Methodist Church
2. Pledge of Allegiance Commissioner Patricia Fields
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergent  
*In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.*

[ DELEGATIONS ]

5. Proclamation designating November 8 as Arbor Day in the City of Oxford

[ PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS ]

*Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.*

[ PUBLIC HEARINGS ]

*Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.*

6. Public Hearing to amendment Oxford Zoning Ordinance to include Building Design Guidelines in the B-1 (Central Business District).

The guidelines will complement the Downtown Masterplan. The review process has included the Downtown Masterplan Committee, Planning, Business & Development Committee, the Downtown Economic Subcommittee, and the Planning Board. (Attachment)

6a. **Consider Recommendations:** Amend Oxford Zoning Ordinance to include Building Design Guidelines in the B-1 (Central Business District) as presented.

7. **Public Hearing to amend Oxford Zoning Ordinance to include the definition and development standards for bars/taverns.**

Currently, the Zoning Ordinance does not have a definition for a bar/tavern. The amendment would allow them as a special use in all of the business zoning districts (B-1, B-2, and B-3). The review process has included the Downtown Master Plan Committee, Planning, Business & Development Committee, the Downtown Economic Development Corporation, and the Planning Board. Staff and the Planning Board recommend approval. (Attachment)

7a. **Consider Recommendations:** Amend Oxford Zoning Ordinance to include the definition and development standards for bars/taverns as presented.

8. **Public Hearing to amend Oxford Zoning Ordinance, Section 403.9, to prohibit the posting of signs on utility poles within the City of Oxford's planning jurisdiction.**

This is an effort to eliminate signs that are posted on utility poles to prevent visual blight. Staff and the Planning Board recommend approval.

8a. **Consider Recommendation:** Amend Oxford Zoning Ordinance, Section 403.9, to prohibit the posting of signs on utility poles within the City of Oxford's planning jurisdiction.

9. **Public Hearing to amend Oxford Zoning Ordinance, Section 405.3(B) to read "Temporary yard sale signs are to be placed in residential districts only".**

Currently yard sale signs can be placed in all zoning districts. They are often posted but not removed, particularly in the business district, causing sign clutter. Staff and the Planning Board recommend approval.

9a. **Consider Recommendation:** Amend Oxford Zoning Ordinance, Section 405.3 (B) to read "Temporary yard sale signs are to be placed in residential districts only".

[ **OLD BUSINESS** ]

**No Old Business**

[ NEW BUSINESS ]

10. Consider calling for a public hearing in conjunction with the December 13, 2016 Regular Session to amend the Zoning Ordinance, section 502.7.3 for parking design and maintenance.

The amendment would require all parking for public use to be maintained in a good state of repair without potholes or excessive deterioration to be determined by staff. The Business, Planning, & Development Committee asked that this item be reviewed.

**Recommended action:** Staff and Planning Board recommend calling for a public hearing.

11. Consider calling for a public hearing in conjunction with the December 13, 2016 Regular Session for a request by Ronnie B. Ellis to have his property removed from the Historic District.

The 2.3 +/- acre site was the location of the former American Tobacco Company Prize House and was listed on the National Register in 1989 and included in the local historic district in 2008. The Prize house was demolished around 1993. The site was also approved for a 24-unit unified housing development on September 14, 1998 by the Zoning Board of Adjustment. The Historic Preservation Commission recommends that the request to remove the property from the historic district be denied.

**Recommended action:** Staff recommends calling for a public hearing.

12. Consider request by Don McLean to amend the Zoning Ordinance section 720, to allow conversions of existing structures to up to 4 dwelling units in the R-15 zoning district.

The Zoning Ordinance currently allows for conversions to a two-family dwelling. Mr. McLean has expressed interest in a dwelling unit located at 226 College Street and converting it into four units. This structure has been vacant since 2010 and has lost its grandfathered status. Mr. Mclean was not present to respond to questions, including parking, and interior/exterior features. The Planning Board recommended that the request be denied.

**Recommended action:** Staff recommends sending the item back to the Planning Board to give Mr. McLean an opportunity to address the Planning Board's concerns.

13. Consider authorizing staff to apply for a Congestion Mitigation Air Quality (CMAQ) grant and to commit to matching funds in the amount of \$67,500.

It was recently announced that Kerr-Tar RPO (Rural Planning Organization) will reprogram \$270,000 CMAQ funds that were allocated to a previous project. If awarded the funds, the

project will be phase 3 of the Industry Drive sidewalk project extending sidewalks along Industry Drive to Lewis Street. (Attachment )

**Recommended action:** Authorize staff to apply for a CMAQ grant and to commit to matching funds in the amount \$67,500.

14. Consider appointing Joe Bryan to fill a vacant seat on the Historic Preservation Commission (HPC) with the term expiring June 2019.

Mr. Bryan has been very active in the community having served previously on the Planning Board and Economic Development Commission. His knowledge in real estate will be beneficial to the Commission. (Attachment)

**Recommended action:** Staff recommends appointing Joe Bryan to fill a vacant seat on the HPC with the term expiring June 2019.

15. Consider appointing the following people to the Recreation Advisory Committee for a staggered term ending as indicated: Kyle Serba - 2019, Kelly Collins-Schram - 2019, Joan Roberson – 2018, Cookie Reynolds - 2018, Thomas Blaine - 2019 and Kim Patterson – 2017.

The Recreation Advisory Committee has been inactive for several years but is a vital component of the Parks & Recreation Department. In October 2014, the Board of Commissioners amended the ordinance governing the establishment of the Recreation Advisory Committee to allow it to be more inclusive of our service group. Since that time, we have been looking for citizens to serve on the Committee and appointments to all six positions are required. Per the ordinance, the Committee will serve staggered terms. The Director met with a total of eight applicants and recommends the six presented. In addition to the recommended appointments, the Chair of the Youth Advisory Board, once elected, will serve on the Committee as well as Commissioner Fields, Chairman of the Parks, Recreation, and the Environment Committee.

**Recommended action:** Staff recommends appointing the following people to the Recreation Advisory Committee for a staggered term ending as indicated: Kyle Serba - 2019, Kelly Collins-Schram - 2019, Joan Roberson – 2018, Cookie Reynolds - 2018, Thomas Blaine - 2019 and Kim Patterson – 2017.

## [ REPORTS ]

16. October Financial Report highlights by Finance Director Ung. Reports will be provided on meeting night.
17. Manager's Report – City Manager Elke Doom

[ CONSENT AGENDA ]

18. Accept the September Financial Report by Finance Director Ung (available on meeting night)
19. Approve changes to the 2017 Board meeting schedule due a holiday conflicts. The January Agenda Meeting will be moved to Tuesday, January 3, and the September Agenda Meeting to Tuesday, September 5. (Attachment )
20. Approve Tax Release in amount of \$35.84 to William Comer for a boat registered in a different county.
21. Approve Tax Release in the amount of \$40.29 to GE Capital Information Tech for equipment leased to the City of Oxford.
22. Approve the following 2016 meeting minutes:  
\* October 4, Agenda Session                      \* October 11, Regular Session

[ BOARD COMMENTS ]

[ ADJOURNMENT ]

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**REMINDERS:**

If you need additional information about the following items, please see the City Clerk.

- Nov. 11 : City Offices Closed, Veteran's Day
- Nov. 24-25: City Offices Closed, Thanksgiving

CITY OF OXFORD  
PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.