

CITY OF OXFORD
BOARD OF COMMISSIONERS' AGENDA MEETING
Monday, February 6, 2017 – 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

David Cottrell, III, Interim City Manager
Barbara Rote, City Clerk



Jackie Sergent, Mayor

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

J. Thomas Burnette, City Attorney

[CALL TO ORDER]

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

Set the Agenda for the February 14, 2017 Regular Session.

[ADJOURNMENT]

REMINDERS:

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

- February 16: County Board Retreat – Dinner 5:30 p.m. – Expo Center

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, February 14, 2017 - 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

David Cottrell, III, Interim City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

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 Caleb Tabor, St. Cyprian's Episcopal Church
2. Pledge of Allegiance Commissioner Al Woodlief
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sargent

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]

No Delegations

[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.

[OLD BUSINESS]

5. Consider amendment to the Oxford Zoning Ordinance, Section 804.5 (nonconforming uses of structures), and the Historic Preservation Ordinance, Article 1203E, Section 7.1 (2).

The proposed amendments would allow consideration for nonconforming uses of structures in the historic district to continue under certain guidelines. Mr. Don McLean of Raleigh, NC is requesting the amendment in order to continue the use that was previously established as a multifamily dwelling unit. The structure is located at 226 College Street. The required public

hearing was held for the amendments during the January 10 Regular Meeting. No action was taken in order for the Planning Board to review the text, which they did on January 23 with no recommended changes. (Attachment)

Recommended action: Staff, the Planning Board, and the Historic Preservation Commission recommend the amendments to the Oxford Zoning Ordinance and the Historic Preservation ordinance as presented.

[NEW BUSINESS]

6. Consider calling for 3 public hearings in conjunction with the March 14, 2017 Regular Session for the following Zoning Amendments.

- A. Rezone 525 New Commerce Drive consisting of 37 +/- acres from R-A to I-2 as requested by the Granville County Board of Commissioners.

The Granville County Board of Commissioners are requesting to rezone the property in order to construct a building to house the county detention center, sheriff's office, animal shelter and related governmental offices at this location. Currently, the zoning ordinance allows correctional institutions in the I-3 (heavy industrial) zoning district as a special use. Due to similar rezoning activities in the immediate area taken place in 2011, Granville County decided to ask for the I-2 (general industrial) zoning instead.

- B. Amend Ordinance to include the definition of a county detention and governmental offices complex, allow the use as a special use in the I-2 zoning district and assigning the land use code 4 as requested by the Granville County Board of Commissioners.

The Granville County Board of Commissioners is requesting to amend the zoning ordinance in order to address the uses proposed for 525 New Commerce Drive. The proposed text amendment addresses all of the uses proposed and allows for the public to review the site plan in detail.

- C. Amend Ordinance to allow temporary shelter/homeless shelter as a special use as requested by Pastor Ronnie Morton of Treasures of Joy Corp.

Currently, the ordinance does not have any regulations for a homeless shelter. Pastor Morton would like to develop property located at 212 Orange Street for a facility. The proposed text amendments include development standards, allowable zoning districts and definition subject to the approval of a special use permit.

Recommended action: Staff and the Planning Board recommend calling for 3 Public Hearings in conjunction with the March 14, 2017 Regular Session for various zoning ordinance amendments.

7. Consider amending Oxford Code of Ordinance, Chapter 13, Article II, Privilege Tax to comply with statutory changes to G.S. 160A-211 and G.S. 105-109(e) that repeals the privilege license tax for most businesses operating in a municipality.

The General Statutes [G.S. 160A-211 and G.S. 105-109(e)] allowing municipalities to charge a privilege license tax to most businesses were repealed effective July 1, 2015. Municipalities can only charge a privilege licenses fee to businesses selling beer, wine and for Taxi Cab vendors. The Oxford Code of Ordinance Chapter 13, Article II needs to be updated accordingly. The ordinance was not amended earlier due to discussion of reinstating some type of business tax by the General Assembly; however, this has not been done. The City Attorney, Finance Director and City Clerk have reviewed the proposed amendment. (Attachment)

Recommended Action: Staff recommends amending Oxford Code of Ordinance Chapter 13, Article II, Privilege Tax to comply with statutory changes to G.S. 160A-211 and G.S. 105-109(e) that repeals the privilege license tax for most businesses operating in a municipality.

8. Consider a budget amendment in the amount of \$21,000.00, payable from the General Fund, to cover the additional costs of replacing and repairing City Hall chillers.

A new chiller for City Hall was installed in October 2016 replacing the chiller from 1992. As part of the project, the original chiller pump was also replaced. Additional hail guards and security grilles will be installed to provide protection. The budget amendment also includes the unexpected cost to replace the compressor for the auditorium chiller. (Attachment)

Recommended Action: Staff recommends approving a budget amendment in the amount of \$21,000.00, payable from the General Fund, to cover the additional costs of replacing and repairing City Hall chillers.

[REPORTS]

9. January Financial Report highlights by Finance Hak Ung. Reports will be provided on meeting night.
10. City Manager Report

[CONSENT AGENDA]

11. Accept the January Financial Report by Finance Director Ung (available on meeting night)
12. Approve tax release in the amount of \$51.56 to Iola Williams because her house was not removed from the tax records.

13. Reappoint Philip Pope to the Zoning Board of Adjustment for a term expiring February 2020.

Mr. Pope is interested in continuing his service on the Zoning Board of Adjustment. No other applications were received. (Attachment)

14. Reappoint George Summer to the Community Appearance Commission for a term expiring February 2020.

Mr. Summers is interested in continuing his service on the Appearance Commission. No other applications were received. (Attachment)

15. Approve the following meeting minutes:

- * December 27, 2016 Special Session * January 3, 2017 Agenda Session
- * January 10, 2017, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- February 16: February 16: County Board Retreat – Dinner 5:30 p.m. – Expo Center

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.