

**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

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
6. Request by Bruce Whitten, Northstar/Carolinas, to address water line shut-off valves at Jake's Ridge and Thornrose developments.

[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.

7. 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 7)

7a. **Consider Recommendations:** Amend Oxford Zoning Ordinance to include Building Design Guidelines in the B-1 (Central Business District) as presented.

8. **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 8)

8a. **Consider Recommendations:** Amend Oxford Zoning Ordinance to include the definition and development standards for bars/taverns as presented.

9. **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.

9a. **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.

10. **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.

10a. **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]

11. Consider request by Don McLean to amend the Zoning Ordinance section 720, to allow conversions of existing structures 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. The Historic Preservation Commission previously reviewed Mr. McLean's request and had no conflict with the conversion.

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.

12. 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 12)

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

13. Consider authorizing staff to begin the process of purchasing a new fire truck.

During the May 17, 2016 Budget Meeting, the Finance Committee recommended approving staff to proceed with the purchase of a new Fire Truck. It takes approximately 1 year from the date of order for delivery, with payment due upon delivery. Therefore, funding for the Fire Truck did not need to be included with the FY 2016-2017 Capital Outlay requests. However, staff needs approval to move forward with the order process. The Finance Committee recommends proceeding with the design, bidding, and ordering of the truck.

Recommended action: Staff and the Finance Committee recommend authorizing staff to proceed with the design, bidding, and ordering a fire truck.

[REPORTS]

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

[CONSENT AGENDA]

16. Accept the September Financial Report by Finance Director Ung (available on meeting night)
17. 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 17)
18. Call 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.

19. Call 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.

20. Appoint 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 20)

- 21. Appoint 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. (Attachment 21)

- 22. Approve Tax Release in amount of \$35.84 to William Comer for a boat registered in a different county.
- 23. Approve Tax Release in the amount of \$40.29 to GE Capital Information Tech for equipment leased to the City of Oxford.
- 24. Approve the following 2016 meeting minutes:
 - * October 4, Agenda Session
 - * October 11, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

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

- Nov. 11 : City Offices Closed, Veteran’s Day
 - Veteran’s Day Program – American Legion Post 90, 10 AM Refreshments, 11 AM Program
- Nov 14: Personnel Committee Mtg. – 9 AM, First Fl. Training Room City Hall
- Nov. 24: Turkey Trot to benefit ACIM
- 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.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Elke Doom, City Manager

FROM: Cheryl Hart, Planning Director

DATE: 10-17-2016

SUBJECT: Hold public hearing to amend the zoning ordinance to include Building design guidelines in the B-1 (Central Business District).

SUMMARY STATEMENT

The building design standards for the B-1 district are a necessary tool needed to compliment the downtown masterplan.

REVIEW

The proposed design guideline has been reviewed by the downtown masterplan committee, planning business and development committee, downtown economic subcommittee and the planning board

RECOMMENDATION

Staff recommends approval of proposed design guidelines.

Attachments: y



PROPOSED BUILDING GUIDELINES FOR B-1 (CENTRAL BUSINESS DISTRICT)

PURPOSE AND INTENT

The purpose of establishing supplementary requirements for development is to ensure that the physical characteristics of proposed development are compatible with the context of the surrounding areas and to preserve the unique visual character and streetscapes of City of Oxford. These requirements strike a balance between creativity and innovation on one hand while avoiding obtrusive, incongruous structures on the other. The City of Oxford strongly encourages architectural styles that build upon and promote the existing historic character of the town and support the view that inspiring, well-maintained, and harmonious development is in the best economic development interests of all residents and businesses.

APPLICABILITY

The following standards are applicable to all new construction and major renovations. The development of infill sites is encouraged if the design of the new structure and site is compatible with the surrounding buildings and the overall character and history.

The height, proportion, the roof shape, the materials, the texture, the scale, the details and the color of the proposed building must be compatible with existing buildings in the district. New construction projects may be subject to review and approval of the Technical Review Committee.

Building Proportions: A new building in the downtown should respect the size and scale of existing structures. The commercial buildings on College, Main, and Hillsboro Streets are good examples of buildings built with similar proportions.



Height: Design the height of the proposed building to be not less in height of adjacent structure and no more than 2 stories higher than buildings on the block or street. There is a variety of heights of downtown buildings, so flexibility in height is appropriate as long as the overall scale of the new building and adjacent buildings are compatible.

Building Corners: Building corners located at intersecting streets provide an opportunity for architectural expression. On all new construction, the corners shall be articulated with curved walls or other features to create a focal point. Building corners also offer a good location for diagonal entries which are encouraged.



Color: Color provides continuity from building to building. The color palette of a building is composed of the colors of the main body of the building, trim and accent colors. Colors for new/existing buildings shall be selected from the “Sherwin-Williams Historic Color Chart” or equivalent, and be approved by the Technical Review Committee. Color guidelines include the following issues:

- ❖ Single Color Schemes Prohibited
- ❖ Schemes with Two or Three Colors Encouraged

Setback: One of the most important considerations of a new design is that it continues the building line of the existing streetscape by using similar setbacks as adjacent structures. Most of downtown Oxford is zoned with a zero-setback line. Therefore, structures can not only be built directly to the right-of-way, but can also abut adjacent structures. Keep the setback of the proposed building consistent with the setback of adjacent district buildings or nearby district buildings that have their fronts on the same street

Facades Rhythms: Display windows and doorways shall be the predominant features on the street-level. All ground level windows shall allow direct views to the building’s interior.

Multi-storied new buildings or additions, as well as rehabilitation should maintain designs that have upper story windows and cornices that should give block uniformity. Renovations to upper story facades which have had the original windows eliminated are highly encouraged to add windows back to the façade in keeping with the original design and/or historic façade rhythms.



- ❖ **Display windows:** All interior display windows shall be lighted
- ❖ If a new downtown building or addition spans several lots, separate the façade into smaller bays to maintain the horizontal rhythm.
- ❖ The use of awnings and canopies are encouraged. They shall be of a design, material, form construction and color appropriate to the architectural style and function of the building. Awnings and canopies shade windows and doors and provide cover for the pedestrians, as well as outdoor seating and dining areas. Outdoor seating shall not impede pedestrian traffic.

Façade Materials: Brick, stone and metal, wood clapboard, architectural concrete masonry units. (Aluminum, vinyl, plastic siding and unfinished concrete block are not appropriate).

Facades at Street Frontage Lines: Sidewalks shall be provided along all street frontages (corner lots)

Parking: If parking is to be included in the design of a new construction project, it should be located in the rear of the building or side yard. If parking abuts a street, it should be screened from view by landscaping and/or low brick wall with benches. Access to parking can be from alleyways, side streets, or other parking areas. If possible, allow for pedestrian access from the parking areas at the rear of the building. Lighting shall also be installed in the parking area. Lighting posts and fixtures must be of the style/design approved for the district. In the event there is no established style, posts and fixtures must be compatible with the overall character and history of the district, and approved by the Technical Review Committee.

Rear/Rooftop Decks and Terraces: This type of residential amenity is encouraged and is an important element to the success of the downtown livability. Decks and terraces are appropriate provided that they do not damage or alter any historic architectural features of the existing building.



Mechanical Equipment on the Ground Level: Equipment shall be placed on the parking lot side of building away from buildings on adjacent sites and shall be screened from view by an opaque screen or fence.

Mechanical Equipment on the Roof: All rooftop equipment shall be screened from view from public rights-of-way by building material that matches the structure or is visually compatible with the structure.

Utility Equipment: If other utility equipment is going to be used, like solar panels a site plan with specs and details shall be submitted to the Technical Review Committee for approval of size, aesthetics, functionality, and screening.

DRAFT



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Elke Doom, City Manager

FROM: Cheryl Hart, Planning Director

DATE: 10-17-2016

SUBJECT: Hold public hearing to amend the zoning ordinance to include the definition and development standards for bars/taverns.

SUMMARY STATEMENT

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).

REVIEW

The review process has included the planning, business & development committee, downtown masterplan committee, economic downtown development corporation and the planning board

RECOMMENDATION

Staff & Planning Board recommend approving the amendment as presented.

Attachments: y

Definition:

- ❖ **Bar/Tavern-** A place/business limited to 100 or less people, where alcoholic beverages are sold for on-site consumption, which are not part of a larger restaurant. This term includes bars, taverns, pubs and similar establishments where any food service is subordinate to the sale of alcoholic beverages and is devoted primarily to the selling, serving, or dispensing and drinking of malt, vinous, or other alcoholic beverages may be obtained within for consumption on the premises. Entertainment including the live music, and /or dancing, comedy, etc. may also be included.

The sale, preparation or consumption of food incidental to the activities listed above shall not exempt an establishment from this definition unless it meets the criteria of a restaurant as defined by the State of North Carolina ABC.

- ❖ **708.1 Frontage.** The main entrance of the building shall be toward a street zoned predominantly for non- residential purposes.
- ❖ **708.2 Hours of Operation.** 12-2:00am
- ❖ **708.3** All bars and taverns in the B-1 District shall restrict live performance/music after 1:00am Monday-Saturday, and 1200 Midnight on Sundays. Consumption of alcohol may be permitted outside and shall not overflow beyond the designated area, into the street or neighboring properties and proprietors will be subject to comply with all state laws and regulations of ABC and the Alcohol Law Enforcement.
- ❖ **708.4** All Bars and Taverns shall be required to provide contracted security after 9:00pm.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 10-18-2016
SUBJECT: Consider authorizing applying for the CMAQ grant and committing to the matching funds.

SUMMARY STATEMENT

The CMAQ Grant will total \$270,000 with the City's match being \$67,500

REVIEW

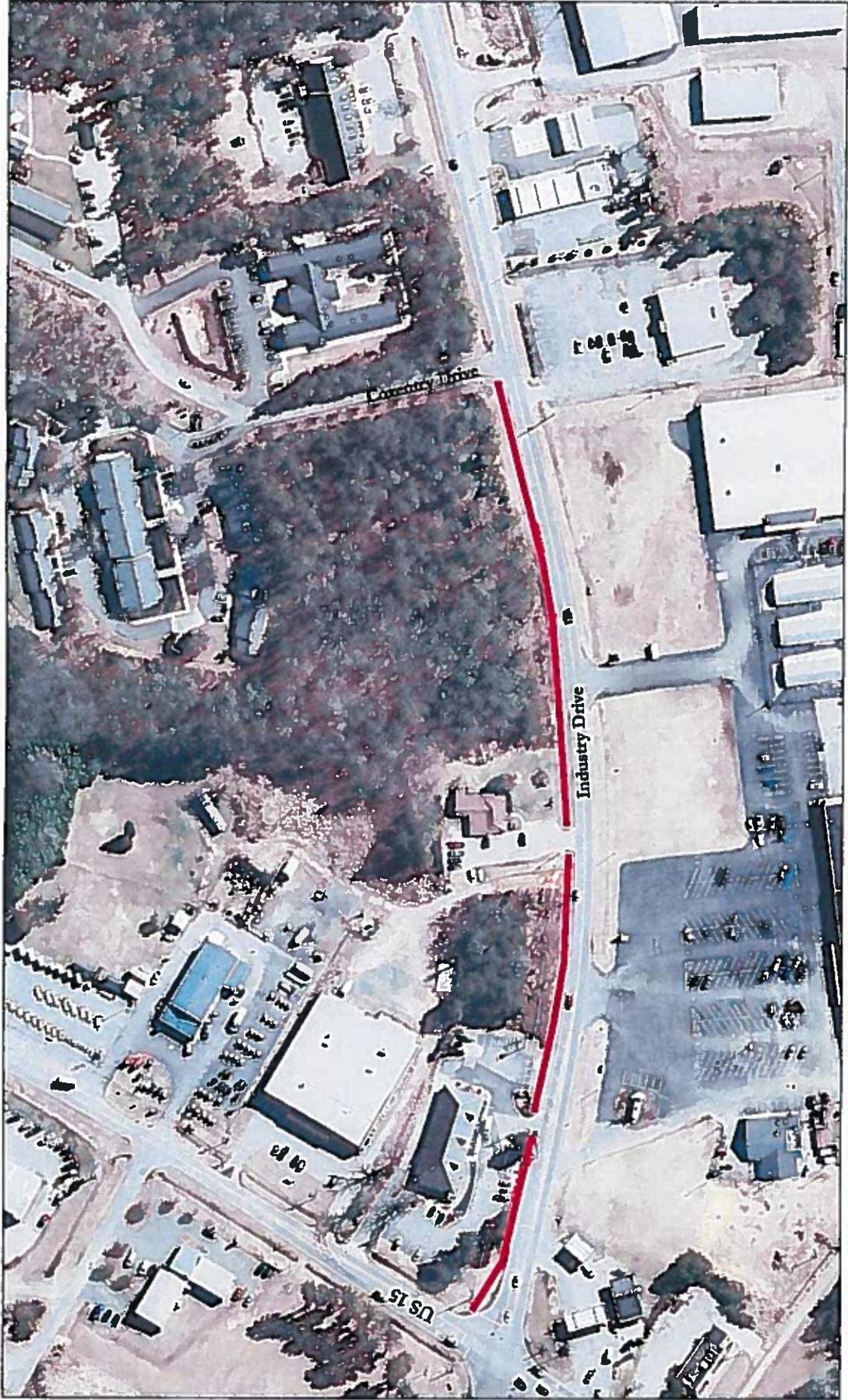
It was just announced that the Kerr-Tar RP: will reprogram \$270,000 of CMAQ funds that were allocated to a previous project for a new project. If awarded the funds, the project will be phase 3 of the Industry Drive sidewalk project extending sidewalks from Industry Drive to Lewis Street.

RECOMMENDATION

Staff recommends s authorizing staff to applying for CMAQ funds and committing to the matching fund.

Attachments:

CMAC Sidewalk Grant - Phase 3 - US 15 to Coventry Drive





SCHEDULE OF CITY OF OXFORD
BOARD OF COMMISSIONERS' MEETINGS *for* 2017
Pursuant to G.S. 143-318.12

<u>AGENDA MEETINGS</u>	<u>REGULAR MEETINGS</u>
<i>Held on Monday one week prior to the second Tuesday of each month at 5:30 p.m. in the Commissioners' Board Room, third floor</i>	<i>Held the second Tuesday of each month at 7:00 p.m. in the Commissioners' Board Room, third floor</i>
January 3*	January 10
February 6	February 14
March 6	March 14
April 3	April 11
May 1	May 9
June 5	June 13
July 3	July 11
July 31	August 8
September 5*	September 12
October 2	October 10
November 6	November 14
December 4	December 12

*Denotes a holiday.
Meetings will be held the next business day



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 10-13-2016
SUBJECT: Consider appointing Joe Bryan to fill a vacancy on the Historic Preservation Committee.

SUMMARY STATEMENT

Mr. Bryan's knowledge in real estate will be beneficial to the Committee.

REVIEW

Mr. Bryan has been very active in the community having served previously on the Planning Board and Economic Development Commission. Mr. Bryan's expertise would be an asset to the Committee.

RECOMMENDATION

Staff recommends appointment to the Historic Preservation Committee.

Attachments:



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date July 26, 2016

Name and email Joe Bryan jbryan702002@yahoo.com

Home address PO Box 963 Phone 919-693-8931

Present occupation Insurance & Real Estate agent

Educational background Graduate of UNC-Chapel Hill

Number of years a resident of Granville County Life

Do you live inside the City limits? Yes If so, for how long? Life

Indicate below the Board/Committee/Commission for which you are applying at this time:

- City Board of Commissioners
- Zoning Board of Adjustment
- Planning Board
- 200th Anniversary Planning Committee
- Oxford Parking Authority
- Recreation Advisory Committee
- Community Appearance Commission
- Historic Preservation Commission
- Fireman's Relief Fund
- Other

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

Economic Development Comm. 37 years

Planning Board 30 years

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

CITY OF OXFORD
 FILE
 COPIES TO

JUL 28 2016

RE-ROUTE TO

Signature Joe Bryan



CITY OF OXFORD

STAFF REPORT

TO: Mayor Sergent and Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Christine Sims, Director, Parks & Recreation
DATE: 10/20/16
SUBJECT: Recreation Advisory Committee

SUMMARY STATEMENT

Appointment of citizens to form the Recreation Advisory Committee.

REVIEW

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. To accomplish this, the following is submitted for approval with their term limit in parentheses:

Three City Residents: Kyle Serba (2019), Kelly Collins-Schram (2019) and Joan Roberson (2018)
Two County Residents: Cookie Reynolds (2018) and Thomas Blaine (2019)
One At-Large: Kim Patterson (2017)

We did receive two other applications but after meeting with the nominees about the responsibilities of the Committee the Director has determined these six individuals should be recommended. The applications for all are attached.

Commissioner Fields, Chairman of the City Board Recreation, Parks & the Environment Committee serves as an ex-officio member.

Additionally, the Chair of the Youth Advisory Board, once elected, will also serve on the Recreation Advisory Committee.

RECOMMENDATION

Staff recommends appointments to the Recreation Advisory Committee as presented.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date Sept. 3, 2014

Name and email Kyle Serba / kserba@nccu.edu

Home address 406 Coggeshall Street, Oxford, NC 27565 Phone (919) 690-1176

Present occupation Associate Athletics Director at North Carolina Central University

Educational background Bachelor's degree in Public Relations and Journalism with a minor in Public Speaking from Utica College of Syracuse University (graduated 1991). Completed 12 credit hours towards master's degree in Parks and Recreation Management at North Carolina Central University.

Number of years a resident of Granville County 8 years

Do you live inside the City limits? Yes If so, for how long? 8 years

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|--|
| <input type="checkbox"/> City Board of Commissioners | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

Numerous committees in my role as Associate Athletics Director at N.C. Central University

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

As a parent, I believe in the many benefits of recreation to a child's physical, social and mental development. As a resident of Oxford, I believe in the importance of a strong recreation program to the community; not just keeping its citizens physically fit, but bringing people together. I would like to be a part of the continued growth and improvement of the parks and recreation department and its offerings. I feel this is my way of giving back to the community that I adore and where I chose to raise my family.

Signature

Kyle Serba



SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? ___ I would if I was aware of opportunities for adults. _____

If yes, please provide details: _____

Do you have family members who participate in our recreation programs? ___ Yes _____

If yes, please provide details: ___ Three of my children have been involved. All three are active in tennis camps. My son has played in the baseball league and golf camp. _____

What recreation and park facilities do you utilize on a regular basis? ___ Tennis courts, basketball courts, playground and ball fields. _____

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?

___ Affordability _____

What area(s) do you feel Oxford Parks & Recreation could improve upon?

___ Offerings and Ease of Registration _____

What facility do you and your family enjoy most in Oxford? ___ Tennis Courts _____

Are you willing to volunteer additional time in support of department special events? ___ Yes _____

What special skills or interests do you have that could enhance your ability to serve on this committee? ___ Professionally, I have 20 years of experience as an athletics administrator at the university level, as well as educational training and work experience in public relations as a strategic communicator and technology user. Personally, I am a parent who believes in the benefits of recreation to a child in their physical, social and mental development. I have experienced Oxford Parks and Recreation for the past eight years as a parent and as a coach (I coached my son's baseball team). _____

Thank you for your consideration. Best Wishes – Kyle Serba (919-690-1176)

Thank you for your time and willingness to serve the City of Oxford.

Use the back of this sheet for additional space if needed.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 9/27/16

Name and email Kelly Collins-Schran KellyCollins@gmail.com

Home address 114 RECTORY ST. Phone 586-872-8053

Present occupation INTERIOR DESIGNER

Educational background BACHELOR'S DEGREE, INTERIOR DESIGN
BAKER COLLEGE, CLINTON TWP, MICHIGAN

Number of years a resident of Granville County 1

Do you live inside the City limits? YES If so, for how long? 1 YEAR

Indicate below the Board/Committee/Commission for which you are applying at this time:

- City Board of Commissioners
- Zoning Board of Adjustment
- Planning Board
- 200th Anniversary Planning Committee
- Oxford Parking Authority
- Recreation Advisory Committee
- Community Appearance Commission
- Historic Preservation Commission
- Fireman's Relief Fund
- Other

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

HISTORIC PRESERVATION COMMISSION, SECRETARY
(PRESENT)

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I AM A CREATIVE INDIVIDUAL AND I HAVE
GREAT IDEAS ON HOW TO CREATE AND
IMPROVE ACTIVITIES AND EVENTS IN THE
COMMUNITY, TO ENRICH THE LIVES OF ITS RESIDENTS.

Signature



Kelly
Collins-Schraw

SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? NOT CURRENTLY,

(CONT) If yes, please provide details: ALTHOUGH I AM

INTERESTED IN STARTING
UP MY OWN CLASSES AGAIN.

Do you have family members who participate in our recreation programs? YES

If yes, please provide details: MY SON JOINED SOFTBALL

THIS LAST SEASON.

What recreation and park facilities do you utilize on a regular basis? MY FAMILY

AND I FREQUENT THE LOCAL PARKS AND
LAKE DEVIN.

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?

THE PARKS ARE CLEAN AND WELL-KEPT

What area(s) do you feel Oxford Parks & Recreation could improve upon?

POSSIBLY CREATING MORE PARKS AND EVENTS.

What facility do you and your family enjoy most in Oxford? HIX PARK

Are you willing to volunteer additional time in support of department special events? YES

What special skills or interests do you have that could enhance your ability to serve on this committee? I AM CREATIVE. I HAVE AN EYE

FOR DETAIL AND THAT EXPANDS INTO

EVENT PLANNING AS WELL AS CREATING
NEW OPPORTUNITIES FOR RESIDENTS.

Thank you for your time and willingness to serve the City of Oxford.

Use the back of this sheet for additional space if needed.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 9-21-2016

Name and email Joan Roberson; joan1@nc.rr.com

Home address 119 W. Front St., Oxford, NC 27565 Phone 919-693-5924

Present occupation retired

Educational background teacher, administrator

Number of years a resident of Granville County 63

Do you live inside the City limits? yes If so, for how long? most of my life

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

Historic Preservation Commission

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I have been actively pursuing getting Pickleball courts for our growing group of Pickleball players, so I feel I have been involved in our Recreation Department already. I also provided much of the research for the historic tours of Oxford that were recently presented through the Recreation Department. I would like to see our Recreation Director pursuing what she does best—providing many varied opportunities for our citizens.

Jean
Roberson



SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? yes

If yes, please provide details: swimming, tennis, historic tours

soon to play Pickleball, I hope

Do you have family members who participate in our recreation programs? yes

If yes, please provide details: _____

Brother and sister-in-law play Pickleball

What recreation and park facilities do you utilize on a regular basis? _____

Hix School Complex

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?

as of late, the variety of activities

What area(s) do you feel Oxford Parks & Recreation could improve upon?

more for seniors (especially in the arts); getting PB courts quickly

What facility do you and your family enjoy most in Oxford? pool

Are you willing to volunteer additional time in support of department special events? some

What special skills or interests do you have that could enhance your ability to serve on this committee?

somewhat artistic, photographer, dancer

think out of the box, creative

want things to be available to Oxford citizens without having to drive to find them

Thank you for your time and willingness to serve the City of Oxford.

Use the back of this sheet for additional space if needed.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date _____

Name and email Cookie Reynolds cookierootoo@gmail.com

Home address 3611 Crosswinds Drive, Stem, NC Phone 919 219-0397

Present occupation retired

Educational background High School grad., some college.

Number of years a resident of Granville County 16 yrs.

Do you live inside the City limits? _____ If so, for how long? Bought a home in Oxford 2/16 and am still renovating. Haven't moved in yet.

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

none, would like to join additional committees: HISTORIC PRESERVATION, Community Appearance Commission, Planning Board

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I'm interested in the future growth in Oxford, not frantic sprawl, but carefully planned and controlled, curated growth. Keep to the historic, southern charm. I think that is accomplished by a vibrant community, people who come together in recreation, attending great (over)
Signature C. A. Reynolds

Cookie Reynolds



SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? yes

If yes, please provide details: I've attended the classes in "Kelly Around the House", I've attended the Bicentennial, Heritage Days

Do you have family members who participate in our recreation programs? my daughters + spouse

If yes, please provide details: They have attended the Parades, Heritage Days

What recreation and park facilities do you utilize on a regular basis? I haven't used any of the facilities as yet.

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?
That it is here trying to provide recreation, classes and sports to the community.

What area(s) do you feel Oxford Parks & Recreation could improve upon?
I'd like to see more and diverse classes offered to bring adults + kids together in a fun environment.

What facility do you and your family enjoy most in Oxford? _____

Are you willing to volunteer additional time in support of department special events? yes

What special skills or interests do you have that could enhance your ability to serve on this committee? I have taught dog obedience classes through the adult education in public schools in Michigan. I enjoy doing crafts, and some sewing. I like to work with people, have pretty good organizational skills, and like to have a good time.

Thank you for your time and willingness to serve the City of Oxford.

Use the back of this sheet for additional space if needed.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 10/10/2016

Name and email
Thomas Blaine tlblaine@gmail.com

Home address 3192 Cannady Mill Rd Franklinton, NC 27525
Phone (919) 302-2661

Wilton/GC

Present occupation Baker, Strong Arm Baking Company

Educational background B.A. History University of North Carolina

Number of years a resident of Granville County Born and Raised

Do you live inside the City limits? No If so, for how long? _____

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Fireman's Relief Fund |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> Other |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

None

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

Although I have not lived in Oxford continuously for my last thirty-one years, it has always been where I said home is. My wife and I have been growing a small business here for several years and I wish to give something positive back to community that has offered us so much support. I believe there are opportunities to expand recreation now and in the future in Oxford and reach out to communities that may be underserved.

Signature _____ Thomas Blaine _____

Thomas
Blaine



SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? Yes _____

If yes, please provide details: _____ Yes, Strong Arm Baking has sponsored a baseball team _____

Do you have family members who participate in our recreation programs? No _____

If yes, please provide details: _____

What recreation and park facilities do you utilize on a regular basis? _____

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?

_____ That it has been working to expand it reach and offerings. _____

What area(s) do you feel Oxford Parks & Recreation could improve upon?

There are communities in Oxford that are underserved and lack community open space.

What facility do you and your family enjoy most in Oxford? _____

Are you willing to volunteer additional time in support of department special events? Yes _____

What special skills or interests do you have that could enhance your ability to serve on this committee? _____ I am very interested in expanding the opportunities available to the residents of Oxford and Granville County. I am willing and able to explore new ideas and possibilities and work to grow and modernize the Parks and Recreation Department to make it a leader in the community. I also have practical land and management experience from working on wildland fire crews, land maintenance crews, and as a Marine Corps veteran.



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 11/3/14

Name and email Kim Patterson kpatterson@campoakhill.org

Home address 12208 Chastain Dr., Ral, NC 27614 Phone 919 280 8581

Present occupation Executive Director, Camp Oak Hill

Educational background BS Degree (Business, with management concentration)
Meredith College

Number of years a resident of Granville County 0

Do you live inside the City limits? NO If so, for how long? n/a

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|---|
| <input type="checkbox"/> City Board of Commissioners | <input checked="" type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Other |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> |

List all Boards/Committees/Commissions on which you have previously served or are currently serving.

None of the above boards. I have served on the Board of
Directors for Camp Oak Hill, which is located in Granville
County.

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

I would welcome the opportunity to be part of the Recreation Advisory
Committee as a way for Camp Oak Hill to serve the community. In my role as
Executive Director of Camp Oak Hill, I feel my background and experience with summer
camp, year-round retreats, fundraising, strategic planning, etc, would be of value
to your committee. The potential
to partner together and Signature [Signature]
to dream big and plan well excites me as
to the impact we could have in the community.

Kim
Patterson



SUPPLEMENTAL QUESTIONS FOR RECREATION ADVISORY COMMITTEE

Do you participate in our recreation programs? Indirectly

If yes, please provide details: For the past two summers, Camp Oak Hill has sponsored a baseball team.

Do you have family members who participate in our recreation programs? no

If yes, please provide details: _____

What recreation and park facilities do you utilize on a regular basis? attended the Camp Oak Hill baseball games at Oxford Park (as schedule allowed)

What do you feel is the best thing(s) about Oxford Parks & Recreation Department?

The overall opportunities to explore healthy recreational activities.

What area(s) do you feel Oxford Parks & Recreation could improve upon?

Nothing specific at this time

What facility do you and your family enjoy most in Oxford? n/a

Are you willing to volunteer additional time in support of department special events? Yes, as schedule allows

What special skills or interests do you have that could enhance your ability to serve on this committee? My main interest is to see increased involvement

of families spending time together through fun recreation and for children and adults to "disconnect" from technology on a regular basis and connect with each other through participation of activities.

Thank you for your time and willingness to serve the City of Oxford.

Kim Patterson
11/3/14

Use the back of this sheet for additional space if needed.